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| **Communication Type** | **Objective of Communication** | **Frequency** | **Method or**  **Medium** | **Sponsor**  **Owner** | **Audience**  **Attendees**  **Access** | **Compliance**  **Review** |
| 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 | 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 |