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|-----------------------------------------------------------------------------------|----------------------------------|------------|-----------------|
|  | <b>Pheon AutoTech Pvt Ltd</b>    | Format Ref | <b>F-MR-05</b>  |
| Format Name                                                                       | Controlled Guidelines & Policies | Rev No/Dt  | 01 / 17.08.2021 |

| Sec .      | Description | Particulars                                                                                                                                                                                                                                                                                                    |                                                                                                                 |            |                          |        |             |            |                          |
|------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------|--------------------------|--------|-------------|------------|--------------------------|
| 1          | Particulars | Type of Guideline                                                                                                                                                                                                                                                                                              | <table><tr><td>Policy</td><td><div></div></td><td>Guidelines</td><td><input type="checkbox"/></td></tr></table> |            |                          | Policy | <div></div> | Guidelines | <input type="checkbox"/> |
|            |             | Policy                                                                                                                                                                                                                                                                                                         | <div></div>                                                                                                     | Guidelines | <input type="checkbox"/> |        |             |            |                          |
|            |             | Name                                                                                                                                                                                                                                                                                                           | Quality Policy                                                                                                  |            |                          |        |             |            |                          |
|            |             | Ref                                                                                                                                                                                                                                                                                                            | G-M-05                                                                                                          |            |                          |        |             |            |                          |
| Department | Management  |                                                                                                                                                                                                                                                                                                                |                                                                                                                 |            |                          |        |             |            |                          |
| 2          | Purpose     | Quality Policy is drafted for appropriate use to the purpose and context of the organization and supports its strategic direction, It Provides a framework for setting quality objectives, It Includes a commitment to satisfy applicable requirements and a commitment to continental improvement of the QMS. |                                                                                                                 |            |                          |        |             |            |                          |
| 3          | Scope       | This Quality Policy shall be applicable to Pheon AutoTech Pvt Ltd.                                                                                                                                                                                                                                             |                                                                                                                 |            |                          |        |             |            |                          |
| 4          | Owner       | Managing Director                                                                                                                                                                                                                                                                                              |                                                                                                                 |            |                          |        |             |            |                          |

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By MR at 4:15 pm, Dec 20, 2021

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|   |                                                                                                                                                                            |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <b>Procedure</b> <i>(Insert the Procedure Flow Chart by Linking the Master FlowChart File) (Master FlowChart File should be saved in the same folder as this document)</i> |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Quality Policy

# Constant Pursuit of Excellence

**Raman Malik**  
Managing Director

Date : 20.12.2021  
Ref No: G-M-05

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*By MR at 4:15 pm, Dec 20, 2021*

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| Sec. | Description              | Details                   |                                                                                                                                                   |                                                                 |
|------|--------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|      |                          | Particulars               | From                                                                                                                                              | Reference                                                       |
| 6    | Inputs                   |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
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|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
| 7    | Outputs                  |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
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|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
| 8    | Monitoring & Measurement | Frequency                 | KPI                                                                                                                                               | Responsibility                                                  |
|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
|      |                          |                           |                                                                                                                                                   |                                                                 |
| 9    | Revision History         | Rev No.                   | Details of Revision                                                                                                                               | Date                                                            |
|      |                          | 00                        | INITIAL RELEASE                                                                                                                                   | 20.12.2021                                                      |
|      |                          | 01                        |                                                                                                                                                   |                                                                 |
|      |                          | 02                        |                                                                                                                                                   |                                                                 |
|      |                          | 03                        |                                                                                                                                                   |                                                                 |
|      |                          | 04                        |                                                                                                                                                   |                                                                 |
| 10   | Format Usage Related     | Format Template Loc.      | Not Applicable                                                                                                                                    |                                                                 |
|      |                          | Document Retention Format | Policies                                                                                                                                          | To be Stamped and Signed by MD and then Retained in PDF Format. |
|      |                          |                           | Guidelines                                                                                                                                        | Controlled Document to be retained in PDF Format                |
|      |                          | Document Retention Loc.   | PAT Systems Data > PAT Document Resource > Controlled - PAT - Guidelines & Policies > Management (M) Related > Controlled G-M-05 - Quality Policy |                                                                 |
|      |                          | Retention Period          | Perpetual                                                                                                                                         |                                                                 |

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|----|------------------|---------------|-------------------------------------------------------------------------------------------------|------------|------|
|    |                  | Circulation   | MD, MIS, Group Managers, All Team Members                                                       |            |      |
| 11 | Abbreviations    | QMS           | Quality Management System                                                                       |            |      |
|    |                  | DCR           | Document Change Request                                                                         |            |      |
|    |                  | MR            | Management Representative                                                                       |            |      |
|    |                  | MD            | Managing Director                                                                               |            |      |
|    |                  | MIS           | Management Information System                                                                   |            |      |
|    |                  |               |                                                                                                 |            |      |
|    |                  |               |                                                                                                 |            |      |
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|    |                  |               |                                                                                                 |            |      |
|    |                  |               |                                                                                                 |            |      |
|    |                  |               |                                                                                                 |            |      |
| 12 | Document Control | Particulars   | Name                                                                                            | Date       | Sign |
|    |                  | Prepared By   | Mayank Mishra                                                                                   | 20.12.2021 |      |
|    |                  | Approved By   | Raman Malik  | 20.12.2021 |      |
|    |                  | Controlled By | Harsh Vikram Singh                                                                              | 20.12.2021 |      |

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