

BUSINESS MANUAL



Title:

**QUALITY POLICY
STATEMENT**

BM-05

Issue: A

Date: 07/10/20

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Click Post Ltd is fully committed to supplying all of our customers and clients with an efficient, friction free, reliable and fast online plan printing service that meets all quality service levels and all quality requirements. This includes delivery, value for money, product and service quality.

To support this policy, we have appointed a Quality Management Representative who shall measure our service level performance to ensure that these commitments have been achieved.

Our goals and objectives shall be achieved through our on-going commitment to effective quality assurance management at all levels, and our commitment to achieving continual improvements in performance in line with the philosophy of **BS EN ISO 9001:2015**.

All internal standards and processes are controlled and maintained, and subject to regular internal audits which are carried out by competent and independent personnel.

Our performance is formally reviewed at annual management review meetings attended by top level management including Company Directors.

The Managing Director has the ultimate responsibility for the management and maintenance of the **BS EN ISO 9001:2015** Business Management System, and for all Quality Assurance Policies, Practices and Procedures.

This company Quality Policy Statement is communicated and understood by all employees of the company, and is readily available to all interested parties via our web-site.



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Andrew Evans- Managing Director

AMENDMENT RECORD:

Issue Level	Amendment Details	Approved By	Date
A	First Issue of Document	Andrew Evans	07/10/20