

**Subject:** Rotadex and Templestock Quality Policy

**Issue:** M

**Responsible:** Senior Management

**Definition:** Quality Aims of the Quality Management System

**Scope:**

Rotadex Systems Ltd incorporates Rotadex, Templestock and Shelving Direct.

The scope of this organisation is:

**Templestock:** The design, supply and installation of document storage systems and systems furniture.

**Rotadex:** The provision of printed services and sheet metal manufacture.

The organisation has a combined certified integrated system incorporating Quality, Environmental and Health and Safety for Rotadex, Templestock and Shelving Direct. Rotadex Ltd appreciates the importance of Quality management and operates our processes and expectations in accordance with ISO 9001:2015 and set ourselves relevant objectives.

**Policy:**

- Rotadex Systems Ltd is committed to establishing objectives for quality, reviewing performance of the Quality Management System and ensuring the availability of resources in accordance with ISO 9001:2015.
- We recognise that the continued future success of the Company depends on quality of our products and services and Rotadex Ltd are committed to the continual improvement of our quality management system. We intend to meet the needs & expectations of our interested parties and to comply with applicable requirements.
- The quality management system used to achieve this policy is fully described in this Quality Manual; relevant sections shall be communicated and understood by all staff.
- The Quality Manual and supporting documentation are mandatory throughout the Company.
- The responsibility for the compilation, revision and maintenance of the quality management system rests with the Sheet Metal Production Manager and CNC Team Leader.
- Authority to give strategic direction with respect to the assurance of quality lies with the directors, supported by the other members of staff who have a direct and continuing responsibility.
- The policy, structure and procedures described in this Quality Manual are based on the requirements of the International Quality Standard EN ISO 9001:2015

**Signed:**



**Date:** 16<sup>th</sup> March 2023

**William White - Managing Director**