



KAEFER QUALITY WEEK

THE PITCH PIT

NOT TO BE CONFUSED WITH DRAGONS DEN – COPYRIGHT ISSUES AND ALL THAT !!!



EACH MEMBER OF THE QUALITY TEAM WILL PITCH TO YOU THE IMPORTANCE OF A SPECIFIC CATEGORY THAT HAS BEEN PREVIOUSLY IDENTIFIED AS ONE OF THE TOP FIVE NON-CONFORMING ISSUES. THEY WILL EXPLAIN ITS IMPORTANCE TO THE BUSINESS AND WHAT COULD BE DONE TO IMPROVE.

DON'T WORRY THEY WON'T BE ASKING FOR A MONETARY INVESTMENT FOR A 20% SHARE OF THE TOPIC, ALL YOU HAVE TO DO IS VOTE ON THE ONE THAT YOU FEEL IS THE MOST IMPORTANT BASED UPON THE PITCHES GIVEN.

THE MOST POPULAR PITCH WILL FORM PART OF OUR STRATEGY MOVING FORWARD

THE PITCH PIT

MATTHEW'S PITCH – RISK ASSESSMENT



Imagine investing millions in a business only to have it halted by a preventable accident. That's exactly why risk assessments are not just paperwork, they're one of the smartest investments any organisation can make. A well-executed risk assessment identifies hazards before they become incidents, protecting people, equipment, production, reputation and ultimately profit.

Think of it as business insurance with a return on investment. Every accident avoided means reduced downtime, lower re-work costs, and a stronger reputation with customers and stakeholders. In today's competitive industrial environment, companies cannot afford unexpected disruption.

Risk assessments also drive continuous improvement by highlighting weaknesses and creating opportunities to work safer and more efficiently. They empower employees, build a positive safety culture, and demonstrate leadership's commitment to excellence. So, if safety is the foundation of sustainable success, then risk assessments are the blueprint. Ignore them and you're gambling with your business. Invest in them and you're protecting your future growth

THE PITCH PIT

JENN'S PITCH – PLANNING



Planning Through Better Communication and Handover - Introduction of a Project Handover Review

Introducing a structured Project Handover Review at key stages, such as mobilisation, personnel changes and scope changes, would help ensure critical information is not lost and that planning remains effective. The review would confirm:

Applicable procedures, processes, and forms; Key quality risks, controls, and responsibilities; Client-specific requirements: Document review requirements and ownership.

This approach addresses common planning gaps caused by staff absence, annual leave, role changes, or employees leaving the business. It would also support the onboarding of new personnel, giving them a clear understanding of project requirements and quality expectations from day one.

Regular reviews would encourage planning and quality framework discussions beyond audits, promote continuous improvement, and introduce greater accountability for maintaining controlled documents. Clear ownership and scheduled reviews would help prevent quality plans, HSE plans, risk assessments, and other documents from becoming overdue for review.

THE PITCH PIT

SHAUN'S PITCH – COSHH



Hi everyone, COSHH may sound like something you say when someone sneezes, but the consequences are rather less amusing.

Across our data, we recorded 61 Areas for Attention and 17 Non-Conformances linked to COSHH over the last year or so.

The same themes keep returning assessments missing, out of date, unavailable at the point of work, or simply not communicated.

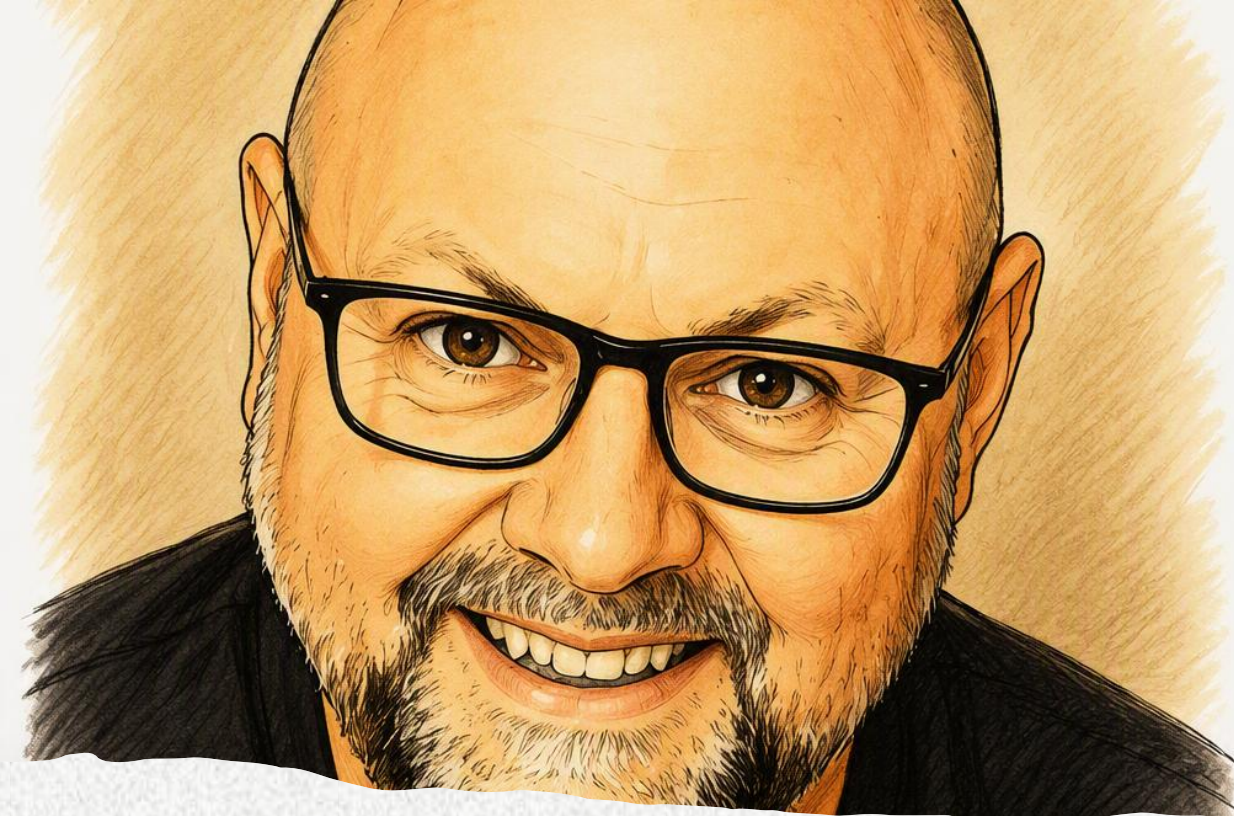
That matters because COSHH is **not paperwork**. It is about preventing ill health from substances we use, breathe, handle or work around, sometimes with effects that may only become clear years later.

We already have the procedure. We already know the controls. The gap is making sure they are actually followed.

So, my ask is simple: **give COSHH the attention it deserves, before a familiar product becomes an unfamiliar problem.**

THE PITCH PIT

KEV'S PITCH – MONITORING & INSPECTION



Over the past 12 months, Quality findings categorised as '**Monitoring & Inspection**' have accounted more than **40%** of our total non-conformances (NCs). This makes it, by far, the number one area requiring attention. Monitoring and inspection findings relate to any activity where evidence is needed to demonstrate that a product or service meets the required standard. Inspection evaluates condition at defined intervals, while monitoring provides ongoing data to support trend analysis and the early detection of potential issues.

These NCs span every discipline and cover a wide range of monitoring and inspection activities, far too many to list individually in this pitch. However, there is a practical tool available to help sites identify and address these vulnerabilities. **CD 300 - Quality Health Check**, has been developed using historical NC data across all categories, not just Monitoring & Inspection. Completed at site level, it enables you to assess your full range of Quality arrangements and identify where improvements are needed. It is simple, value-adding and flexible. There are no limits to how often it can be completed, allowing you to use it as regularly as required. The tool produces a clear scoring chart, making it easy to pinpoint areas requiring attention and focus improvement efforts where they will have the greatest impact.

CD 300 could become your ultimate Monitoring & Inspection tool, supporting stronger control, better evidence and improved performance across all your Quality activities. For more details, visit the **Quality page** on **SharePoint** or visit this link [Quality Health Check](#)

THE PITCH PIT

IAN'S PITCH – DOCUMENT CONTROL



Hi. I'm here to ask for 100% buy in to Document Control in exchange for the knowledge that you will be making a significant positive contribution to KAEFER's future success and continued ISO compliance.

Most people don't realise how important Document Control is to KAEFER in the successful delivery of our work for our clients. Almost all contracts generate records or documented information that form part of the contract, warranty and in some cases legal requirements. Keeping records up to date, correct and available is a key part of compliance. Document Control is also extremely important when the documents in question contain any level of instruction or guidance. Using out-of-date forms or procedures can introduce quality issues and even put KAEFER employees at risk of harm or injury.

All "in play" documents are available on SharePoint in the IMS and stored in folders that are either trade or process specific. We also have indexes that contain links to documents and information on their content and use, they also list all the associated procedures and forms that may be required.

We send out Document Control notifications via TEAMS, Email and SharePoint usually on a Thursday, watch out for the email.

Document control is vital for maintaining consistency, accuracy, and compliance with regulations, specifications and standards. Our own audit program tells us that this is an area where we could improve, with your help and suggestions we can tackle this challenge together and make significant improvements. If you have an idea that would make Document Control better or more efficient, please get in touch.