Procedure for Reviewing Policies and Procedures

A new team member is required to read all the policies and procedures on joining Fizzy Fish and they initial their induction form to record that this has been done. Every team member is required to read any new or updated policy or procedure and complete the relevant quiz on issue. A rolling monthly quiz or quizzes is carried out so team members renew their know of every policy and procedure annually.

An Index is kept which lists all the policies and procedures together with their latest issue number and month/year. The month the quiz number was last issued is also detailed together with any forms associated with the policy or procedure. This document is stored at the front of Policies and Procedures folder, which is kept at Tudor Close and is re-issued every time the details change. The settings at Nevill and Peter Gladwin do not keep hard copies of the policies and procedures to save on paper. All team members should access the company's website if details from a policy or procedures is needed.

A log of reviews, updates and quizzes is detailed at the end of each policy and procedure. A paper trail of the quizzes are kept.

Policies and procedures are reviewed at least annually by a director and are updated when a change is required. The reviews are carried prior to the relevant quiz being issued to team members.

Each month team members will be given one or more quizzes together with a date that they must be completed by. The team member must read the relevant policies or procedures and the undertake the quiz. It is suggested that you discuss the policy or procedure with your colleagues to increase your understanding of the detail. Completed quizzes should be returned to the director. These will be kept for a minimum of 12 months as an audit trail.

Copies of old versions of policies and procedures will be stored electronically for audit purposes. Their issue details should become part of the file name and stored in a separate directory.

Review and update details

Date	R	U	Details	Q	Latest version
18/11/20	√	√	Updated and issued to team members	√	Issue 2/Nov 20

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.