



**POLICY**

**Quality Policy – Q54.P000**

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## POLICY

### Quality Policy – Q54.P000

#### 2. HEADLINE

<b>Approval</b>	<b>Authority</b>	Quality Assurance Manager
	<b>Date</b>	23/10/2020
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<b>Version Number</b>		1
<b>Frequency of Review</b>		Every year
<b>Owner</b>		Quality Assurance Department

#### 3. SUMMARY

This Quality Policy is a statement made by Colep's Plant, which reflects our commitment to achieve quality products, through our Quality Management System (QMS) and Quality Culture, as a result of our daily operations, in order to exceed our customers' expectations and to accomplish long-term competitiveness, success and sustainability to all involved parties.

#### 4. SCOPE

This quality policy is applicable to all Colep's employees and contractors performing activities within the CPD in Colep Filling Plant at Vale de Cambra, Portugal.

##### 4.1. Implementation Responsibilities

PMT is responsible to:

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

Quality Assurance 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 plant.
- 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's plant 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's products.
- Ensure that motivation is encouraged and performance is rewarded as feasible.

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Colep 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's Plant QMS is implemented and continuously improved.

#### 4.2. Scope of Application

This procedure is applicable to all Colep employees performing activities within CPD in Colep Filling Plant at Vale de Cambra, Portugal.

#### 4.3. Exclusions

The Quality Assurance 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 Assurance Manager.

##### 4.4.1. Definitions

Terminology	Definition
<b>Good Manufacturing Practice</b>	Part of Quality Assurance (QA), which ensures that products are consistently produced and controlled to the quality standards appropriate for their intended use.
<b>Plant Management Team (PMT)</b>	Group of individuals that operate at the higher levels of a Colep's plant and have day-to-day responsibility for managing other individuals and maintaining responsibility for key business functions.
<b>Quality Culture</b>	A culture of quality is one in which everybody in the organization, not just the quality controllers, is responsible for quality.
<b>Quality Management System (QMS)</b>	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.
<b>Quality Policy</b>	A QMS document developed by PMT which express the directive of the Plant top management team with respect to quality and its processes.

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#### 4.4.2. Abbreviations

Abbreviation	Definition
CPD	Consumer Products Division
GMP	Good Manufacturing Practices
ISO	International Organization for Standardization
N/A	Not Applicable
PMT	Plant Management Team
QA	Quality Assurance
QMR	Quality Management Review
QMS	Quality Management System

#### 4.5. Quality Policy

The plant strives to provide to its customers products and services that meets and exceeds their expectations, in order to achieve long-term competitiveness, success and sustainability to all involved parties.

The Quality Culture is an attitude that is promoted to ensure that our employees continuously perform their daily activities. As so, to sustainably create value and to efficiently build trust we strive to:

- Meet and exceed customer expectations and markets demands.
- Be committed to ensure that the QMS is developed, implemented and continuously improved through time.
- Comply with law, industry regulations and good practices.
- Evaluate and review the general and quality performance, as well of our suppliers.
- Ensure the appropriate organization and resources, as well performance and motivation are encouraged.
- Provide all employees with adequate training & qualification.
- Promote People's involvement at all levels, in order to enable their best abilities to promote a continuous improvement mindset and quality culture on their daily activities.

#### 5. RACI MATRIX

N/A.

#### 6. RELATED DOCUMENTS AND REFERENCES

Record Code	Document Title	Location	Retention
N/A	N/A	N/A	N/A

Reference Doc. Code	Document Title			
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### Quality Policy – Q54.P000

A54.P000	BRP- Business Resumption Planning – Filling VDC
Q54.P000	Quality Policy CPD Filling Plant VdC
Q54.P001	Quality Manual CPD Filling Plant VdC
Q54.P002	Quality Management Review
Q54.P003	Quality Risk Management Procedure
Q54.P004	Document Management and Record Control Procedure
Q54.P008	Corrective and Preventive Actions

### 7. VERSION CONTROL

Version	Issue Date	Effective Date	Description
Version 1.0	23/10/2020	23/10/2020	First issue.

### 8. APPENDICES

Appendices	Title
N/A	N/A

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