

QUALITY POLICY AND MANAGEMENT SYSTEM SCOPE

POLICY — COMPANY FILE

The signed quality policy and what the quality management system covers

KD-PQ-QP-001 Rev A0

What an assessor asks for under quality: a quality policy signed at the top of the business, and a statement of what the quality management system covers — which work, which places, which parts of the business, and what is left out. This sheet is both. ISO 9001:2015 is the international standard for quality management systems; this policy is written so it can sit at the front of a system built on that standard, but holding it says nothing about certification to the standard or conformity with it — only a certificate from a certification body, issued after its own audit, shows that, and assessors usually ask whether that body is accredited; a business with no certificate says so plainly in section 3. The records that show the policy working are elsewhere in the range: inspection and test plans (KD-ITP), inspection checklists (KD-QA), non-conformance KD-QA-SYS-007 and KD-QA-SYS-008, the quality system audit KD-QA-SYS-011, and subcontractor control KD-SUB.

1 THE BUSINESS

BUSINESS NAME	COMPANY NO.	PEOPLE EMPLOYED	POLICY DATE	YOUR REV
REGISTERED / TRADING ADDRESS	POLICY OWNER (DAY TO DAY)		REVIEW BY	

2 QUALITY POLICY

This business builds what it is asked to build — to the contract, the drawings, the specification, the Building Regulations and the other legal and client requirements that apply — right first time where it can, puts it right where it did not, hands over the records that show it, and continually improves the way it works. To do that we commit to:

- 1 Understand the requirement before work starts: the contract, the drawings and specification, the client's standards and the Building Regulations requirements that apply — and ask, in writing, when anything is unclear.
- 2 Plan the checks before the work: inspection and test plans with hold points for work that cannot be seen once it is covered.
- 3 Use the materials and products that were agreed, from suppliers we have checked, and record what was installed and where.
- 4 Give the work to people and subcontractors who are competent for it, and supervise them.
- 5 Inspect our own work before offering it for inspection, record the result honestly, and never cover a known defect.
- 6 Record every non-conformance, put it right, find the cause and change what caused it.
- 7 Listen to the client: record complaints and feedback, answer them, and act on what they tell us.
- 8 Set quality objectives each year, measure them, use the results to continually improve the system, and review this policy and the system at least once a year.

In England, Building Regulations 2010 reg 11L(2) requires a contractor to ensure the building work it carries out is in compliance with all relevant requirements and to give each worker under its control appropriate supervision, instructions and information. This policy is how this business means to meet that duty; Part 2A of the Regulations does not apply in Wales, Scotland or Northern Ireland, which have their own building regulations.

COMMITMENTS NOT ADOPTED — NUMBER AND REASON

3 SCOPE OF THE QUALITY MANAGEMENT SYSTEM

THE WORK THE SYSTEM COVERS	
PLACES AND PARTS OF THE BUSINESS COVERED	
WHAT IS OUTSIDE THE SCOPE, AND WHY	
CURRENT ISO 9001 CERTIFICATE HELD?	IF YES: CERTIFICATE NO., ISSUING BODY, SCOPE, EXPIRY

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continued

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4 RESPONSIBILITY, COMMUNICATION AND MONITORING

ROLE	NAME	WHAT THEY DO UNDER THIS POLICY
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HOW THE POLICY IS COMMUNICATED

HOW IT IS MONITORED, AND WHAT TRIGGERS AN EARLY REVISION

5 SIGNED FOR THE BUSINESS

I adopt this quality policy and the scope above for the business named in section 1, and I will make sure it is resourced, briefed and revised when it needs to be.

SIGNED — PRINTED NAME	POSITION	SIGNATURE	DATE	REVIEW BY
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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.