



**CHARTSIGN LIMITED**

**QUALITY & ENVIRONMENTAL POLICY MANUAL**

**AND**

**MANAGEMENT SYSTEM PROCEDURES MANUAL**

ISO 9001:2015 / 14001:2015

QUALITY & ENVIRONMENTAL POLICY MANUAL

ISSUE RECORD:

Serial Number . \_\_\_\_\_ This copy will be / will not be updated.

Issued to : \_\_\_\_\_

Issued by : \_\_\_\_\_ Date . \_\_\_\_\_

This Manual shall not be replaced whole or in part without the consent of the Company's Management Representative.

Requests for additional copies are to be made to Chartsign.

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## **INTRODUCTION:**

Chartsign Ltd has been trading for over 30 years. The Company provides an on - site Design Consultancy and Technical Recruitment Service to the Automotive Industry. The Company currently employs 1 Director, 6 Contract Consultant Design Engineers and has 5 sub Contract Consultant Design Engineers.



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## **COMPANY QUALITY POLICY**

The policy of Chartsign Ltd is to provide products and service that give total satisfaction and meet any relevant legal / regulatory requirements.

We recognise that the continued future success of the Company depends on the price, delivery and quality of our products and the quality of service provided. The quality of our products and service must be of the highest possible standard if we are to meet the ever increasing demands of our customers.

Our quality objectives are to provide goods and service that are fit for purpose and completely meet our customers' requirements and to establish and maintain a management system which meets the requirements of ISO 9001:2015 and achieve and retain status as a registered firm of assessed capability. Quality objectives shall be established and reviewed at the annual review meeting.

Conformance to the procedures of the quality management system requirements is mandatory upon all employees, and this shall ensure achievement of our quality objectives. The Company shall ensure that the quality policy is understood, implemented and maintained at all levels within our organisation, also that the work environment is maintained at a level appropriate to the company's activities.

In addition to strict adherence to these procedures, we need continually to develop and maintain the right attitude towards high quality achievement throughout the Company and strive for continual improvement of our service / product and of the Management System. Only in this way will we achieve our company quality policy of complete customer satisfaction.

**MANAGING DIRECTOR**

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## **WASTE MANAGEMENT & ENVIRONMENTAL POLICY**

The following statements of principles and intentions comprise the Waste Management and Environmental Policy of Chartsign Ltd, which applies to all activities of the company.

### Principles

- We are committed to providing a Design Consultancy and Technical Recruitment service to a variety of industries.
- We recognise that our activities result in both direct and indirect impacts on the environment.
- We are committed to minimising the impact of our operations on the environment by means of a programme of pollution prevention and continuous improvement in environmental performance.

### Intentions

- To comply with all relevant environmental legislation and regulations, and with all other codes of practice and industrial standards to which we subscribe
- To implement industry waste management and environmental best practice where applicable.
- To set waste management and environmental objectives and targets, and to implement an action plan, addressing those aspects of our activities that have significant environmental impacts.
- To minimise the amount of wastes we dispose of, seek to recover through re-use or recycling as much as is economically practicable and ensure that the remainder is disposed of properly.
- To minimise the use of energy, water and other materials through monitoring and increasing the efficiency of use.
- To communicate to our employees, customers and suppliers our policy and achievements in improving our waste management and environmental performance. To ensure that all employees are aware of their individual responsibilities for acting in accordance with the policy.
- To review periodically our objectives, targets, action plans and overall environmental performance.

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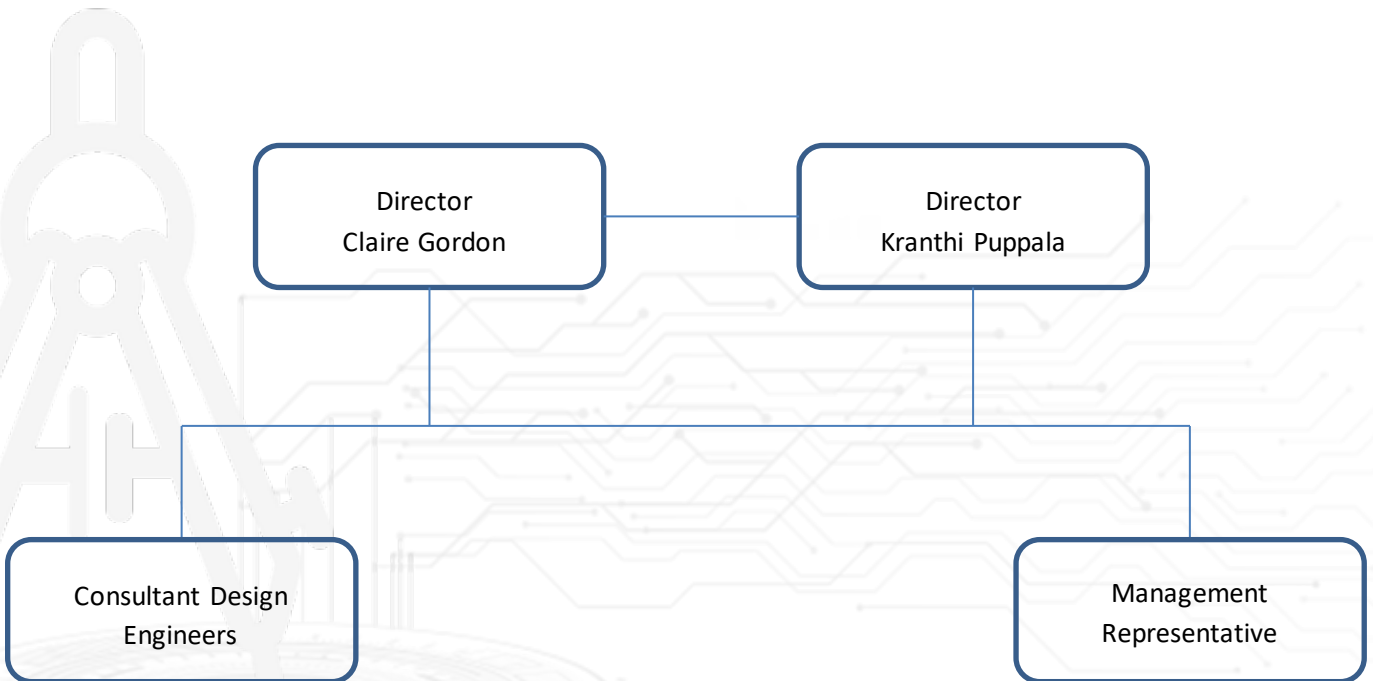
## SCOPE OF THE MANAGEMENT SYSTEM:

The scope of this Management System covers onsite Design Engineering Consultancy and Technical Recruitment and shall include all the clauses of ISO 9001:2015 and ISO 14001:2015, Excluding 7.1.5 Control of Monitoring and Measuring devices, as the company does not conduct any significant monitoring or measuring activities, and 8.3 Design and development of products and services.

The documented procedures to support the above scope are as follows:-

<u>Procedure No.</u>	<u>Title</u>	<u>ISO 9001:2015</u>	<u>ISO 14001:2015</u>
CP 1	Environmental Aspects	5.2	4.3.1/4.3.2
CP 2	Control of Documentation and Records	4.2.3/ 4.2.4	4.4.5/4.5.3/4.3.2
CP 3	Contract Review	7.1/7.2/5.2 7.3/7.4/7.5	4.4.6/4.3.2 4.5.1
CP4	Training	8.1 6.2	4.4.2
CP 5	Measurement, Analysis, Improvement & Communication	8.1/8.2.1/8.3/8.4/8.5	4.4.3/4.5/4.5.1 4.5.2
CP 6	Emergency Preparedness & Response	8.3/8.5.2/8.5.3	4.5.2/4.4.7
CP 7	Management System Audit and Review	5.5.3/5.6/6.3/6.4/8.2.2 6.1/8.1	4.4.3/4.5.4/4.6

## ORGANISATIONAL CHART:



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## MANAGEMENT SYSTEM FLOW CHART

