



QUALITY CONTROL POLICY

1 INTRODUCTION

1.1 Pre-Construct Archaeology (PCA) is one of the largest archaeological practices in the UK with the capability to undertake projects of all sizes and complexity and in any geographic location. Commensurate with our size is our ability to assist clients in determining their archaeological requirements and to successfully discharge their planning conditions.

1.2 PCA undertakes desk-based assessments, which are either stand-alone or integrated into larger interdisciplinary reports, such as Environmental Impact Assessments. In addition, a variety of non-invasive techniques such as field walking and topographic survey are provided.

1.3 Another area of expertise is our archaeological fieldwork. Our work covers a wide variety of sites, both green and brown-field. A full range of fieldwork interventions are provided by PCA from Watching Briefs and Evaluations, to large Open Area Excavations.

1.4 The expertise of the Company is not restricted to buried heritage. PCA has a team of experts able to undertake a variety of Built Heritage investigations, including historic and architectural building assessments and recording, surveys of the historic built environment and Area Characterisation Studies.

2 COMMITMENT TO QUALITY

2.1 The discharging of planning conditions for our clients and the reputation of our Company is dependent on the quality of our work and we therefore consider quality control central to our project approach.

2.2 Pre-Construct Archaeology Ltd is committed to:-

- developing and improving quality systems and procedures
- continually improving effectiveness and service standards
- enhancing client satisfaction.

2.3 PCA Ltd has a continuing commitment to:-

- ensuring that client needs and expectations are fulfilled
- achieving high client satisfaction
- communicating throughout the business the importance of meeting client needs and all relevant statutory and regulatory requirements
- ensuring that our services are continually reviewed and effectiveness measured
- ensuring the availability of sufficient resources.

3 POLICY DEFINITION

3.1 In summary our Quality Policy is to ensure that:-

- we comply with all relevant statutory and regulatory requirements

- our internal quality guidelines plus all reports produced take account of the relevant national and regional guidelines including English Heritage, Institute for Archaeologists (IfA) and Museum and Galleries Commission's directions
- we maintain IfA registration and are subject to inspection to ensure that we continue to apply IfA standards throughout our operations
- before site work is started, project specifications are developed and agreed with the client and the appropriate archaeological planning body or advisor
- all work is internally reviewed and signed off before being released to clients, planning authorities or for peer review
- all reports or texts due for release in the public domain, as papers or monographs for publication, are subjected to rigorous independent peer review
- each project is managed by its assigned project manager and individual supervisor. After the fieldwork is complete a designated specialist post excavation manager oversees the analysis and report production stages of a project
- all staff have training appropriate to the jobs and continue to be updated on those elements of specialist knowledge which enables them to provide a quality product
- we constantly monitor our quality performance and implement improvements when appropriate
- copies of the Policy are made available to employees and clients
- all quality improvements made are communicated to employees
- all employees understand the requirements of the Policy and abide by them

4 RESPONSIBILITY

4.1 The Managing Director is responsible for and fully committed to the implementation of the Policy.

4.2 Directors and Managers are responsible for ensuring that all our activities and operational decisions reflect the requirements of this Policy.

4.3 All employees are required to observe the terms and requirements of the Policy. The Managing Director is responsible for its implementation.

5 REVIEW

5.1 The Quality Control Policy will be reviewed annually, or as legal change requires, by the Management Team to ensure its continuing suitability for purpose and assess its effectiveness and any appropriate changes implemented.



Signed:

Date: 17th June 2009

**Gary Brown
Managing Director
Pre-Construct Archaeology Ltd
June 2009**