This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

The aim of this procedure is to define how the quality system of Plastica is documented.

2. SCOPE

This procedure covers the development, distribution and control and continuous improvement activities related to all documentation considered to be critical for Plastica's performance, including quality.

3. REFERENCES

ISO 9001: 2015

Quality Manual

QP 5: Document and Data Control

4. RESPONSIBILITY

Managing Director
Quality Policy

Quality Consultant
Quality Manual (with Managing Director's approval), Quality Procedures, Quality Work Instructions, Forms.

Project Managers

5. METHOD

Quality Policy

Our Managing Director and Finance & Operations Director are responsible for defining our Quality Policy which is a statement of our company's commitment to meeting customer requirement, delivery quality products and the continuous improvement of our quality management system effectiveness and business performance. The Quality Policy will state our quality objectives that will be in line with other strategies and objectives for management of the company as a strong, vital organisation. The Quality Policy will be distributed throughout the organisation, displayed at prominent locations and we will ensure that all staff are aware of its aims through quality awareness training. The policy will be reviewed annually to ensure that it continues to be relevant and effective.

Quality Manual

The Quality Manual is prepared by our Quality Manager and is issued with the approval of the Managing Director. It is a controlled document and is issued in accordance with QP5: "Document and Data Control". The Quality Manual is an overview of what we will do to meet the requirements of ISO 9001: 2015 and lists which procedures within our system are relevant to each element of the standard.

Quality Procedures

Our Quality Procedures are prepared and issued by the Quality Manager in consultation with Department Managers and are controlled documents in accordance with QP5: "Document and Data Control". Quality Procedures describe in detail how we will satisfy the requirements of ISO 9001: 2015 and they will include an aim, scope, list of references, responsibilities, method and records. Quality Procedures may be reviewed at any time to reflect a change in circumstances or improvements to the system, but will be reviewed annually.

Quality Work Instructions/Forms

Work Instructions and Forms are prepared and issued by the Quality Consultant in conjunction with and are controlled documents in accordance with QP5: "Document and Data Control". They detail the necessary steps for each quality-related activity in logical sequence so that the activities can be consistently repeated to the standard required in the procedures. Work Instructions will include an aim, scope, list of references, responsibilities, method and records. Work Instructions and Forms will be reviewed and updated as necessary to reflect changing circumstances in order to accurately describe each task.