

## DOCUMENT CONTROL POLICY

The Prima Services Group operates a comprehensive document control system for information essential to Health and Safety, as part of its Quality Management System and other National, International and Client Standards and Specifications.

The system ensures that all locations and personnel requiring documentation are provided with current documents and those that are obsolete or cancelled are withdrawn promptly. Whether documents are produced internally or received from an external source, the system ensures that they are relevant, approved and authorised for use within the Group.

Through controlled procedures all documentation is reviewed by receiving managers, the responsibility for analysis and distribution depends upon the contents of the documentation. The Quality Assurance Manager is responsible for the receipt and distribution of all documentation. However any safety related documents or information will initially be dealt with by the Director responsible for Health, Safety and Environment.

All managers are responsible for cascading information through the Company encouraging feedback and review at all levels.

Signed:



Don Clarke  
Managing Director

Date:

27/03/06