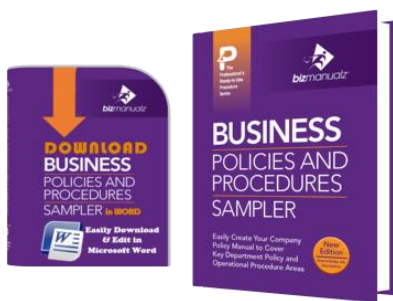


SAMPLE FROM THE BUSINESS POLICIES AND PROCEDURES SAMPLER INCLUDES AN EXAMPLE PROCEDURE, A LIST OF TOPICS, FORMS AND JOB DESCRIPTIONS



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[**Business Policies and Procedures Sampler**](#)

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<p>Disaster Management Disaster Management Plan Service Agreements, Emergency Services Agencies, and Community Resources Centers of Operation Emergency Notification Procedures Office and Department Recovery</p> <p>Engineering: Drawings and Schematics Engineering Change/Document Change Control Labeling Device Master Record Operation/Service Manuals Patents Preproduction Quality and Planning Product Design and Development Product Identification and Safety Hazard Labels</p>	<p>Personnel Americans with Disabilities Act Drug Free Workplace Employment Policies Employee Hiring and New Employee Orientation Family and Medical Leave Act Health Care Benefits Paid and Unpaid Time Off Pay and Payroll Matters Performance Appraisals and Salary Adjustments Resignations and Terminations Sexual Harassment Training/Tuition Reimbursement Workplace Rules & Guidelines Workplace Safety</p>
<p>Sales & Marketing Collection of Sales Tax Copyrights and Trademarks Marketing Plans Model Number Designation Public Relations Return of Goods from Customers Sales Leads Sales Order Entry Sales Training Trade Shows/Exhibits</p> <p>Environmental Management Environmental Protection Hazardous Waste Management Air/Water/Soil Resource Management</p>	<p>Security Operations Intrusion Protection Physical Security Personnel Guard Force Management Electronic Countermeasures Executive Protection</p> <p>Shipping, Purchasing & Inventory Control Packaging, Storage and Distribution Physical Inventory Purchasing Receiving, Inspection, and Stocking of Parts and Materials Shipping and Freight Claims Vendor Selection, Files, and Inspections</p>

129 Corresponding Forms and Records

<p>Accounting Bad Check Notice Sample Bank and Book Balances Reconciliation to Corrected Balance Daily Cash Report Daily Log Check Request Check Signing Authority Log Sample Company Account Codes Capital Asset Requisition Asset Disposition Form Sales Order Invoice Accounts Receivable Write Off Authorization Petty Cash Journal</p> <p>Administration Notice of Stockholders' Meeting (Example) Waiver of Notice of Stockholders' Meeting (Example) Authorization of Proxy to Vote Shares (Example) Minutes of Stockholders' Meeting (Example) Minutes of Board of Directors' Meeting (Example) Master File Index Record Retention Guideline Form Printing Request Job Description Department Reporting Summary Travel Arrangements Form Travel and Miscellaneous Expense Entertainment and Business Gift Expense Report</p>	<p>Engineering Request for Engineering Action Engineering Change Notice/Document Change Control Approval Form for Labels and Labeling Device Master Record Contents Device Master Record Index (Example) Device Specification (Example) Design Completion Checklist for Electromechanical Devices Design Completion Checklist for Non-Electromechanical Devices Finished Product Release Product Design Review Checklist Product Identification Label (Example) Product Safety Hazard Label</p> <p>Environmental Management Hazardous Waste Determination Checklist Hazardous Waste Determination Sheet Compliance Self-Inspection Checklist Environmental Management Action Plan</p> <p>Finance & Credit Accounts Receivable Collection Control Form Credit Application Request for Credit Approval Credit Inquiry Stock Option Exercise Letter (Sample) Payroll Deduction Stock Purchase Stock Issuances Journal Stock Transfer Ledger Weekly Financial Report</p>
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PROCEDURE, A LIST OF TOPICS, FORMS AND JOB DESCRIPTIONS

<p>Customer Service Customer Satisfaction Survey Customer Service Contact Customer Service Log Customer Service Satisfaction Report Post-Sale Satisfaction Report Limited Warranty</p> <p>Disaster Management Disaster Management Plan Test Emergency Services and Related Agencies List Employee Personal Profile Chronological Log of Emergency Events Recovery Worksheet Restoration Worksheet Resumption Worksheet Reconstruction Worksheet Disaster Recovery Log</p> <p>Manufacturing Bill of Materials form (Sample) Calibration Record Triggers and Decision Points for GMP Inspections Excerpts of the FDA Two-Track GMP Inspection Strategy and Compliance Program Master Parts List Part Number Record Quality Audit Checklist Corrective Action Request</p> <p>Personnel Drug-Free Workplace Policy Agreement Personnel Requisition Employment Application Employment Interview Questions Chart Personnel Change Notice Company Policy and Procedure Acknowledgement Absence Request Biweekly Timesheet Employee Self-Appraisal Performance Appraisal Request for Training Safety Suggestion Workplace Safety Self-Inspection Checklist Workplace Safety Action Plan General Workplace Safety Rules List of Hazardous Chemicals and MSDS Index Six-Week Cash Flow Report</p>	<p>Information Technology Asset Standards List Asset Configuration Worksheet Asset Standards Exception Request Non-Standard Software Request IT Incident Report/Response Form IT Training Requirements List IT Training Log</p> <p>Sales & Marketing Returned Goods Authorization Customer Returns Database Sales Lead tracking Form Trade Show Worksheet Trade Show Checklist Trade Show/Exhibit Supply Checklist Equipment Request Form Inventory Show Registration Trade Show/Exhibit Summary</p> <p>Security Operations Employee Hiring Packet Checklist Key Issue/Policy Special Incident Report Form Guidelines for Selecting an Alarm System/Vendor</p> <p>Shipping, Purchasing & Inventory Control Shipping Log Inventory Sheet Purchase Requisition Purchase Order Purchase Order Log Purchase Order Follow-Up Receiving Log Receiving and Inspection Report Inventory Inspection Levels Approved Vendor List Approved Vendor Notification Vendor Survey Form Vendor Performance Log Nonconformity Report</p>
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Job Descriptions: A complete job description is included for each of the 12 positions referenced in the Business Policies and Procedure Sampler. Each position includes a summary description of the position, essential duties and responsibilities, organizational relationships, a list of the procedures where the position is referenced, specific qualifications, physical demands of the position, and work environment.

Accounting Manager

Chief Financial Officer (CFO)

Customer Service Manager

Director of Quality

Engineering Manager

Inventory Control Manager

IT Manager

IT Security Manager

Manufacturing Manager

Production Manager

Quality Manager

Sales Manager