

PHILIP W. SUMNER LIMITED

**Philip W. Sumner Limited
17 Chatburn Close
Great Harwood
Blackburn
Lancashire
BB6 7TL**

Telephone Number:- 01254-884539:

Fax Number:- 01254-877177:

Person Responsible for Health and Safety:

Managing Director:

**Contracted Health and Safety Consultant:
(Site Foreman/Supervisor, On-Site):**

QUALITY POLICY STATEMENT FOR PHILIP W. SUMNER LIMITED

Responsibility: PHILIP W. SUMNER:

Position: Managing Director:

Re-Issue Date: 20th September 2008:

Review Date: 20th September 2009: (Or in the event of an accident, or change of circumstances occurring):

PHILIP W. SUMNER LIMITED

This is the Quality Management Statement of Intent for Philip W. Sumner Limited

Quality Control Of The Construction Processes And Company Operatives:

Quality control is an integral part of Philip W. Sumner Limited internal and external decorating operations process. At selected stages of all internal and external painting and decorating operations (domestic and industrial premises). Philip W. Sumner Limited will undertake a detailed inspection and quality control procedure, utilising company produced quality control sheets, in order to ensure that the work being undertaken by Philip W. Sumner Limited is fully in accordance with the agreed specifications of the Principal Contractor or client/customer internal and external painting and decorating operations (domestic and industrial premises).

Philip W. Sumner Limited Director/Company Secretary, Contracted Health and Safety Consultant will monitor and the Philip W. Sumner Limited Site Foreman/Supervisor, or the person in charge of the contract, will undertake of all internal and external decorating operations (domestic and industrial premises), quality control audits.

Signature: _____ **Re-Issue Date:** 20th September 2008:

Name In Print: PHILIP W. SUMNER:

Position In Company: Managing Director:

Statement Review Date: 20th September 2009:

PHILIP W. SUMNER LIMITED

This is the Criteria for the Implementation of the Quality Policy Statement for Philip W. Sumner Limited

Quality Control Criteria for the Implementation of The Company Operating Procedures, by ALL Company Personnel:

Quality control is an integral part of Philip W. Sumner Limited customer internal and external painting and decorating operations (domestic and industrial premises) process and all internal company quality procedures. At selected stages of all customer internal and external painting and decorating operations (domestic and industrial premises), Philip W. Sumner Limited will undertake a detailed inspection and quality control procedure, utilising company produced quality control sheets, in order to ensure that the work being undertaken by Philip W. Sumner Limited and all company internal quality procedures are fully in accordance with the agreed specifications of the undertaking of customer internal and external painting and decorating operations (domestic and industrial premises) and all internal company quality procedures are in accordance with current legislation requirements:

Quality System:

The company has a definite programme in order to be able to undertake any quality system. Full instructions are provided that describe how any work is to be undertaken. The following is a programme of requirements to enhance the quality system:-

- ❖ The company must be able to demonstrate that they know what they are doing:
- ❖ The company must be able to demonstrate that they can undertake corrective action, at all times:
- ❖ The company must demonstrate that should things start to go wrong, they can fully cope with any rectification remedy requirements in order to get procedures back to normal:
- ❖ The quality system must prove to be economical:
- ❖ The quality system must prove to be effective and efficient:
- ❖ The quality system must be proven to provide full evidence of control:
- ❖ The quality system must prove to have an organised approach to quality procedures and commitments:

The following is an outline of the requirements of ALL personnel, for the implementation of the Company Environmental Statement:-

1. Philip W. Sumner Limited Company Organisation:

Philip W. Sumner Limited, as a company that quality procedures are paramount, have incorporated a policy for the management of quality procedures within the company. Responsibilities are defined and the management acts with authority, responsibility and with the ability to solve quality procedure problems that may arise. It must be ensured that the policy is fully understood and implemented by everyone within the company, on a continual basis. Therefore ensuring effective and efficient quality control and quality management:

PHILIP W. SUMNER LIMITED

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Quality Control Criteria for the Implementation of The Company Operating Procedures, by ALL Company Personnel:

2. Effective Review Of All Contracted Work Awarded To The Company:

At the contract tender and awarding stage, Philip W. Sumner Limited are fully aware of the customers requirements, in order that work can be completed fully to the customers specifications. Any further specific requirements, over and above the customers specific specifications is thoroughly discussed and agreed at an effective and efficient contract pre-start meeting, where all of the customers requirements are incorporated within the contract works. It must be ensured that as much information as is possible is obtained from the customer, in order to ensure that the company can provide the exact product and service required. Contracts are also fully reviewed throughout the undertaking of the required work:

3. Document Control And Document Change Control:

When the customers specific requirements are fully understood and fully documented, with site specific Method Statements, Risk Assessments, COSHH Risk Assessments and all other required company health and safety documentation forwarded to the Principal Contractor or client/customer, all company employees who will be undertaking the required contracted work, are fully informed with regard to these documents and the requirements and standards of work expected of them, in order to fully meet the customers specific requirements throughout the contract. There will be no unauthorised changes to the Principal Contractor or client/customers specific requirements, at any time throughout the contract and all documentation will be maintained up to date. Any changes to the procedure documents will be updated promptly, after discussion with the Principal Contractor or client/customers and old documents will be destroyed. The company must always be asking themselves, "Are we up to date"?

4. Contract Working Instructions:

Fully detailed contract working instructions for operatives are inclusive within all produced Site Based Method Statements. These Site Based Method Statements are also inclusive within the company Induction Handout Package Booklet (Being compiled at the present time), of which every operative receives a copy when they undertake initial induction to the company. There is also a process in operation where operatives read these contract work instructions, prior to starting work on the site and sign that they have done this by use of the produced company signing sheet:

5. Purchasing Of Materials And Product Control Procedure For The Work To Be Undertaken On Site At The Customer Premises:

Orders for required materials for the work being undertaken are normally telephoned through to the Philip W. Sumner Limited main office facility, by the senior operative on site, or brought in for ordering, by the Managing Director. Orders are written onto a designated order Purchase Order sheet and forwarded to the supplier. Some urgent order requirements are forwarded to the supplier by telephone. The supplier then delivers the required orders, under controlled conditions and the correct documentation. All orders placed and delivered are fully traceable, and full product identification, via the records maintained by the company:

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Quality Control Criteria for the Implementation of The Company Operating Procedures, by ALL Company Personnel:

6. Control Of Non-Conforming Products Supplied By The Supplier:

Any non-conforming product materials delivered to the site by the supplier, are fully segregated from other correct product materials on site. The senior operative makes telephone contact with the Philip W. Sumner Limited office and reports the fact that a batch of product material delivered to site does not conform with the required specifications and that this material has been segregated from all other specification conforming materials. The office will then make telephone contact with the supplier, inform them of the non-conforming delivery and request the supplier delivers the correct specification conforming product material and removes the non-conforming product material from site. Full records of these occurrences are maintained by the company. All product materials delivered to site and possibly stored externally, must be correctly and safely stored and must be fully protected with covering sheets, at all times, in order to eliminate any damage to the product materials that could be caused by exposing them to any adverse weather conditions during storage:

7. Internal Quality Audits And Quality System Review:

Internal Quality Audits will be undertaken by the Philip W. Sumner Limited Contracted Health and Safety Consultant, who is a qualified and certificated Internal Quality Auditor. Audits will be undertaken on a 12 monthly basis (or as and when there is a requirement) and fully documented for the company quality files. The company Quality System will also be reviewed on a 12 monthly basis and any required changes to company quality procedures will be fully up-dated:

ISO Accreditation, at the present time, is not a requirement within the Philip W. Sumner Limited organisation:

Signature: _____

Re-Issue Date: 20th September 2008:

Name In Print: PHILIP W. SUMNER:

Position In Company: Managing Director:

Statement Review Date: 20th September 2009:

