



COUNTY OF NORTHERN LIGHTS

POLICY

QUALITY – CONTEXT OF THE ORGANIZATION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

The purpose of this Quality Manual is to provide design, construction, commissioning and maintenance services meeting all quality control requirements within the scope of activities as authorized by the applicable jurisdictional authority. This quality program generally describes the systems and processes used in meeting the requirements of the customer. Owners who use services through the sub-contracting companies will review and approve this program.

It is mandatory that all new or supplemental quality documentation generally conforms to the work process described herein and is in accordance with all applicable Code, Act and Regulation specific to the jurisdiction where the work takes place.

County of Northern Lights will ensure that any internal/external parties who may influence our intended results will be identified. The top management of County of Northern Lights ensures communication is maintained between various levels and functions regarding the processes of the QMS and its effectiveness. This is accomplished via the Laboratory network, various quality meetings, and other internal publications.

DOCUMENTS OF EXTERNAL ORIGIN

Due to the nature of the organization as a department of a large corporation, there are many documents of external origin that we must use and follow but which are controlled elsewhere. Access to and use of these documents are in accordance with applicable County of Northern Lights policies.

County of Northern Lights will ensure that external factors, including but not limited to personal knowledge, company culture, and company values, will be identified and monitored to ensure the quality program's functioning will not be impacted.

County of Northern Lights is also subject to various government regulations. When there is a need to refer to any of these regulations, access is gained through County of Northern Lights system or regulatory agency system. Our presumption is that the link from that site goes to the most current edition of the regulation. Any other copies of these regulations are not authorized for use.

INTERNAL AUDIT

County of Northern Lights conducts periodic internal audits or schedules equivalent audits by other County of Northern Lights departments or by external contractors. The purpose of the internal audit is to determine whether the department's QMS:

- conforms to the requirements of the Standard;
- is being effectively implemented and maintained.

Internal quality audits are planned and scheduled based on the status and importance of the activity to be audited. Trained personnel independent of those having direct responsibility for the activity being audited carry out the audits, thus ensuring that auditors do not audit their own work. Since County of Northern Lights is so small that independence cannot always be fully assured, the department may arrange for the internal audit function to be performed by other qualified parties.

Examples of other qualified parties include but are not limited to:

- Agents of the customer, such as County of Northern Lights own internal quality audit department.
- Independent third-party organizations, such as a qualified consultant or consulting firm.
- Qualified internal auditors from other departments of County of Northern Lights

County of Northern Lights currently schedules internal audits that are performed by our own internal quality audit department. County of Northern Lights will ensure that external factors, including but not limited to legal issues, technology changes and cultural environments, will be identified and monitored to ensure the functioning of the Quality Program will not be impacted.



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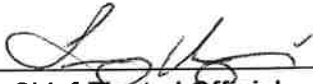
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The internal audits results are documented and brought to the attention of the personnel having responsibility for the area audited. Management personnel responsible for the area take timely corrective action on the deficiencies found during the audit.

Follow-up activities verify and record the implementation of the corrective action, report the verification results, and close out the audit. Subsequent audits verify the effectiveness of the corrective actions taken.

Results of internal audits and the corrective action are submitted for management review.



Chief Elected Official



Chief Administrative Officer