

# Swift Office Cleaning Services

## Quality Policy

Swift Office Cleaning Services Limited was established in June 1966

We have a high level of repeat business and always try to exceed customer expectation by providing products and services that fully conforms to our customer requirements. We are committed to the requirements of ISO 9001:2015 and the continual improvement of our Quality Management System.

To meet our objectives Swift Office Cleaning will:

- ❖ Ensure that it meets the needs and requirements of the customers and will seek to continually improve our service.
- ❖ Strive to improve and enhance its performance by setting objectives and targets, which are continually reviewed to ensure they are understood, acted upon and met.
- ❖ Provide training, support, resources and encouragement to all employees to ensure they realise their full potential in meeting the quality policy and its objectives.
- ❖ Meet statutory and regulatory requirements that apply to products, processes and activities.
- ❖ Establish partnerships with suppliers and interested parties and will continually develop the partnerships to provide an improved service.

This Policy will be communicated throughout the organisation and to all interested parties. It will be reviewed periodically to ensure the continuing success of Swift Office Cleaning.

Quality Policy Approved:                     *K. Wright*                     Date Approved: April 2022  
K Wright

Managing Director:                     *John Wright*                      
J Wright