



Quality Policy

The management of Scan Film or Store Ltd is dedicated to providing the highest possible standards of quality for its services and is dedicated to maintaining a quality management system which ensures that its services meet customer specification within agreed parameters of cost, Quality and Delivery. This is achieved by the use of Key Performance Indicators to measure the conformance to the above criteria and use this information as drivers for the Continuous Improvement throughout the Company.

The company's quality management system concentrates upon error prevention, by investigating processes, identifying errors and opportunities for errors and implementing corrective and preventative action to correct and avoid such occurrences.

The company defines quality as the conformance of services to established and documented requirements derived from Client needs, employee expertise and experience. Systems are open to constant examination and review by all company personnel and approved third parties enabling observations to be made and incorporated, which provide for continuous improvement.

The company is proud of its good reputation for responsible practices and dedicated Client care, which are a result of the company's ethical culture, skilled committed staff, and quality control over its services. It is the company's policy to seek to operate to these standards continuously and to implement and operate fully the BS EN ISO 9001:2008 quality assurance standard through registration and annual review.

The service scope for Scan Film or Store Ltd is as follows:

Document scanning, storage solutions, records management, format conversions including microfilm and confidential media destruction; incorporating the requirements of BS 10008 & BS 7858

We believe that continuous improvement to our quality and service is greatly enhanced by regular constructive dialogue between management and our skilled workforce and so to achieve this

Suppliers to the company will be actively encouraged to improve the quality and reliability of their services.

The company complies with all legislation relevant to its particular industry sector together with the Health and Safety at Work Act 1974.

Scan Film or Store Ltd incorporating has identified the need to pursue responsible policies towards the community and that the interests of industry will not be served at the expense of the environment.

It is the company's belief that, in applying these Standards, policies and procedures it will be able to operate to the requirements of its Clients and industry accordingly.

Signed on Behalf of the Company:

A handwritten signature in black ink, appearing to be "M. J. ...", written over a horizontal line.

(Director)

Date:

03.02.2016