

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM POLICY

Version 1.0 | December 2020

Offset Print & Packaging has a history of supplying a management service of the highest quality in the areas of design and manufacture of packaging, using lithographic printing processes onto paperboard.

Other processes include laminating, die-cutting, windowing and gluing of folded cartons.

It is our policy to offer a service which meets or exceeds the client's needs & expectations in all respects.

To achieve these aims the Management of Offset Print & Packaging is operating under the control of a documented, implemented and maintained Business Management System.

It is our policy to operate and comply with the requirements of BS EN ISO 9001:2015 and BS EN ISO 14001:2015, to implement and operate fully through registration and annual review for continuing suitability of our quality and environmental system, and as a consequence, regularly review that the Offset quality and environmental objectives are being met. To support these, we have made a number of commitments:

- To achieve quality requirements of our customers
- To comply with all relevant environmental legislation and compliance obligations related to the environmental aspects of our operations
- We are dedicated in our aim to reduce the environmental impacts of our activities, products and services.
- To prevent pollution arising from our activities and to provide protection of the environment through measurement and examination of the impact of the Offset's processes
- To have an effective, competitive and reliable supply chain
- To continually invest in staff training and development and evaluate performance.
- To achieve our quality and environmental performance objectives
- To comply Forest Stewardship Council Chain of Custody Standard requirements for paper produced by responsible forestry
- To comply with the requirements of the British Retail Consortium/ IoP Global Standard
- To produce safe and legally compliant products

It is also our objective to demonstrate that, by having a Business Management System in place, we can provide all our customers with the services they require delivered on time, in accordance with the above BMS aims and to budget with care and also constant clear communication. We achieve this by having the right people and the right systems to deliver the right results.

This Policy is reviewed annually at Management Review Meetings by Company Directors and the QA & Accreditation Manager to ensure it remains appropriate to the purpose and context of Offset Print & Packaging and support its strategic direction.



Compliance with our BMS Procedures is a mandatory requirement for all staff. These procedures provide a framework for:

-  Communicating to all our staff, clients and supply chain
-  Regularly reviewing our systems for suitability and effectiveness
-  Continual improvement at all levels of the company

The Managing Directors encourage the personal commitment of all staff to address Quality and Environment as part of their daily activities.

The QA & Accreditation Manager has overall responsibility for the day-to-day management and understanding of the BMS to ensure conformance with this policy.

Offset Directors and Management are committed to assuring that this policy is communicated, implemented, understood and maintained at all levels of the business, and is available to relevant interested parties.

Signed:

Offset Print & Packaging Ltd

t: +44 (0) 1622 795000

f: +44 (0) 1622 795005

188 Forstal Road,

Aylesford, Kent, ME20 7DB

www.offsetgroup.co.uk

