

Ref no: 099241019
From: Commercial
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Subject: Policies

REQUEST

How do you manage your policies, (keeping track of when they need reviewing, which ones have been published etc.) Do you manage them manually or do you use some sort of software?

RESPONSE

Via a document control data base. Every policy is given a review date of 3 years and this is entered into the monitoring database. The monitoring database has a countdown system that will highlight documents that are due for review and publication.