



PAVILION
GROUP

INTEGRATED MANAGEMENT SYSTEM MANUAL

Issue: 2

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Introduction

This manual and its associated documents define the company's Integrated Management System based on ISO 9001:2008 and ISO 14001:2004.

Scope

The Buying and selling of print and other promotional items from the offices of Pavilion – Leeds Innovation Centre, Clarendon Road, Leeds.

Exclusions

ISO9001:2008

7.3 Design and development

The company does not carry out a design function, it produces goods to client specifications.

7.5.2 Validation of processes

The company does not have any processes where the output cannot be verified.

ISO 14001 - None

Integrated management policy

The management is committed to the integrated management system that complies with ISO9001:2008 and ISO14001:2004. The systems aim is to ensure that the products and services we provide consistently meet or exceed our customer's expectations.

It is our policy to:

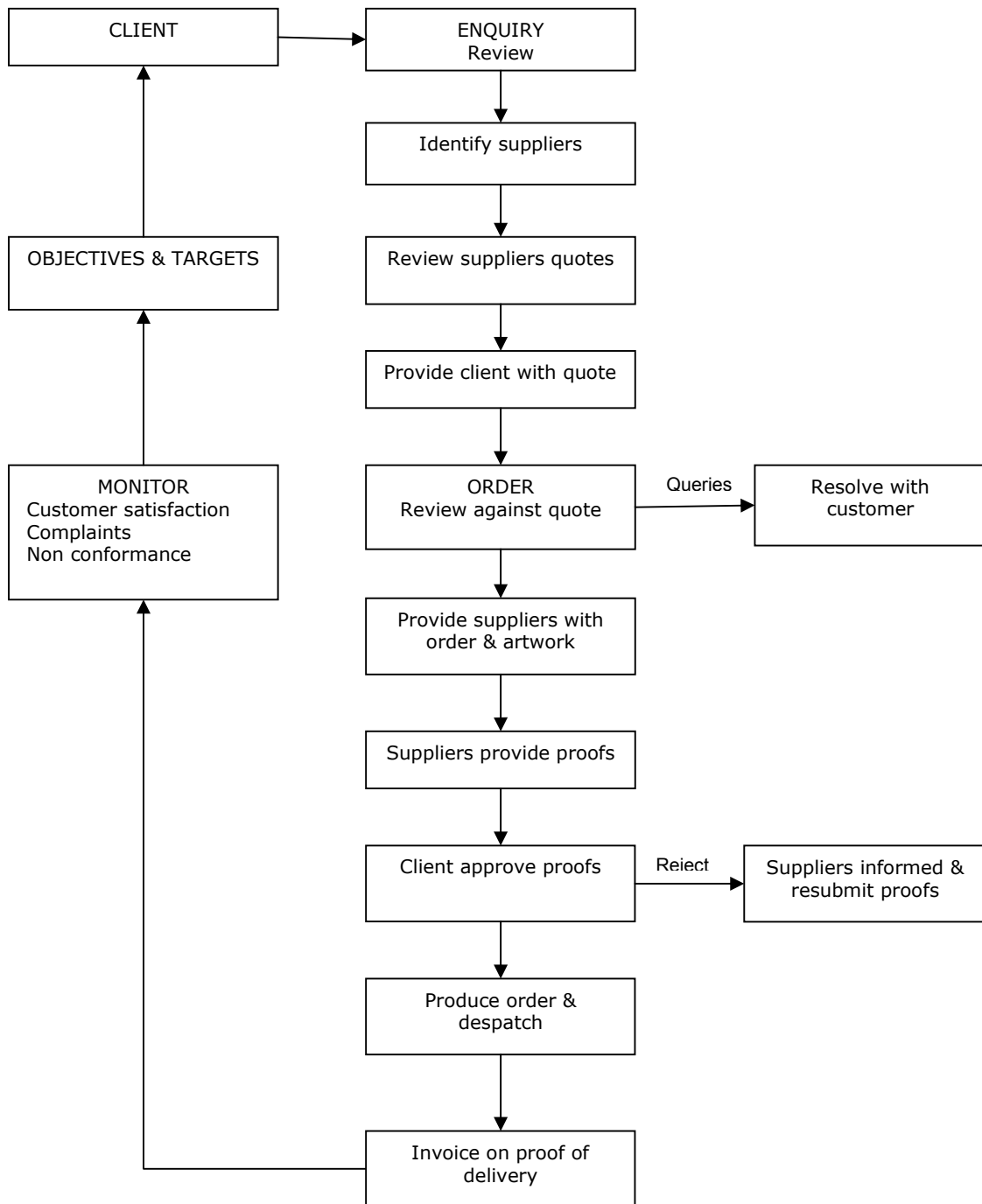
- Comply with all relevant legislation and any other requirements to which we subscribe.
- Define and review actual and potential risks that our activities may have on the environment.
- Take action to ensure our activities do not pollute the environment.
- Strive for continual improvement by setting objectives and targets, and reviewing our performance on a regular basis.
- Have plans in place so we can respond to all foreseeable incidents and emergencies.
- Involve our employees and contractors in our programmes to ensure they have the necessary skills and information to carry out their roles effectively.
- Keep our employees informed by communicating our policy and objectives to them so they are aware of our performance.
- It is the responsibility of all of us to carry out our tasks to help meet our objectives and all are invited to contribute their ideas.
- On request our policy is made available to all including the public.
- Our policy will be reviewed periodically and revised as necessary.

Signed:

Managing Director

Date:

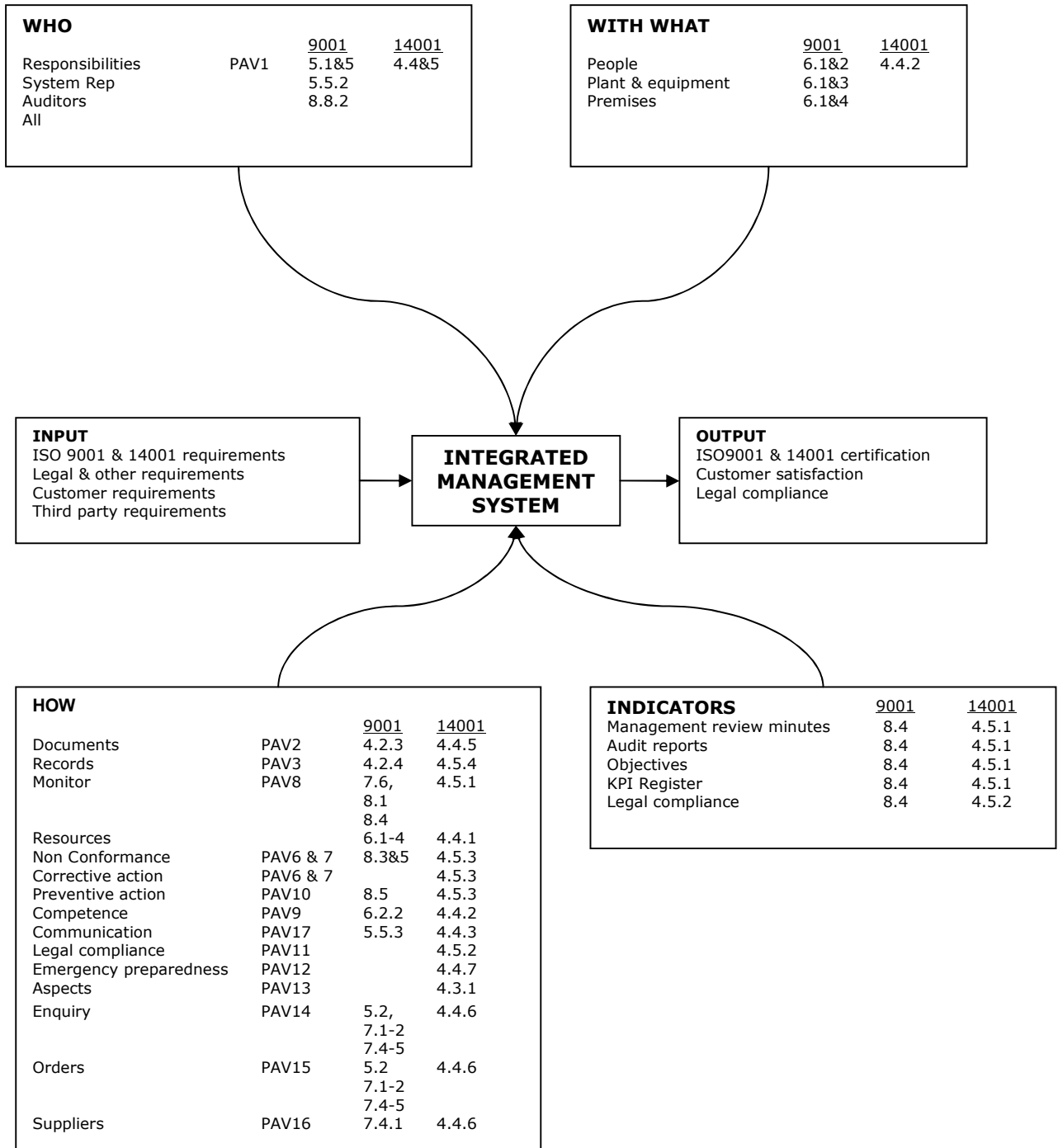
Process flow



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Process



Organisation chart

