Communicating Documents and Document Changes

E.g. the Quality Policy,

As part of the intrastats system, each user has a 'Required reading' and Suggested Reading.

The quality policy is attached to the **Viamed Company Personnel Manual**
so each employee it pops up as required reading,

if and when the policy is updated, all employees will be informed they have further required reading, and the new version presents itself.

Suggested reading contains all the required reading, but which has been read by the employee.