

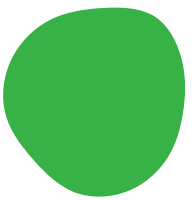
# SOLE TRADER MANAGEMENT SYSTEM

As a Sole Trader there may not seem to be a need to have a Management System, it's only you.

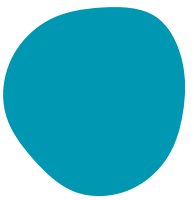
However there are benefits in knowing what your Values are and your intentions.

This includes basic repeat processes, record keeping and a means to provide a quality service to your clients / customers. Below are a few starters to develop which will be of benefit, now and in the future.

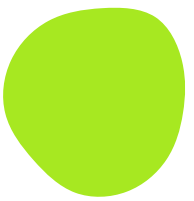
If we can help you to create what you require please contact on [enquiries@ehsqconsultancy.com](mailto:enquiries@ehsqconsultancy.com).



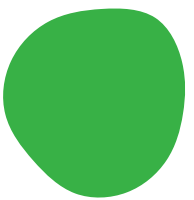
Business Strategy



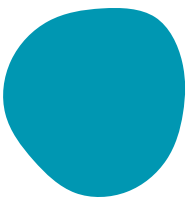
Business Continuity Plan



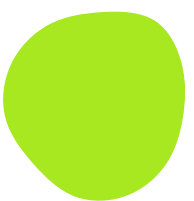
Legal compliance requirements



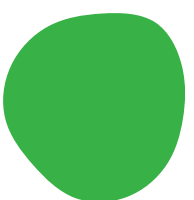
Quality assurance and quality control and minimum standards



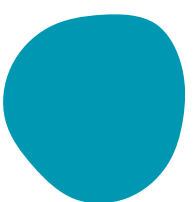
Lead generation and capture



Lead to enquiry to quotation to project capture and management



Dealing with queries or complaints and monitoring customer satisfaction



Monitoring your data and evaluating success



Day to day processes, procedures, flow chart and record management