

# 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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