



Bricesco Ltd

QM -1 Quality Manual

Quality Management System (QMS)

BS EN ISO 9001:2015





ii) Index

SECTION	TITLE	PAGE
i	Front Page	1
ii	Index	2
1	Bricesco Mission & Vision Statement	3
2	Bricesco Ethics	4
3	Bricesco Triangle	5
4	Bricesco Quality Policy Statement	6 & 7
5	Scope of Quality Management System (QMS)	8
6	Exclusions (BS EN ISO 9001-2015)	8
7	Customer Property	8
8	Bricesco Locations	9
9	Sub-Contracted Processes / Special Processes	9 & 10
10	QMS Structure	10
11	Management Responsibility	11 & 12
12	Bricesco Ltd Organisation Chart	13



1. Bricesco Mission & Vision Statement

MISSION

Best in class Designer and provider of Kilns, Furnaces, refractory fibre related products and Bespoke Engineering Solutions, for mechanical handling, processing equipment, steelwork, walkways and hand railing realized through machining, fabrication, assembly, installation, and commissioning, with a long term profitable and sustainable future, for all stakeholders.

Vision

To be recognized by all stakeholders as a business based on integrity, honesty, transparency of operations, providing well designed, manufactured products and services that are effective and efficient in use of resources.

To be recognized as a company focused on economic growth and development, through identifying new markets, continuous improvement of business practices, designing new and innovative products and services. A company that consistently takes into account best practices in prudent use of materials and energy to minimise environmental effects throughout the life of products; during manufacture, commissioning, in use and recyclability on end of final life.

To be recognized as a company establishing and maintaining social progress within the local community and society at large. Continuously placing the highest priority to the protection of people and the environment by, balancing the needs and expectations of all stakeholders to ensure the long term success of all.

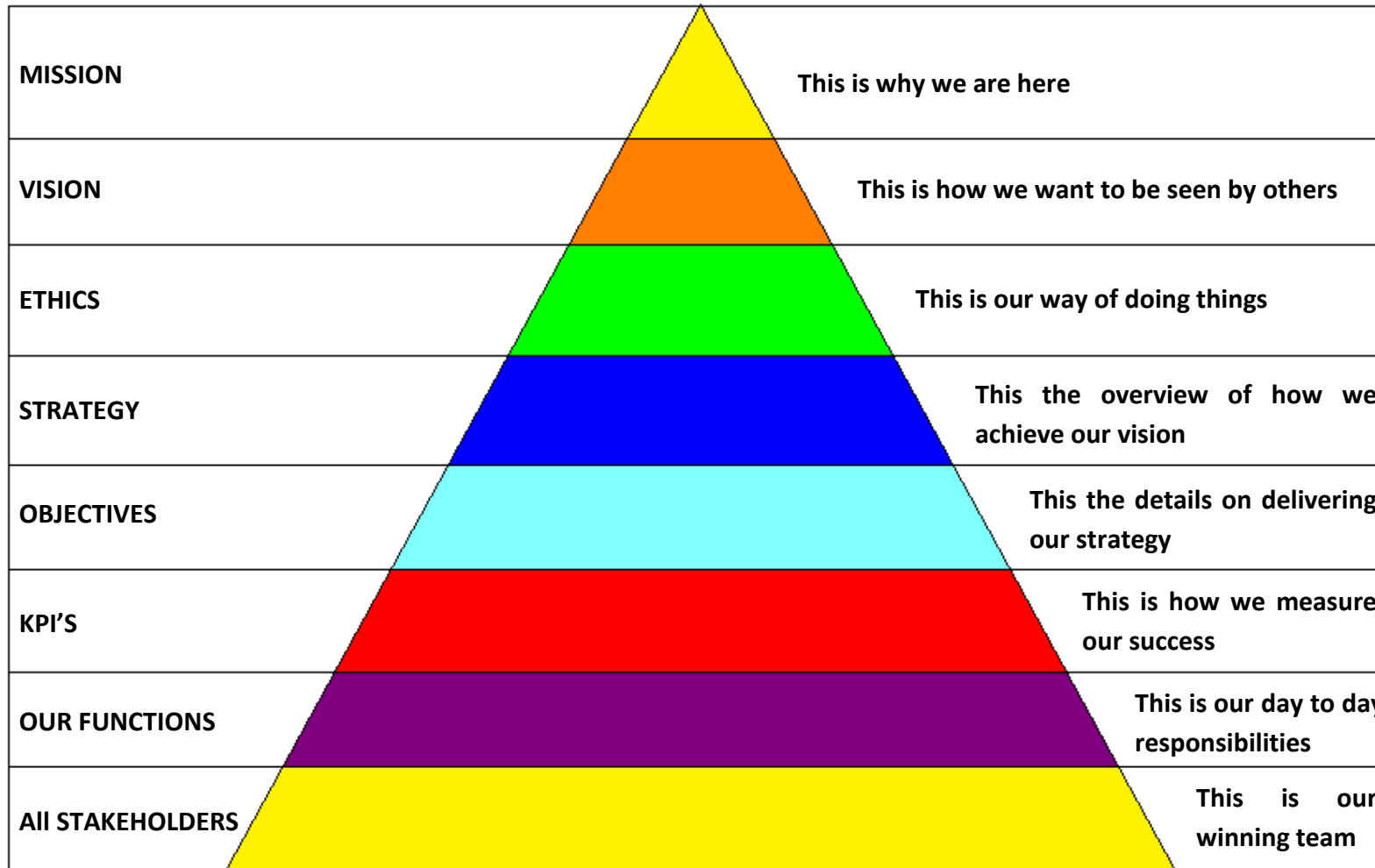









2. Bricesco Ethics

At Bricesco we're proud of the things we do, and we're equally proud of the way in which we do them; in this respect we are guided by our ethical values:

These are the things we believe in, this is how we do things.

Customers	Service so good our customers become and stay loyal: We are only as good as our last job
Powerful team	As individuals we are outstanding, as a team we are unrivalled
Protecting people	Caring for our people, the public and the environment
Performance & profit	Achieving unbeatable performance and results, always aiming to do better.
Winning	Winning for me, for the team, for the stakeholders, for our future.



-  Yellow is the symbolic colour representing the Sun – the bright light, leading the way to our vision and the ultimate satisfaction of the winning team
-  Orange is the symbolic colour representing the warm glow of the summer sun: the feeling of reaching success
-  Green is the symbolic colour universally accepted to represent the sustainability of life and humanity, this is our ethics
-  Dark blue is the symbolic colour to represent our strategy: a solid colour denoting strength in planning, and deployment of our functions
-  Light blue is the symbolic colour to represent our objectives, conservative, clear direction, what we need to do detailing our strategy
-  Red is the symbolic colour to represent the importance of achievement. Through monitoring progress and not being afraid to take action when needed
-  Purple patch equals good times as in team performance, success in our day to day responsibilities

4. Bricesco: Quality Policy Statement

The following is a statement of commitment by the Bricesco Directors:

To focus on satisfying or exceeding the needs of all customers both external and internal (we are all suppliers and customers to each other) and to seek by way of questionnaire or direct contact their satisfaction of the products and services we provide, to use this information to improve our business.

To operate within the principles and dictates of the internationally recognized management system BS EN ISO 9001-2015, with a commitment to continually improve the effectiveness and efficient operation of the management system.

To set measurable and achievable annual quality business objectives and key performance indicators taking into account key risk indicators and to measure and monitor performance on a monthly basis, taking action as necessary to achieve set targets.

To provide adequate financial and physical resources to establish, implement, operate and continually improve the quality management system and planned arrangements of the company in an effective, efficient, and timely manner.

To provide documented policies, manuals, work procedures and training to ensure all employees are competent in their operation.

To recognise the value of employee's skill and knowledge and commitment in the success of the business, developing a culture of highly motivated, qualified and passionate people. Management leading by example at all times, and seeking employee involvement by developing effective two way communication and consultation with the workforce, through individual, team, department representatives, safety *and* environmental representatives when appropriate. Establishing clearly defined job responsibilities, job appraisal, training, and career development plans as appropriate.

To maintain records to demonstrate conformance to the quality management standard BS EN ISO 9001-2015 and planned arrangements as determined by Bricesco.

To comply with all statutory, legal, and regulatory obligations for quality as defined in the company register of all Statutory, legal, and Regulatory company obligations.

To design all products taking into account the principles of BS 8887 Design for manufacture, assembly, disassembly and end of life (MADE).



To verify all company products / services, conform to customer and client requirements with respect to the complete scope of works undertaken, and company specifications/legal and regulatory requirements before release.

To gain and maintain certification by third party UKAS accredited bodies the Bricesco documented operational management system in compliance to BS EN ISO 9001-2015 to provide confidence to all stakeholders in Bricesco's business professionalism.

To communicate to all employees this policy statement by displaying it on all notice boards, and making it available on the company intranet.

This policy statement shall be reviewed annually by the Board of Directors for continuing suitability and authorized by date and signature of the Managing Director /Company Secretary who has the delegated overall responsibility of the Board of Directors for the management systems.

Date: 3rd January 2019

A handwritten signature in blue ink, appearing to read "K. Kitson", is written over a faint, light blue rectangular stamp.

Managing Director / Company Secretary

Kate Kitson

5. Scope of Certified Quality Management System

The supply of industrial kilns and furnaces, steel fabrication incorporating detail design when required, bespoke engineering solutions, ceramic fibre/refractory linings and the provision of mechanical installation services.

6. Exclusions from BS EN ISO 9001-2015

There is no exclusions from the BS EN ISO 9001-2015 quality management system.

7. Customer Property

- Free issue customer product for inclusion in Bricesco's Products, and or services including commissioning.
 - To ensure correct identification, verification, and protection, the customer is provided with a sales order at zero value for the goods. The goods are then handled internally as any other purchased item through out all stages of storage, manufacture, assembly, installation and commissioning and or repair / refurbishment.
- Intellectual property and personnel data e.g.
 - Confidential information
 - Copyright
 - Database rights
 - Design rights (registered/un -registered)
 - Patents
 - Trade Marks / Brands
 - Specifications , Drawings, Propriety information

At the initial stages of a contract mutual confidentiality agreements shall be signed by both parties as necessary for the protection of all parties concerned.

All intellectual and personnel data identified at the initial stages of the contract will be maintained secure, and used on an need to know basis and in full compliance to the signed mutual confidentiality agreement.



8. Bricesco Locations

Unit 3 Robottom Close, Off Leamore Lane, Bloxwich, Walsall. WS2 7EB

Tel: 01922 710800
Fax: 01922 711377
Email: enquiries@bricesco.co.uk

9. Sub-Contracted Processes / Special Processes

9a) Subcontracted Processes

- Design
- Galvanising
- Machining
- Polishing
- Transport
- Welder Certification
- Qualified Weld Procedures
- NDT of Welds (MPI)

Bricesco recognise that responsibility for subcontracted processes remains with Bricesco, and controls need to be agreed between all parties to ensure products resulting from a subcontracted process meets fully the requirements of our customers and the purchase order.

9b) Special Processes

Bricesco recognises that welding is a special process where verification of the final product conformance to specification is difficult.

As such a factory production quality control system is being developed, and includes:

- Verification of welding consumables at goods receipt, 3.1 material certification, correct identification and storage in a controlled temperature.
- Calibration of weld equipment and planned maintenance of equipment.
- Approved weld procedures : WPQR (Generally these will be used for production welds)

- Provisional Weld Procedures where necessary: PWPS
- Weld Procedures where necessary: WPS
- Qualified Welders: WPQR (Prolongation Records up-to 24 months)
- Regular dye penetrate NDI of welds
- Third party radiography inspection of welds as required
- 100% visual inspection of production welds

10. Quality management System (QMS) Structure

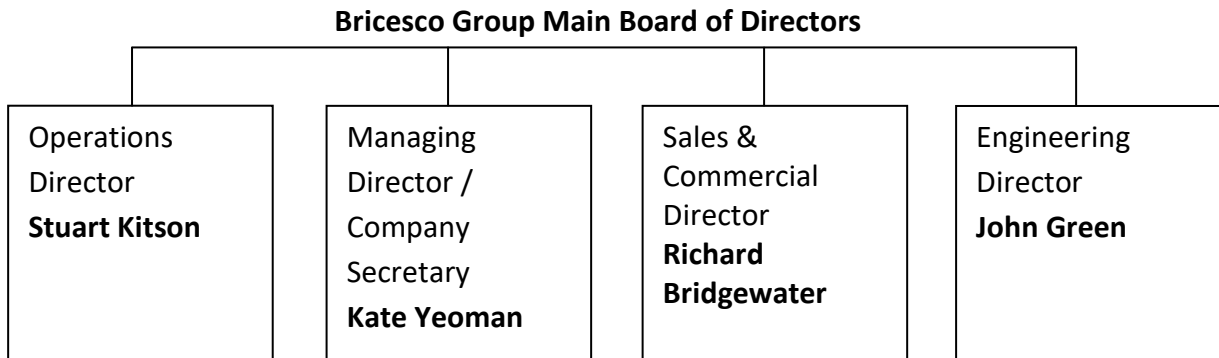
The QMS comprises the following;

- Policy Statements: documented statements of policy and quality objectives
- Quality Manual: as required by BS EN ISO 9001-2015
- Process Maps: showing the interrelationship of sub-processes
- Documented Procedures: as required by BS EN ISO 9001-2015
- Documented Procedures: as required by Bricesco to ensure effective planning, operation, and control of planned arrangements for the Key business processes
- Local Work Instructions: as considered necessary to ensure a consistent method of operations
- Standard Drawings
- Drawings Specific to contracts
- Customer Drawings
- Standard Forms
- Quality Records
- IT Systems

The main structure of the QMS will be an intranet data base system being developed in-house known as KIT (knowledge/ information/Technology) 'the knowledge bank', which will be made available to employees with access to a computer in stages throughout its development. Strict control of access levels, permissions and passwords will be maintained to ensure that the system integrity is secure. The system is being designed to be BS EN ISO 9001-2008 & 2015 compliant with a gate system at appropriate points to ensure all key process steps are completed before further action can be taken.

As KIT continues to be developed, the new systems will be released in a controlled manner and tested thoroughly on a pilot server before full release onto the established live system. A schedule of Internal Audits will commence to monitor the use of the new systems and to make continual improvements where practicable.

11. Management Responsibility



Strategic Business Planning/Monitoring

The Managing Director is responsible for establishing the annual business strategy with the main board of directors and formulating business objectives and KPI's, an annual QMS review report will be provided as part of this process.

The Sales Director will provide minutes on a monthly basis to review compliance to the planned sales targets

The Operations Director will establish and monitor daily production planning and project management meetings to ensure on time delivery and compliance to objectives are achieved and weekly production schedules will be uploaded to KIT.

Welding Competent Persons

The Operations Director is responsible for

- Implementation and control of welding procedures. Ref EN ISO 15614-1 (Formerly EN 288)
- Implementation and control of welder training and approvals. Ref. EN287
- Co-ordinating Technical support to ensure compliance with specifications via external Weld Professionals when necessary
- Assist in the resolution of weld quality problems
- Suitability of welding equipment and consumables



11.1 Specific Responsibilities

Specific responsibility for all company main duties are specified in Contracts of Employment, additionally specific job responsibilities and competency requirements are being developed for all employees. An initial competency review has been completed and recorded as a base line for development. Due to the Stable workforce the majority of employees have many years of service within their capacity at work, therefore the initial review is that of Competent. New Employees will range from Provisional, under training, to competent as appropriate.

All employees of the company are responsible for the quality of their own work.

12. Bricesco Organisation Chart

