



Quality Management Policy

Quality Policy Statement

First and foremost, Threeepwood Consulting Limited (Threeepwood) is committed to working closely with our clients to provide a service which meets their needs.

The service Threeepwood provides to its clients shall always reflect the principal values captured in the 'Threeepwood Statement of Vision and Values'.

Whilst focusing on a commitment to satisfy our client needs, Threeepwood will ensure a healthy and sustainable business is maintained. Threeepwood will plan to fulfil its 1 year business plan and its 5 year strategic goals.

Threeepwood shall undertake its day-to-day business via clear processes which define responsibilities and workflow. To this end, Threeepwood shall establish and maintain a Quality Management System (QMS) based upon the requirements of BS EN ISO 9001. We shall commit to continually improve our QMS and we shall at least review our QMS processes, procedures, documents and instructions every 3 years.

Threeepwood shall maintain a register of relevant legislation to ensure ongoing compliance with statutory obligations related to the services we provide.

Fundamental to ensuring that the QMS is always relevant and focussed on our principal values, Threeepwood shall consider the internal and external issues, and interested parties, by maintaining a risk and opportunities register. Threeepwood shall manage specific actions arising from the risk and opportunity register accordingly. Threeepwood shall review the risk and opportunities register at least annually.

With established risks and opportunities, Threeepwood shall define annual Quality Objectives which are specific, measurable, achievable, realistic and timely (SMART). The Quality Objectives shall be implemented through specific action plans by specific leadership team members.

As part of our continuous improvement philosophy and our vision to be the best we can be, Threeepwood will embrace opportunities for improvement, implement necessary actions to achieve those improvements, and check the ongoing effectiveness of those actions against the aims and the intended outcomes of our QMS.

Threeepwood shall maintain documented information appropriate for the functioning of the QMS and as a minimum that required by BS EN ISO 9001, in the Threeepwood Business Management System (BMS). Within the BMS, Threeepwood shall define all key processes and procedures as appropriate.

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Document History

Version	Date	Amendment	Issued by	Authorised by
5	15/03/18	Complete re-write of previous QMS Policy due to transition to BS EN ISO 9001:2015.	Richard Parke	Michelle Chambers Gary Eastwood Iain Ross Ian Naylor
6	23/04/18	Minor amendment following review	Richard Parke	Michelle Chambers Gary Eastwood Iain Ross Ian Naylor
7	15/04/20	Minor amendment to include 3-year review of QMS documentation	Richard Parke	Gary Eastwood Iain Ross Ian Naylor
8	22/03/21	Reviewed – no changes.	Richard Parke	Gary Eastwood Iain Ross Ian Naylor
9	03/03/22	Reviewed – no changes necessary.	Richard Parke	Gary Eastwood
10	08/05/24	Amendments to include reference to our legal register and to describe our continual improvement philosophy.	Richard Parke	Gary Eastwood Iain Ross Chris Parkinson