5.2 Quality Policy

Overview

The Company issue the following quality policy to all staff members on induction. This allows the Company...

- To show all staff management’s commitment to continuously improve the effectiveness of the Quality Management System
- To provide all staff with the necessary resources and training such that they will meet the requirements of both internal and external customers alike.
- To consider the environment as a stakeholder whose needs must be met and taken account of in all the Company’s activities.
- To conduct all company activities in a manner which promotes the health and safety of all employees, subcontractors, customers and the public at large.
- To set Objectives for the Company on a regular basis, and to actively encourage all employees to participate in meeting these objectives.
- To meet all statutory and regulatory requirements as required by the standard.
- To this end the Company have implemented and documented this Quality Management System to meet the requirements of ISO9001:2015

Quality Policy Induction Document

We achieved our accreditation for standards working at the standards of ISO 9001:2008 in March 2014 and ISO 9001:2015 in March 2016. We have Management Information Manuals available upon request which include:

- Policy & Objectives
- Definitions
- Quality Systems
- Organisation
- Authority & Responsibilities
- ISO9001 achieved March 2014
- Management Review
- Internal Audit
- Contract Review
- Design
- Documentation & Change Control Purchasing
- Customer Supplied Items

- Process Control
- Receiving Inspection
- Inspection & Testing
- Production & Measuring Equipment
- Indication of Inspection Status
- Non-conforming Items, Preventive & Corrective Action
- Handling, Storage, Packaging,
- Preservation & Delivery
- Records
- Training
- Servicing

All members of Matic Media are expected to maintain and work upon improving the grounding methods and standards of our ISO:9001 documentation through working with SMAS, 5S methods and Lean methodology.

Quality Policy Onboarding Template

All new starts have to fill out the attached Quality Management sign off. This is part of the Welcome Pack

Quality Management.docx

Specification Requirements

5.2.1 Establishing the quality policy

Top management shall establish, implement and maintain a quality policy that:

- a) is appropriate to the purpose and context of the organization and supports its strategic direction;
- b) provides a framework for setting quality objectives;
- c) includes a commitment to satisfy applicable requirements;
- d) includes a commitment to continual improvement of the quality management system.

5.2.2 Communicating the quality policy

The quality policy shall:

- a) be available and be maintained as documented information;
  b) be communicated, understood and applied within the organization;
  c) be available to relevant interested parties, as appropriate.

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