

Document Reference		Title	Description
xxx-yyy-zzz-	200	Management Review	<p>The Procedure will be set up to ensure the following objectives are met:</p> <ul style="list-style-type: none"> <li>To establish that the IMS is achieving the expected results and meeting the clients requirements,</li> <li>To expose irregularities or defects in the system, identify weaknesses and evaluate possible improvements,</li> <li>To review the effectiveness of previous corrective actions, and to review the adequacy and suitability of the IMS for current and future operations,</li> <li>To review any complaints received,</li> <li>To review the findings of internal /external audits,</li> <li>To review the reports of nonconforming items.</li> </ul> <p>The Management Review may be conducted by the Project/ Contract Manager, the Maintenance Manager, Administration Manager, Quality and Safety Engineer the Secretary.</p> <p>The agenda and taking of minutes will be described in the Procedure.</p>
xxx-yyy-zzz-	201	Internal and External Communication	<p>This Procedure describes</p> <ul style="list-style-type: none"> <li>Client satisfaction</li> <li>Communications between Contractor, Consultant &amp; Client</li> <li>External communications with the public and any interested parties</li> <li>Internal communications on the IMS, health and safety issues, operational issues, staff performance and training and environmental issues</li> <li>External communications with government authorities</li> </ul>
xxx-yyy-zzz-	202	Legal and Other Requirements	To establish and maintain a system to identify, have access, update all legal and other requirements and to communicate the relevant information to employees and contractors.
<b>OHS Related Procedures</b>			
xxx-yyy-zzz-	300	Noise and Vibration Management	The management of noise to protect the health and safety of employees, contractors and visitors. Displays minimum limits for noise from industry.
xxx-yyy-zzz-	301	Personal Protective Equipment	The ordering, use, maintenance and storage of personal protective equipment to protect the health and safety of employees, contractors and visitors.
xxx-yyy-zzz-	302	Manual Handling	The management of manual handling risk ensuring the health and safety of employees, contractors and visitors.