

Yorkshire Rubber Linings Ltd

Internal memo

To: All employees
From: Paul Holroyd
cc: n/a
Date: 15th December 2016
Re: Final Inspection

The company is pleased to announce that it has successfully undergone the transition between ISO 9001:2008 to ISO 9001:2015 placing Yorkshire Rubber Linings Ltd among a small percentage of companies to be first to obtain the new standard.

This means Yorkshire Rubber Linings commitment to providing a quality service shall continue.

The change will not affect our current way of operating but will introduce new procedures and improvements that have already been operating over the past nine months.

One of the new changes is Risk management, and you will have noticed risk assessments attached to some job cards (please note these are not to be confused with Health & safety Risk assessments).

Everyone should feel that they all have an important role in spotting potential risks on jobs or risks that could pose a threat to the company.

Part of the drive forward is to improve our documentation and final inspection procedures and therefore Paul Holroyd will now be conducting or witnessing all final inspections as well as carrying regular patrolled inspection on process control.

Regards

Paul Holroyd