

QUALITY CONTROL AND QUALITY MANAGEMENT POLICY

All employees are required to obey and fulfil with the following procedures:

The Policy Purpose:

OPTSCS's quality control and quality management policy to monitor all employee and corporate performance in terms of quality control ensuring continuous improvement. The company put in place a schedule for internal reviews to be carried out for each discipline and for the integrated project engaged in. Yearly service quality meeting for each client that OPTSCS have completed project for those clients. Specific integrated reviews will also be carried out at agreed milestones and at the end of the project that have been executed for clients.

The QC/QM management system is based on OPTSCS's business model consisting of a series of Plan-Design - Execute-Review loops that ensure delivery excellent results in a timely manner. OPTSCS will endeavor to base our quality management systems on industry standards within the following defined activities:

- Monitoring the internal processes to ensure they are effective
- Developing a set of procedures to cover all key processes in the company business
- Checking workplan for deficiency, and initiating appropriate corrective actions where necessary
- Keep records for learning and improvement
- Always company processes in order to continuous improvement.

This policy is subject to review / Edit on a regular basis.

Signed (on behalf of OPTSCS Director)

Zubaida Mohamed

Date: September, 8th 2021