

# Organisational regulation

**0-02-23**

## Quality Policy

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written by  
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QHSE Manager

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approved by  
Radim Košťál  
CEO

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## Content

Amendments .....	2
1 General provisions .....	4
1.1 Introduction.....	4
1.2 Scope.....	4
1.3 Definitions, terms, abbreviations.....	4
2 Quality Policy .....	5
2.1 The management statement .....	5
2.2 The management commitment .....	5
3 The Quality Management System .....	6
4 The company objectives .....	6
5 Final provisions .....	7
5.1 The company documentation availability.....	7
5.2 Related documentation.....	7

# 1 General provisions

## 1.1 Introduction

Quality of our products and services is a key concern of our company. Quality policy is being respected in order to:

- Repeatedly satisfy needs and exceed expectations of our clients.
- Successfully complete our projects.
- Create a creative and cooperative environment for everyone involved in the project.

The policy (The management statement) below addresses both quality assurance and environment protection field.

## 1.2 Scope

Rules and bases stated in this company regulation are valid for all employees of Sipral UK Ltd. and for all companies working on behalf of Sipral UK Ltd. (hereinafter "Sipral").

## 1.3 Definitions, terms, abbreviations

QMS – Quality Management System

QHSE – Quality Assurance, Health and Safety, Protection of Environment

SipralIS – internal information system

## 2 Quality Policy

### 2.1 The management statement

**„Each project is unique, each project is a challenge...“**

... to create original and reliable designs that meet our customer’s visions.

... to provide top quality of processes with minimum impact on the environment.

... to develop employees professionally and use their creativity, professionalism, and teamwork to improve provided designs.

... to individually approach all partners on the market based on honest and correct relationships.

... to propose designs that prevent possible pollution of the environment and are in permanent conformity with legal standards.

... to deliver solution that arises in safe and healthy conditions, preventing accidents at work and is in permanent compliance with the requirements of legal standards in the field of occupational health and safety.

... to improve our processes and activities continuously.

... to deliver a solution that is based on the preventive elimination of risks with the active participation of our employees.

Signed:   
For and on behalf of Sipral UK Ltd.  
(Radim Košťál – CEO)

Date: .....05.04.2024.....

### 2.2 The management commitment

All management members from the top management to the line manager are familiarized with the company Quality Policy and are participating to create, maintain and improve effective Quality Management System that allows us to continuously achieve the above.

All management members must:

a/ act in compliance with Quality Policy and lead by example.

b/ cooperate in Quality Objectives setting in their relevant fields.

c/ communicate Quality Policy, Quality Objectives and overall importance of effective QMS across the company and its activities.

d/ ensure that the Quality Policy and Quality Objectives are appropriate and compatible with company activities and its strategic direction.

e/ fulfil the company objectives and carry out measures defined to mitigate risks.

f/ ensure the resources needed for effective function of Quality Management System.

g/ create innovative working environment.

h/ taking active part in an implementation, maintaining and improvement of company QMS that is in compliance with above stated Quality Policy.

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- i/ respect company process model and fulfil process owner duties.
- j/ support other management members to contribute to effective QMS.
- k/ take active part in annual QMS review.

Quality Policy and description of QMS is part of initial training program of each Sipral employee. Such training is repeated if needed or if there is a bigger change in system setting.

### **3 The Quality Management System**

The Sipral QMS is designed to be a valuable means to:

- meet clients' needs,
- support our project execution,
- support company organisation.

One of the main features of Sipral's QMS are its flexibility to suit each project and its extent. It is our main goal to have a QMS which is adequate to our activities, company size and organisation complexity in order to preserve its benefits. Also Sipral is a project-driven company. Processes must be set to reproduce equally good results for each project but can be changed in specific activities to reflect clients' requirements.

The implemented Quality Management System respects the requirements of ISO 9001 and it is described in detail in the company regulation O-01-01 Organisation Manual. There is a Quality Plan created for each project to describe the setting of system (Inspections and testing inclusive) with all possible changes and additional requirements specific for the project.

CEO is generally responsible for the effectiveness and state of QMS with support of QHSE department. QHSE dpt. is fully independent on other executive company departments.

### **4 The company objectives**

The top management is responsible to define a set of company objectives on annual basis. The company objectives include economic, quality, environmental, H&S, innovative goals for the specific year.

Objective setting precedes evaluation of the results from the previous year and evaluation of Sipral strategic direction via Canvas Business Model.

Each new objective is divided into tasks with definition of person responsible, time schedule, resources needed to complete the task.

The current set of company objectives (tasks inclusive) is available for each employee to view via internal company information system – SipralIS.

## **5 Final provisions**

### **5.1 The company documentation availability**

The company uses internal documentation system which is an integrated part of internal information system – SiprallS. All company regulations, orders and forms are available within for all employees irrespective on their position and classification within the company.

Suppliers working on behalf of Sipral are familiarized with the relative documentations before commencing work through means such as induction, workplace handover, and so on...

The SiprallS was custom designed to cover information company needs and respects the requirements of ISO 9001. Use of SiprallS is part of each employee initial training.

### **5.2 Related documentation**

O-01-01 Organisation Manual (company regulation)

PP8 – Management System (company process)