


<p>This is the general Quality Policy Statement of Intent and arrangements for selufen limited, company number 09244027, registered in England and Wales at 86-90 Paul Street, London, EC2A 4NE.</p>
<p>The Director, James Stone has overall and final responsibility for quality management.</p>
<p>All personnel, under the guidance of the Managing Director, James Stone, have day-to-day responsibility for ensuring this policy is put into practice.</p>

Statement of general policy	Responsibility of:	Action/arrangements
selufen limited is committed to continually improving the quality management system and its performance.	James Stone, Managing Director	<ul style="list-style-type: none"> - Undertake an annual review of this policy statement of intent; - Undertake an annual review and internal audit, or more frequently if necessary, of any and all arrangements relating to ensuring that all relevant policies and procedures are adhered to; - Undertake an annual review of quality objectives.
selufen limited is committed to complying with all relevant and applicable legal requirements to which selufen limited subscribes.	James Stone, Managing Director	<ul style="list-style-type: none"> - Implement an internal auditing programme to include a review of relevant and applicable legal requirements to which selufen limited subscribes in relation to quality and corporate obligations; - Source updated legislation and to undertake a review of any new legislation.
selufen limited will provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	James Stone, Managing Director	<ul style="list-style-type: none"> - Provide a company, contract and basic job induction to all new personnel; - Where a risk assessment or any observation highlights the need for additional control measures or guidance, ensure that all personnel are competent; - Communicate this policy statement and any subsequent arrangements to all personnel and interested parties where appropriate; - Provide quality objectives for selufen limited and ensuring that all personnel understand their role, responsibilities and obligations in the delivery of a safe working environment.
selufen limited will engage and consult with employees on day-to-day matters relating to quality and continual improvement.	James Stone, Managing Director	<ul style="list-style-type: none"> - Provide and instil a culture where all interested parties can raise any concerns or question any arrangements to ensure any day-to-

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		day conditions are adequate and conducive to a safe working environment; <ul style="list-style-type: none"> - Review all policies and arrangements with all personnel on an annual basis; - Provide refresher training to all personnel in relation to the current and relevant requirements of the current quality management system.
selufen limited will provide the framework for setting and reviewing quality objectives.	James Stone, Managing Director	<ul style="list-style-type: none"> - Establish Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives for selufen limited in relation to quality and its activities; - Review these objectives annually and where relevant, make this information available to interested parties; - Communicate the selufen limited quality objectives to relevant interested parties (including personnel) and to ensure they are aware of their role in meeting and exceeding these objectives.
selufen limited will work in the best interests of their clients in the management of their certification requirements, development and maintenance of policies, procedures and documents, crisis management and strategic planning.	James Stone, Managing Director	<ul style="list-style-type: none"> - Establishing a Code of Conduct to guide selufen limited personnel in their dealings with clients; - Review and adhere to established procedures, processes, roles and responsibilities developed to deliver the best possible service to the clients of selufen limited.

Signed: James Stone, Director of selufen limited		Issue Date:	1 st November 2019
		Review Date:	1 st November 2020