

Header

<u>Communication Type</u>	<u>Objective of Communication</u>	<u>Frequency</u>	<u>Method or Medium</u>	<u>Sponsor Owner</u>	<u>Audience Attendees Access</u>	<u>Compliance Review</u>
Management Review Meetings	Business update, strengths, opportunities, weaknesses, and threats, per department, team communication, health & safety, quality, training, policies, financials, projects, capacity, prospects, proposal, production, training/succession planning, purchasing and supply	Bi-Annually	Power Point Presentation / Minutes	Managing Director	Senior Management Team	Audit
Employee Communications	Review of the business, safety, quality, sales, profits, markets, new products, and opportunities	Quarterly	Stand Up Discussion / Power Point Presentation	Senior Management Team	All Employees	Review
HSEQ Meetings	Discussing health, safety, environmental management systems and Accidents, injuries, near-misses, any follow-up that has been done because of investigations into incidents. Results of safety inspections, audits & observations, training, quality, production, communications, open forum, any feedback from Employees	Bi-Annually	Open Forum Minutes	Operations Director / Commercial Manager	All Employees	Audit & Review
Toolbox Talks	Topic of the week, any new initiatives, accidents, injuries, near-misses, for that month, description, containment actions, root cause, contributing factors, and corrective actions.	As Required	Open Forum / Records	Managers / Supervisors	All Employees	Review
Order Inception Review Meetings	Review of new contracts / and projects, risks and opportunities.	As Required	Open Forum / Pro Forma	Commercial Manager	Managing Director Operations Director Financial Controller	Audit & Review
Incident Reports	First aid incidents. Near misses, quality issues, concessions, non-conformities/complaints	As Required	Notice Boards / Share Point	Operations Director	All Employees	Patrols