

Communication

New Review

View Edit Revisions

Type: Procedure

Description:

1. Why:

✓ 1.1 To describe the internal and external communication authorities and processes when dealing with interested parties and stakeholders.

2. Who:

2.1 The managing director ensures this procedure is implemented and maintained. *new title*
2.2 All personnel are to be aware of this procedure

all 3 understood this

3. Documents:

3.1 Toolbox talks *na*
3.2 Monthly team meeting minutes ✓
3.3. Management review meeting minutes ✓ *annual*

4. How:

✓ 4.1 The company ensures appropriate and relevant communication is conducted between management and employees at all levels of the business.
✓ 4.2 The communication is via emails, newsletters, bulletins, teleconferences, management review meetings, consultation meetings to preserve company knowledge, limit the impacts on the environment, reduce risk, minimise WHS incidents and to ensure business requirements are met.
✓ 4.3 External communication to interested parties is restricted to normal business communications concerning contracts, sales, project information between clients, prospective clients, suppliers, interested parties and all other stakeholders.
✓ 4.4 All other external communication concerning environmental, safety and quality management systems, policies and performance are to be directed to the managing director.
✓ 4.5 All contact with government agencies, media outlets, etc are to be directed to managing director. *na wo wo*
✓ 4.6 In the absence of managing director such communications shall be directed to the management representative *- ni*
✓ 4.7 Appropriate records, normally in the form of e-mails, newsletters, bulletins, minutes, etc are maintained when deemed necessary.

eg proposal

External: No
Current Issue: 27 Feb 2023
Original Issue: 15 Nov 2021
Record: No
Audit: Yes
Owner: myQ Hub Master
Archive: No
Published: Yes

very well managed & understood

Access: Public
Distributed: No
Associated: -
Cross References: 9001:2015 - [7. Support 7.4 Communication](#)

 Print

Audits

Last	Planned	Changes	Actual	Status	
29 Apr 2022	31 May 2023	1	-	Planned	View
New	29 Apr 2022	1	29 Apr 2022	OK	View

Reviews

Name	Type	Started	Target	Status
There are no reviews.				