 BOTSWANA EXAMINATIONS COUNCIL	Directorate	Executive Secretary
	Function	Compliance and Quality Assurance
	Document Type	Policy
	Document No.	BEC/ES/Pol01.v2
	Effective Date	2018-04-01
Title	Quality Policy	




BOTSWANA
EXAMINATIONS
COUNCIL

Document Title:

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DOCUMENT CONTROL SHEET

Preparation

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Approval - Document Sign off

Name	Role	Date	Signature
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Prof. Brian Mokopakgosi	Executive Secretary	09-04-2018	Signed
Dr Joseph Tsonope	Board Chairman	05-04-2018	Signed

This document was approved by the Board of Botswana Examinations Council during its sitting held on 23rd March 2018.

Revision History

Change Made By	Description	Version	Date
Mothusi Nicholas Ntau	Alignment to ISO 9001:2015	2	2017-11-20

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1. Introduction

The Botswana Examinations Council (BEC) has adopted the ISO 9001:2015 as a basis for its Quality Management System. The BEC Quality Policy seeks to ensure that this international standard is effectively implemented as planned.

2. Scope

This policy entails documented statements of BEC's quality policy in accordance with the requirements of ISO 9001:2015 international standard. It is applicable to all operations of the BEC.

3. Responsibility and Authority

3.1. Executive Secretary

The Executive Secretary is responsible of ensuring that this policy is established, maintained and effectively implemented throughout the Council's operations.

3.2. Directors

Directors are responsible for ensuring that this policy is effectively implemented in their respective directorates.

3.3. Manager, Compliance and Quality Assurance

The Manager, Compliance and Quality Assurance is responsible for ensuring that this policy is kept up to date and is available to all members of staff.

3.4. BEC Staff Members

The BEC staff are responsible for ensuring that they understand the quality policy and are able to apply it in their daily activities.


4. Terms and Definitions

4.1 Context

Refers to a combination of internal and external issues that can have an effect on the Council's approach to developing and achieving its objectives.

4.2 Documented Information

Refers to information required to be controlled and maintained by the organisation and the medium in which it is contained.

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4.3 Executive Management Team (EMT)

The BEC Top Management comprising of the Executive Secretary and the Directors.

4.4 Interested Parties

These are persons or organisations that can affect, be affected by, or perceive themselves to be affected by a decision or activity of the Council.

5. References

- ISO 9000:2015, *Quality Management Systems – Fundamentals and Vocabulary*
- ISO 9001:2015, *Quality Management Systems – Requirements*

6. Policy Statement

Botswana Examinations Council (BEC) shall provide and deliver to its customers, appropriate assessment and examination products and services timely. The BEC is committed to ensuring that this policy is appropriate to its context and supports its strategic direction. BEC is also committed to complying with the requirements of ISO 9001:2015 standard and continual improvement of the Quality Management System.

The Executive Management Team (EMT) shall ensure that quality objectives are set. The EMT shall ensure that the quality policy is available, communicated, understood and applied within the organisation. It shall also ensure that this policy is available to relevant interested parties as appropriate.

7. Documented Information

All documented information generated as a result of implementing this policy shall be maintained in line with the applicable requirements of ISO 9001:2015 and other applicable policies established by the BEC.

8. Policy Review

This quality policy shall be reviewed annually for continued suitability.