Polyroad Stabilising

Quality Manual

Quality Statement

ABN 95 681 083 401

Polyroad Stabilising Pty Ltd is a Company recommencing in the manufacture, and sale of an insoluble dry powdered polymer soil stabiliser.

Our vision of “TO BE EXCELLENT” is well articulated, and pursued by everyone.

We are guided by these principles:-

Customers

Only satisfied customers will continue to provide work for us in the future. Re create market share in stabilization works.
We will widen our Customer base to include more exports. Recreate customer confidence in Polyroad Stabilising.

Quality

We strive for continuous improvement. All of our processes are supported by documented procedures.

Looking to the future

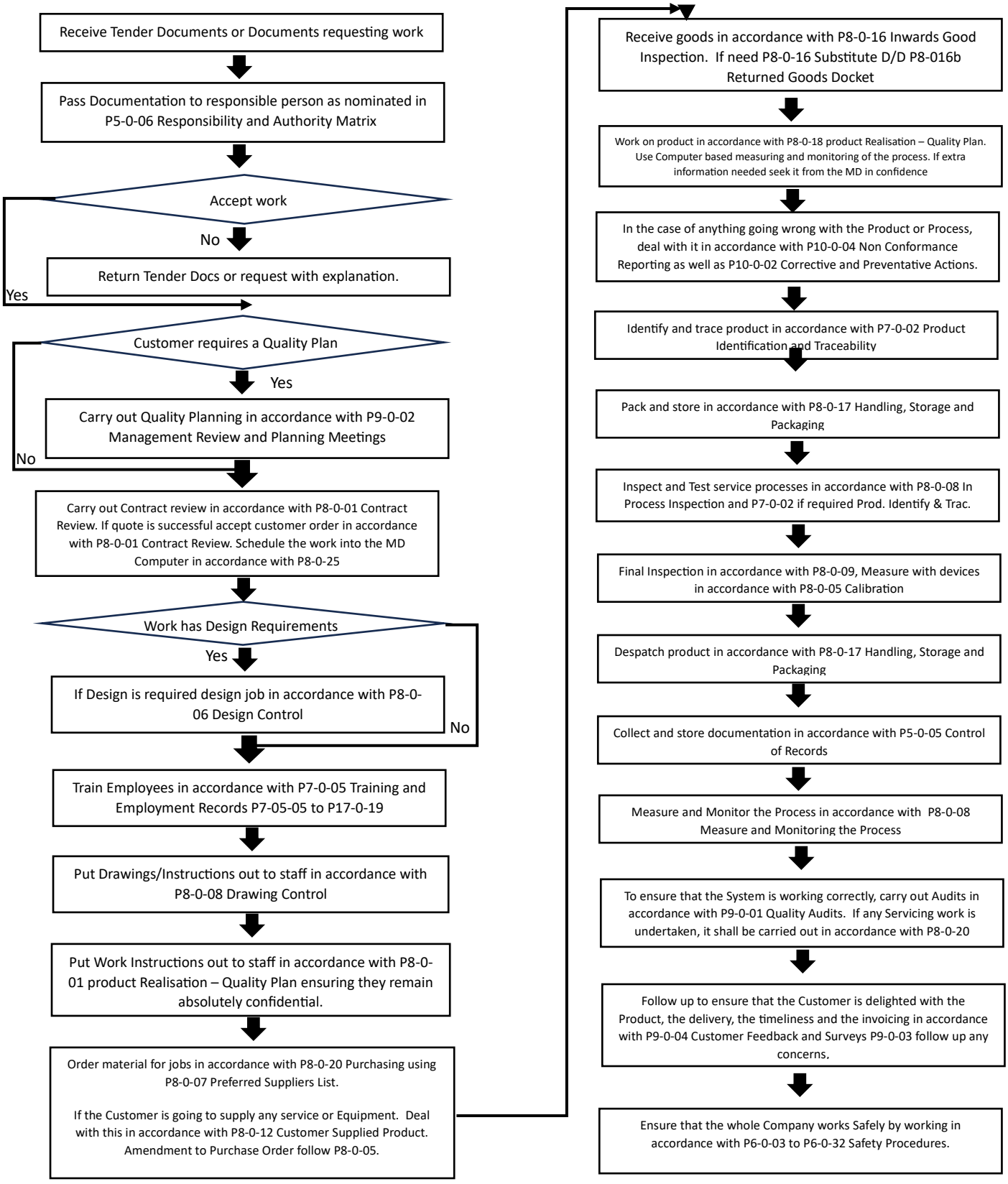
We shall review our Quality Objectives and this Quality Policy at our regular Management Review Meetings and the requirements of all interested parties will be taken into consideration and monitored.

Creating new processes and procedures to implement change safely, therefore improving quality products whilst enhancing customer experience.

Michael Telford

Managing Director

Date: 09.06.2025 Quality Manual Number 1


Receive Tender Documents or Documents requesting work
Pass Documentation to responsible person as nominated in P5-0-06 Responsibility and Authority Matrix
Accept work
No
Return Tender Docs or request with explanation.
Yes
Customer requires a Quality Plan
Yes
Carry out Quality Planning in accordance with P9-0-02 Management Review and Planning Meetings
No
Carry out Contract review in accordance with P8-0-01 Contract Review. If quote is successful accept customer order in accordance with P8-0-01 Contract Review. Schedule the work into the MD Computer in accordance with P8-0-25
Work has Design Requirements
Yes
If Design is required design job in accordance with P8-0-06 Design Control
No
Train Employees in accordance with P7-0-05 Training and Employment Records P7-05-05 to P17-0-19
Put Drawings/Instructions out to staff in accordance with P8-0-08 Drawing Control
Put Work Instructions out to staff in accordance with P8-0-01 product Realisation – Quality Plan ensuring they remain absolutely confidential.
Order material for jobs in accordance with P8-0-20 Purchasing using P8-0-07 Preferred Suppliers List.
If the Customer is going to supply any service or Equipment. Deal with this in accordance with P8-0-12 Customer Supplied Product. Amendment to Purchase Order follow P8-0-05.
Receive goods in accordance with P8-0-16 Inwards Good Inspection. If need P8-0-16 Substitute D/D P8-016b Returned Goods Docket
Work on product in accordance with P8-0-18 product Realisation – Quality Plan. Use Computer based measuring and monitoring of the process. If extra information needed seek it from the MD in confidence
In the case of anything going wrong with the Product or Process, deal with it in accordance with P10-0-04 Non Conformance Reporting as well as P10-0-02 Corrective and Preventative Actions.
Identify and trace product in accordance with P7-0-02 Product Identification and Traceability
Pack and store in accordance with P8-0-17 Handling, Storage and Packaging
Inspect and Test service processes in accordance with P8-0-08 In Process Inspection and P7-0-02 if required Prod. Identify & Trac.
Final Inspection in accordance with P8-0-09, Measure with devices in accordance with P8-0-05 Calibration
Despatch product in accordance with P8-0-17 Handling, Storage and Packaging
Collect and store documentation in accordance with P5-0-05 Control of Records
Measure and Monitor the Process in accordance with P8-0-08 Measure and Monitoring the Process
To ensure that the System is working correctly, carry out Audits in accordance with P9-0-01 Quality Audits. If any Servicing work is undertaken, it shall be carried out in accordance with P8-0-20
Follow up to ensure that the Customer is delighted with the Product, the delivery, the timeliness and the invoicing in accordance with P9-0-04 Customer Feedback and Surveys P9-0-03 follow up any concerns,
Ensure that the whole Company works Safely by working in accordance with P6-0-03 to P6-0-32 Safety Procedures.