Approval

The signatures below certify that this management system policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | Name | Signature | Position | Date |
| Prepared by | Dhairyasheel Ashok Mulik Patil |  | Quality Manager |  |
| Reviewed by | Dr Prveen Bidare |  | Senior Engineer |  |
| Approved by | Joyti Bidare |  | CEO |  |

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**Procedure for Managing UK Minimum Wages & Income Tax Data**

**1. Purpose** This procedure outlines the process for collecting, recording, and maintaining data on UK minimum wages and income tax criteria in compliance with ISO 9001 quality management standards.

**2. Scope** This procedure applies to all personnel involved in data collection, processing, and reporting of minimum wages and income tax information for different demographic categories in the UK.

**3. Responsibilities**

* **Quality Manager:** Responsible for gathering wage and tax data annually from official sources.
* **Quality Manager:** Ensures accurate entry of wage and tax data into the database.
* **Quality Manager:** Verifies the accuracy, completeness, and timeliness of the data.

**4. Procedure**

**4.1 Data Collection**

* Retrieve minimum wage and income tax information from official UK government sources (HMRC, UK Government websites, and financial reports).
* Ensure data accuracy by cross-checking with reliable sources.
* Update data on an annual basis.

**4.2 Data Entry & Storage**

* Enter the collected data into the predefined Excel template.
* Ensure correct categorization based on demographics (e.g., Apprentice, Under 18, etc.).
* Store the data securely in a controlled system with restricted access.

**4.3 Data Validation & Quality Control**

* Conduct annual audits to verify the accuracy of entered data.
* Compare with historical records to detect anomalies.
* Implement corrective actions in case of discrepancies.

**4.4 Reporting & Documentation**

* Maintain records for a minimum of three years for compliance and auditing purposes.
* Ensure data is available for internal and external audits when required.

**4.5 Compliance & Continuous Improvement**

* Ensure adherence to ISO 9001 requirements for data management.
* Regularly review the procedure and update as needed.

**5. Records & Document Control**

* Maintain all wage and tax records in a secured digital format.
* Ensure version control for all updates and modifications.

**6. Review & Approval** This procedure shall be reviewed annually to ensure continued compliance with ISO 9001 standards and updated as necessary based on legislative changes or business needs.