

POLICY

Colep Packaging Quality Policy – Q00.PY001

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Approved by:
Paulo Sousa

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2. HEADLINE

Approval	Authority	CEO
	Date	18/10/2021
Issue Date		01/07/2021
Effective Date		18/10/2021
Version Number		01
Frequency of Review		Whenever necessary
Owner		Systems manager

3. SUMMARY

The Quality Policy for the Colep Packaging is aligned with the Colep Packaging strategy, which reflects our commitment to achieve quality products that exceed our customers' expectations by striving to continuously improve and also devoted to sustainable value creation for our company and stakeholders.

4. SCOPE

4.1. Implementation Responsibilities

CEO, Executive Team, Systems Manager and Quality Manager are responsible to:

- Define, comply and implement the requirements established in this Quality Policy.
- Ensure that this Quality Policy is reviewed annually and whenever changed and is communicated to all Colep Packaging employees and third parties.

Quality Manager is responsible to:

- Implement, supervise and comply with the requirements defined in this Quality Policy.
- Be the owner of the end-to-end process and requirements described in this Quality Policy.
- Define and drive Quality Culture through Colep Packaging.
- Coordinate the development, implementation and review of the Quality Policy and associated QMS procedures.

Managers are responsible to:

- Comply with the requirements defined in this Quality Policy.
- Be committed to ensure that the Colep Packaging QMS is implemented and continuously improved.
- Ensure that its personnel and partners are aware of the relevance and importance of their activities in the final quality of Colep Packaging products.
- Ensure that motivation is encouraged and performance is rewarded as feasible.

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Colep Packaging employees and contractors are responsible to:

- Comply with the requirements defined in this Quality Policy and associated QMS procedures.
- Be committed to ensuring that the Colep Packaging QMS is implemented and continuously improved.

4.2. Scope of Application

This quality policy is applicable to all Colep Packaging employees and contractors performing activities within the Colep Packaging at Portugal, Spain and Poland sites.

4.3. Exclusions

The Colep Packaging Quality Manager is responsible for deciding on any exceptions and exclusions to the application of this procedure.

4.4. Interpretation

All disputes and differences in interpretation of this document shall be submitted for consideration and final decision by the Quality Manager.

4.4.1. Definitions

Terminology	Definition
Good Manufacturing Practices (GMP's)	Part of Quality Assurance (QA), which ensures that products are consistently produced and controlled to the quality standards appropriate for their intended use.
Executive Team (ET)	Group of individuals that operate at the higher levels of the Colep Packaging and have day-to-day responsibility for managing other individuals and maintaining responsibility for key business functions.
Quality Management System (QMS)	It is a wide-ranging system that covers all quality topics, which individually and collectively influence the final quality of a certain product. It is the sum total of the organized arrangements made with the objective of ensuring that all products are of the quality required for their intended use and therefore incorporates GMP.
Quality Policy	A QMS document developed by CEO, Executive Team, Systems Manager and Quality Manager which express the directive of top management team with respect to quality and its processes.

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4.4.2. Abbreviations

Abbreviation	Definition
Pk	Colep Packaging
GMP	Good Manufacturing Practices
ISO	International Organization for Standardization
N/A	Not Applicable
ET	Executive team
QA	Quality Assurance
QMR	Quality Management Review
QMS	Quality Management System

4.5. Procedure

Colep Packaging defined the following statement as their Quality Policy:

In Colep Packaging we are committed to consistently meet and exceed external and internal customers' expectations on product quality. Through our qualified human resources and capable processes, we are determined to continuously improve our processes, as well as the Quality Management System, promoting sustainable value creation for the company and its stakeholders. We propose:

- Meet and exceed customer expectations and markets demands;
- Promote more sustainable and innovative products;
- Provide all employees a suitable training & qualification;
- Promote a continuous improvement mindset and quality culture;
- Evaluate and review quality performance, as well of our suppliers;
- Comply with law, industry regulations and good practices including Food Safety Requirements;
- Ensure the appropriate organization and resources, as well performance and motivation are encouraged.

This commitment will be reviewed periodically by the Colep Packaging Executive Team.

Paulo Sousa
Chief Executive Officer

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5. RACI Matrix

Not applicable

6. RELATED DOCUMENTS AND REFERENCES

Reference Doc. Code	Document Title
ISO 9001:2015	Quality Management Systems
Q20.P012	Colep Packaging Division Quality Policy

7. VERSION CONTROL

Version	Issue Date	Effective Date	Description
Version 1	01/07/2021	18/10/2021	Initial Edition

8. APPENDICES

Appendices	Title
Appendice I	Colep Packaging Quality Policy

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