



ERRORS AND OMISSIONS POLICY
VERSION NUMBER: 1.2
ISSUE DATE: 10/02/2022
DATE OF LAST REVIEW: 15/06/2022

Policy Commitments

Northern Edge Studio recognises errors and omissions happen during projects. We are committed to reconciling and preventing errors and omissions as much as is reasonably possible.

When an error or omission in a project is recognised, it will be added to a checklist to be reconciled. We will then reconcile this against our inhouse manuals and checklist to minimise ongoing risk.

Objectives & Goals

Northern Edge Studio will:

1. Review all documentation against checklists
2. Identify any errors or omissions
3. Record these in the control document to be reconciled
4. Where errors or omissions are not recorded on the checklist, they must be added

Staff will:

1. Check documents before issuing
2. Record any errors or omissions via the checklist within a reasonable timeframe
3. Bring errors and omissions to the attention of the principal/s

Responsibilities

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.

Application

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

Scope

The version of this policy applies from the sign-off date.

It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.