



## SAHARA PETROLEUM SERVICES

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### Quality Policy Procedure

Code No.: TP – 02

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## 1- PURPOSE:

To control the declaration and periodic review of the company quality policy.

## 2- SCOPE :

Company quality policy is communicated to all employees.

## 3- RESPONSIBILITIES:

3.1 Management Representative.

3.2 Division directors.

## 4- DEFINITIONS:

MR : Management Representative.

QM : Quality Manual.

## 5- FORMS:

None.

## 6- ACTIONS:

- 6.1 Quality policy has to be written clearly and reflects well the company's objectives with respect to its quality system in Arabic and English languages. The Quality Policy is prepared by Q. A. Manager, reviewed by M.R. and Approved by the President.
- 6.2 Q. Policy provides a framework for establishing and reviewing Q. Objectives.
- 6.3 Upon issuing the quality policy (or making any changes to it); all employees have to be informed by Division Directors through MR to ensure that the quality policy declared, is understood and implemented by all employees.
- 6.4 Quality policy is posted in appropriate working areas in the company. Also it's a part of the Q. Manual.
- 6.5 Based on the findings of auditing by sampling; each division director submits a status report to inform the MR about the understanding and awareness of all employees of the company quality policy.
- 6.6 Each division director is responsible to inform new employees about quality policy of the company.
- 6.7 The quality policy is document - controlled according to procedure No. (QP - 05), "Document Control Procedure".

- 6.8 The company Q. Policy is subject to top management review, in accordance with Procedure No. (TP-01), "Management Review Meeting" to be reviewed for continuing suitability.

## 7- REFERENCES:

ISO 9001 standard issue 2000 , item # 5.3.

### REVISION HISTORY

REV. No.	REV. DATE	PAGE No.	CHANGES DESCRIPTION

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