



**2020**

**Quality Policy**



**Sub-Tech  
Contracts Ltd**

**Crown Wharf Estate  
Bidder Street  
Canning Town  
London  
E16 4ST**

## **Quality Policy Sub Tech Contracts Ltd**

Approved by John Cannon on 6<sup>th</sup> January 2020.

A paper copy of this policy is kept at Head Office.

An electronic copy of this policy can be obtained by request from Head Office.

A copy of this policy has been made available to the persons listed below, who are responsible for circulating this policy as appropriate to interested parties.

Employees, Clients, Sub Contractors, Suppliers and the public.

Sub - Tech Contracts Ltd has ensured that it remains legible and is fully identifiable.

This policy will be reviewed yearly.

This policy should be considered as part of a set of policies that include:

- Our Health and Safety and Quality Assurance Management Systems

### **Definitions**

For the purposes of this document, the following terms apply:

Senior management is defined as the directors, officers and senior managers of the organization.

### **Quality Policy Statement**

Quality management is key to Sub-Tech, who is committed to continually improving its business, quality standards and procedures. The company is committed to communicate with and involve its staff and clients to continually improve the quality system.

It is the policy of Sub-Tech to:

- Comply with all contractual requirements of its clients and to meet and exceed their expectations on each and every contract.
  
- Maintain and pursue high standards of quality as a key part of efficient management of the business and ensure that any decisions take proper account of all quality

requirements.

- Initiate and develop processes and procedures to attain ISO 9001:2015 certification based upon the following quality management principles:
  - Client/customer focused business
  - Involvement of employees
  - Leadership
  - Continual improvement
  
- Develop and review clear business objectives and standards in line with contract requirements.
  
- Review, and if necessary, revise this Policy on an annual basis.

The Management team has overall responsibility for this Policy.

Sub-Tech shall produce and maintain a quality system and ensure that adequate resources are available for the successful implementation of this Policy.

All Managers, Supervisors and employees are responsible for the successful implementation of this Policy.

This Policy has been approved and authorised by



*John Cannon*

Managing Director

06/01/2020