

## Policy: Quality Policy ISO 9001:2015

<b>Policy No.</b> POL_UK_COQP-V5	<b>Authorisation Date</b> May 2026	<b>Next Review Date</b> May 2027
<b>Enquiries Contact:</b> david.hammond@kbpackaging.com	<b>Approval Authority</b> KB Packaging (UK) LLP Directors	<b>Policy Author</b> David Hammond

### 1. Introduction

KB Packaging (UK) LLP ("the company") is committed to providing products and services that consistently meet the quality, safety, legality, and authenticity expectations of its customers.

The management of the company has implemented a documented Quality Management System, supported by a HARA (Hazard and Risk Analysis) Plan, as part of its ongoing commitment to the BRCGS Global Standard for Storage and Distribution (Issue 4) and the principles of ISO 9001:2015.

It is the company's mission to ensure that all products purchased, stored, and distributed are supported by the strictest hygiene standards and comply fully with applicable product safety, legality, and quality requirements at every stage of the supply chain.

### 2. Scope

This policy applies to all employees, contractors, and visitors at every KB Packaging (UK) LLP site and to all activities relating to the purchase, storage, and distribution of packaging products and finished goods.

It is communicated through staff induction, the annual training refresh, the staff intranet, and on-site notice boards. It is made available to customers, suppliers, and certification bodies on request.

### 3. Quality Management System

The Quality Management System defines how the company plans, controls, monitors, and continually improves its operations. It is supported by a HARA Plan, documented procedures, work instructions, and records, and is independently audited against the BRCGS Global Standard for Storage and Distribution.

Responsibility for the day-to-day operation of the Quality Management System sits with the General Manager, supported by the wider management team. Every member of staff is responsible for working within its requirements and for raising any concerns that may affect the quality, safety, or legality of products.

### 4. Continual Improvement

The Quality Management System is the basis for continual business improvement. This is achieved through:

- Regular review of key performance indicators (KPIs) and customer satisfaction analysis.
- Structured root cause analysis and corrective action where issues arise.
- Training and engagement of every member of staff in their role within the Quality Management System.
- Internal audit, management review, and supplier approval programmes that hold the system to account.

### 5. Responsibilities

#### Board of Directors

The Board of Directors has ultimate responsibility for the Quality Policy and for ensuring its alignment with the strategic direction of the company.

#### General Manager

The General Manager has day-to-day responsibility for the implementation and operation of the Quality Management System, supported by the wider management team.

## All Employees

All employees are responsible for working within the requirements of the Quality Management System and for raising any concerns that may affect the quality, safety, or legality of products.

## 6. Review

This policy is reviewed at least annually by the General Manager and approved by the Board of Directors. It will be reviewed sooner where a material change in operations, customer requirements, applicable legislation, or industry standard requires it.

For any enquiries about this policy, please contact David Hammond, General Manager — david.hammond@kbpackaging.com.

## Version Control

Policy No.	Date	Version No.	Nature of Change
POL_UK_COQP-V1	Jan 2021	1	First issue.
POL_UK_COQP-V2	Jan 2022	2	Annual review; minor wording updates.
POL_UK_COQP-V3	Jan 2023	3	Annual review; minor wording updates.
POL_UK_COQP-V4	Jan 2025	4	Annual review, no material change.
POL_UK_COQP-V5	May 2026	5	Updated to 2026 Board template; restructured into numbered sections with explicit Scope, Quality Management System, Continual Improvement, Responsibilities, and Review sections; QESH Manager reference removed; enquiries contact updated to General Manager.

*This policy is supported and enforced by the Board of Directors.*



Signed: \_\_\_\_\_

Name: Richard Birch

Position: Director

Date: 18/05/2026