


<b>Document Title</b>	Competency Assurance Policy Statement	
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<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All employees	
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## Competency Assurance Policy Statement

Leask Marine Ltd is fully committed to conduct its operations using personnel who are competent to perform their duties safely and effectively. The legal, operational and financial responsibility for integrated competence assurance management rests with the Managing Director and he has delegated this to the Management team. Together they have the responsibility and authority for identifying competency requirements and implementing the necessary actions.

Adherence to this policy involves most of the activities within the company and all of its managers, staff and suppliers. Each member of the management team is responsible for contributing to the implementation, execution and control of the competency assessment needs of personnel.

To achieve this, we will strive;

- ☉ To understand the context of our organisation including the needs and expectations of interested parties.
- ☉ To ensure appropriate competency objectives are set that are relevant to the context and strategic direction of the company.
- ☉ To set, monitor and review appropriate Key Performance Indicators for competency performance.
- ☉ To commit to continually improve our competency performance.
- ☉ To provide adequate financial and physical resources to enable competency requirements to be fulfilled.
- ☉ To recruit personnel in a controlled manner to fully defined interview procedures against fully identified role and person specifications.
- ☉ To assess potential employee's occupational health requirements and provide necessary adjustments to the working environment.
- ☉ To adequately induct new personnel within given time frames.
- ☉ To assess the organisational knowledge required to complete all roles and tasks to be undertaken by personnel and externally provided products and services.
- ☉ To conduct annual appraisals of employees.
- ☉ To provide return to work systems and procedures.
- ☉ To educate, train and motivate employees to conduct their activities in a competent manner.
- ☉ To communicate this policy to people working under control of the company.
- ☉ To foster openness and dialogue with our employees and the public on competency matters and provide information on competency performance.
- ☉ To promote the adoption of these principles by external organisations that provide products and services.



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2021

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