

Generic Policy Statement and Labels Instruction to Company Representative

This Policy Statement should be amended by copying the corresponding statement from the Quality Manual.

Change Company! to Company Name

Please sign the;

- Quality Manual,
- Each Standard Operating Procedure
- Training Manual
- Other Manuals

Please copy the Policy Statement onto company letterhead and sign it. Frame it, place it in reception area and place additional copies on notice boards.

Use the labels below to identify the manuals. Amend if necessary...

Delete this text before finalising and printing the manual

Company! Quality Manual, Standard Operating Procedures, Standard Forms, Training Manual	Controlled Copy	No 1
Company! Quality Manual, Standard Operating Procedures, Standard Forms, Training Manual	Controlled Copy	No 2
Company! Quality Manual, Standard Operating Procedures, Standard Forms, Training Manual	Controlled Copy	No 3
Company! Quality Manual, Standard Operating Procedures, Standard Forms, Training Manual	Un controlled Copy	No 4
Company! Quality Manual		Uncontrolled Copy

This is an Uncontrolled Counter Copy of the Policy Manual
Please sign it and keep it in the reception area for customers to inspect.

Company!

Quality Policy

We recognise that it is our responsibility to provide reliable products of consistent high quality that comply fully with the relevant specifications and contract documents and which address the needs and expectations of our customers.

We further recognise that the diligent operation of a quality management system leads to efficient and effective execution of the works with a minimum of errors and rework.

Our aim is to:

- achieve, maintain and continuously improve the quality of our product
- improve the efficiency and effectiveness of our operations
- provide confidence to our management and employees in the quality of our service and product
- provide confidence to our customers that the requirements for product quality are being met
- provide confidence that the quality system requirements are being met

Company! and its Employees are committed to the implementation of this quality management system in accordance with AS/NZS ISO 9001:2000 Quality management systems - Requirements

Chief Executive Officer

Sample Only