

Quality policy of «Sciencefiles» LLC

«Sciencefiles» LLC specializes in expert support for the development and registration of drugs and medical devices for global, international and federal pharmaceutical companies and contract research organizations. The focus on customer success, expert, consistently high and guaranteed quality level and caring-service project support are the key advantages of cooperation with «Sciencefiles» LLC.

The main goal of «Sciencefiles» LLC in the field of quality – is to provide services for the development of documents for conducting clinical trials and registration of drugs and medical devices meeting the needs and expectations of consumers and other relevant interested parties, ensuring a stable financial position of the organization.

The management of «Sciencefiles» LLC considers the Quality Policy as the basis for further development of the company in accordance with the requirements and expectations of the interested parties.

The main tool for achieving this goal is a quality management system based on a process approach and risk-based thinking, which meets the requirements of the ISO 9001: 2015 standard. The mission, principles and values of «Sciencefiles» are implemented through the provisions described in the company's Brand Strategy.

The goal is achieved by solving the following tasks:

- systematic definition of current and future requirements and expectations of the customer and other relevant interested parties;
- managing the processes of providing services in accordance with the established requirements (including legal requirements and customer requirements);
- improving leadership qualities of managers at all levels and development of teamwork to ensure the quality of services;
- creation of a suitable environment conducive to the involvement of each employee in the process of continuous improvement of the quality of services provided, professional development of personnel;
- using a process approach to all types of activities and quality management of the submitted documents when providing services;
- creating an effective system of selecting suppliers based on mutual benefit and continuous improvement;
- ensuring the continual improvement of the quality management system of «Sciencefiles» LLC;
- ensuring continual and comprehensive monitoring and analysis of external and internal factors affecting strategic decision-making of «Sciencefiles» LLC;
- making decisions based on facts by providing the management with complete and reliable information;
- focusing efforts on reducing risks and seizing opportunities.

The senior management of «Sciencefiles» LLC assigns the responsibility and obligations to create the conditions and provide the resources necessary for the effective functioning of the quality management system, its continual improvement and compliance with ISO 9001 requirements.

Senior management encourages each employee to be aware of the responsibility and objectives for quality assurance and implementation of this Policy.

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Director of «Sciencefiles» LLC



/ Andrey Alashev

