



MAXWELL STEWART MAINTENANCE LIMITED

QUALITY POLICY

Maxwell Stewart Maintenance Limited specialises in the following activities:

- Design, Procurement, Installation, Inspection, Testing and Commissioning of Building Services.
- Procurement, Installation, Inspection, Testing and Commissioning of Datacoms
- Service and Maintenance of Building Services and Datacoms

The Company endeavours to satisfy or exceed Customer expectations and is committed to a policy of Quality Assurance throughout its activities, ensuring that the service/product quality satisfies the specific contractual obligations of our Customers together with the standards of quality specified in BS EN ISO 9001:2008 and any other relevant documents which augment this standard.

It is the policy of the Company to supply personnel/services of a quality that will merit and earn Customer satisfaction, thus enabling the Company to retain our existing Customers and to generate new Customers through a policy of continual improvement of our systems and working practices.

Systems are in place to assess the effectiveness of the quality system with regular meetings being held to review performance and set/review quality objectives with any additional quality objectives/measures introduced as considered necessary by the management in line with the Company's business requirements. These reviews will also consider the continuing suitability of the Quality Policy.

All personnel share responsibility for the quality of the personnel/services supplied to our Customers and the Company will provide reasonable access for our Customer's representatives to discharge their quality responsibilities.

New and existing personnel are made aware of the Company's quality policy either during ongoing training sessions or Company induction.

The Managing Director has given the Management Representative full authority to carry out the quality policy of the Company and all Company personnel are required to cooperate with the Management Representative in carrying out this task.

This Quality Manual and the associated Procedures are approved by the Managing Director as the authoritative documents relating to Quality within the Company.

AUTHORISED BY: _____
P R Morgan – Managing Director