



Quality and Information Security Policy

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The management of CertiKit Limited strongly believe that the use of a structured management system not only makes sense today, but will become increasingly beneficial as the company grows.

For the purposes of certification to the ISO 9001:2015 standard, the boundaries of the management system are defined as follows:

The management of quality in the provision of document toolkits and related services provided by CertiKit Limited to its customers.

For the purposes of certification to the ISO/IEC 27001:2013 standard, the boundaries of the management system are defined as follows:

The management of information security in the provision of document toolkits and related services provided by CertiKit Limited to its customers in accordance with its Statement of Applicability.

The top management of CertiKit is committed to ensuring that its products are designed and developed to meet our customers' requirements in as many ways as possible. We will ensure that we use the various methods at our disposal to capture and understand our customers' requirements as fully as

we can. This will often be via pre-sales enquiries, post-sales support questions and via our annual customer feedback survey.

The Managing Director of CertiKit Limited is committed to the success of the management system and this will be demonstrated through this Quality and Information Security Policy and the provision of appropriate resources to provide and develop the management system and associated controls.

The Managing Director will also ensure that a systematic review of performance of the programme is conducted on a regular basis to ensure that quality and information security objectives are being met and quality and information security issues are identified through the audit programme and management processes.

An annual cycle will be used for the setting of quality and information security objectives, to coincide with the business planning cycle. This will ensure that adequate funding is obtained for the improvement activities identified. These objectives will be based upon a clear understanding of the business requirements.

The top management of CertiKit is committed to a policy of continual improvement. Ideas for improvements may be obtained from any source including business advisors, customers, suppliers and auditors.

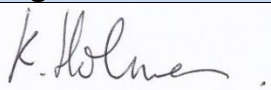
Risk management will take place at several levels within the management system, including:

- Management planning – risks to the achievement of objectives
- Business process risk assessments
- Information security risk assessments
- As part of the design and transition of new or changed services

High level risk assessments will be reviewed on at least an annual basis or upon significant change to the business or service provision.

CertiKit will ensure that all staff involved in the business and in information security are competent on the basis of appropriate education, training, skills and experience.

Approval

Name	Position	Signature	Date
Ken Holmes	Managing Director		30 May 2018

Revision History

Version	Date	Summary of Changes
1.0	2 July 2014	First version
1.1	31 st Oct 2014	Minor updates to wording
2	16 th Jan 2015	Reformatting based on recommendations from internal audit of 14th Jan 2015
3	28 th Jan 2015	Change to scope statement as a result of ISO/IEC 27001:2013 Stage One review on 27 th Jan 2015
4	20 Feb 2015	Reference to monthly and annual management reviews added to section 2.10 as result of external audit on 17 Feb 2015
5	20 th Oct 2015	Updated to cover ISO9001 requirements as part of combined management system
6	31 st October 2014	Made more concise. Commitment emphasised as result of ISO9001:2015 stage one audit on 29 th Oct 2015.
7	23 Nov 2015	Minor changes to wording from internal audit of 23 Nov 2015.
8	26 July 2016	Increased mention of information security
9	30 May 2018	Changed to reflect renaming of company from Public IT Limited to CertiKit Limited