

COMPANY OPERATING PROCEDURES

Procedure Checking & Revisions

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All ISO procedures need to be checked periodically.

This is to ensure that we do exactly what we say we do in the Procedure.

If for some reason such as new techniques or technology we can improve the procedure we need to record the changes and modify the written procedure.

All procedures need to be checked by the person operating them.

Actual names are not used but job functions. Supervisor and manager will be avoided.

e.g. Goods-In operative

Goods in open

Stock person

Stock person

Credit control

Repair section or Service engineer

Repair section of Service Technical Department

Technical Department Quality control

Please check your specific function in the procedure

If the section is correct Tick & initial

If it is wrong underline the incorrect section. And initial/date and note wrong

Write the new procedure in the table

If the procedure is no longer used Underline initial & date and mark no longer used