CinePath Ltd
QUALITY MANAGEMENT POLICY

Last updated: November 2025

Contact: quality@cinepath.co.uk

1. Purpose and Scope

This Quality Management Policy (“Policy”) defines CinePath Ltd’s approach to maintaining consistent, high-quality products and services across all business operations, including Cine3D, ConveyorPro, and custom automation projects.

The Policy applies to all staff involved in design, manufacturing, inspection, and delivery of products or services to customers.

2. Quality Objectives

CinePath’s core quality objectives are:
- To deliver products and services that meet or exceed customer requirements.
- To maintain zero-defect targets through prevention, not correction.
- To ensure on-time delivery and accurate documentation.
- To promote a culture of continuous improvement and staff accountability.
- To maintain traceability of all design and production data.

All employees share responsibility for achieving these objectives.

3. Inspection Standards

Inspection procedures depend on the data provided by the customer:
- Where dimensioned and toleranced engineering drawings are supplied, all parts are inspected against those drawings before shipment.
- Where no formal drawing is provided, rough dimensional checks are performed against the supplied CAD model, and a visual inspection is carried out to confirm appearance, finish, and fit-for-purpose.

Inspection results are recorded and retained electronically for traceability.

4. Non-Conformance and Corrective Action

Any product, process, or service that fails to meet specification is logged as a non-conformance. The procedure is as follows:
1. Identify and record the defect or issue in the Quality Log.
2. Contain the affected item to prevent release.
3. Investigate the root cause and identify corrective actions.
4. Rework or remake the item as required.
5. Review corrective actions during the next quality meeting.

All non-conformances and resolutions are documented for trend analysis and prevention.

5. Document and Revision Control

All CAD files, technical drawings, manufacturing instructions, and inspection records are stored in version-controlled project folders on the CinePath secure server.

Revisions are labelled sequentially, and only the current approved version may be used for manufacturing. Superseded versions are archived but remain accessible for traceability.

6. Roles and Responsibilities

- The **Managing Director (George Pickering)** holds overall accountability for the quality system, continuous improvement, and compliance with this policy.
- **Production Staff** are responsible for following approved work instructions and completing in-process inspections.
- **IT and Administrative Staff** ensure data integrity, backup, and access control for all quality documentation.

All staff must report potential quality or process concerns immediately to management.

7. Continuous Improvement

CinePath conducts regular internal reviews of production performance, reprint frequency, and customer feedback to identify improvement opportunities.

Monthly meetings evaluate corrective actions, procedural updates, and technology upgrades to support quality enhancement and efficiency.

8. Customer Feedback and Communication

All customer complaints or improvement suggestions are logged, reviewed, and addressed within ten working days.

Where practical, corrective measures are documented and integrated into standard operating practices.

9. Training and Competence

Employees involved in inspection, design, and manufacturing receive periodic refresher training to maintain competence in measurement methods, tolerancing, and equipment use.

Training completion is recorded in the company training log.

10. Contact and Governance

All quality-related enquiries should be sent to quality@cinepath.co.uk.

This Policy is governed by the laws of England and Wales and is aligned with the principles of ISO 9001:2015 (Quality Management Systems).

Although CinePath is not currently ISO-certified, all processes are designed to meet equivalent standards.