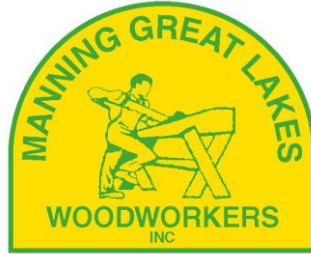




Title	Procedures Procedure
Procedure	Procedures Procedure 001
Date Approved	04/2017
Next Review	04/2018
Distribution	Committee, OH&S Committee, members involved in writing Procedures
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\procedures 001.doc
Author	Geoff Crapp
Other relevant documents	All procedures

Document History	
Version	Notes
002	Second Issue with no changes.



Introduction

So that the Manning Great Lakes Woodworkers Procedures are all consistent, this procedure describes how and when procedures are written, checked, approved, distributed to relevant members and filed.

Content

- Procedures are only written at the request of the Committee.
- The member assigned to this task is briefed on the content of the procedure.
- Drafts of the procedure are not recognised until approved by the Committee.
- When a procedure has been approved by the committee, it's title is included in the OH&S Policy document which is then approved and filed.
- All procedures must be written using the procedures template to ensure uniformity of style.
- The approved procedure is filed and made available to all relevant members.
- All approved procedures are noted in the minutes of committee meetings
- If a procedure is altered or generated due to a Corrective Actions report and subsequent recommendation then the Corrective Actions procedure must be followed