

QUALITY ASSURANCE (QA) POLICY

1. POLICY STATEMENT

BUEA Academy is dedicated to the pursuit of excellence in the delivery of Occupational Health & Safety education. It is the policy of this Academy to implement a comprehensive Quality Assurance (QA) framework that ensures every aspect of our operation—from course design to learner certification—meets or exceeds international benchmarks. We believe that high-quality training is a fundamental requirement for a safer global workforce.

2. CORE QA COMMITMENTS

In all operations across the **United Kingdom** and the **Kingdom of Saudi Arabia**, BUEA Academy pledges to:

- **Standardization:** Maintain a unified quality manual that ensures consistency across our digital platforms and physical training sites.
- **Continuous Improvement:** Utilize the **PDCA (Plan-Do-Check-Act)** cycle to identify areas for enhancement in our teaching and administration.
- **Evidence-Based Management:** Make all strategic and academic decisions based on data, including learner feedback, pass rates, and employer satisfaction surveys.
- **Regulatory Compliance:** Ensure total alignment with **Ofqual (UK)**, **NEBOSH**, **IOSH**, and the **Technical and Vocational Training Corporation (TVTC)** in KSA.

3. THE QUALITY PILLARS

BUEA Academy maintains quality through four strategic pillars:

- **Pillar I: Course Design & Material Review**

All training materials, including slides, manuals, and online modules, are reviewed every six months to ensure they reflect current **UK HSE** legislation and **KSA Vision 2030** standards.

- **Pillar II: Personnel Competence**

A rigorous recruitment and induction process for all trainers, coupled with mandatory **Annual Performance Appraisals** and CPD tracking.

- **Pillar III: Learner Feedback Loop**



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Mandatory "End-of-Course" evaluations for every learner. Feedback is analyzed by the Board of Directors to implement immediate corrective actions where necessary.

- **Pillar IV: External Audit Readiness**

The Academy conducts "Mock Audits" twice a year to ensure we are always prepared for unannounced inspections by awarding bodies or national regulators.

4. JURISDICTIONAL HARMONY

- **United Kingdom:** Alignment with **ISO 9001:2015** (Quality Management Systems) and the **UK Quality Code** for vocational training.
- **Kingdom of Saudi Arabia:** Supporting the **National Strategic Program for Occupational Safety and Health** and the **Sustainable Development** goals of the Saudi government.

5. GOVERNANCE & REPORTING

The **Quality Assurance Manager** is responsible for the daily oversight of this policy. A "Quality Performance Report" is presented to the Board of Directors quarterly, detailing pass rates, student satisfaction scores, and any identified risks to academic integrity.

Chief Executive Officer / Director BUEA Academy

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