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## Service Information Sheet

### Developing plans and procedures

#### Objective

Establishing a safety policy and a way for this policy to be realized, together with the development of tools that can be used in this regard.

#### Description

Good company operations begin with a vision which is then articulated in a policy declaration. But that is only the beginning...the policy should be realized. Rolling out a policy within an organization cannot be done without plans and procedures. In addition, it is extremely important that these plans and procedures are adopted by the managing director and the employees. A good plan or good procedure, thus, must satisfy a number of peripheral conditions. They must: be easy to incorporate, be practical to implement, be logical and understandable, coincide with current company methods, and affordable. In order to process these peripheral conditions in pragmatic plans and procedures, knowledge of the subject area combined with practical experience are a must.

Disc employs consultants who can take care of these things for you.

#### Approach

Should you choose Disc as your partner, you can be certain that we will select a consultant with care who has experience in the field and is familiar with your branch's line of work.

Additionally, not only does education level play a role, but certainly competencies, experience, and communication skills as well.

Below are some of the services provided:

- Developing (project) plans/ procedures for Safety, Quality, or Environmental Protection.
- Developing handbooks and procedures for VCA\*/ VCA\*\*/ VCU / VCO / OHSAS or ISO.
- Developing and producing in-house emergency and first aid service plans and evacuation diagrams.
- Develop documents that are or could become a part of: company procedures, servicing instructions, handbooks, protocols, training books, etc.
- Making course plans and related competencies.
- Providing advice and explanation during the implementation of plans and procedures.
- Judging and evaluating your current business plans and procedures.

*If desired, the set of services can be customized after consultation with the client.*

#### Price Indication

We hire out our consultants to your organization based on hourly rates. For this service, these rates range anywhere between €70,- and €120,- per hour, during normal business hours.

This rate, however, does not include:

- VAT.
- Travel and lodging costs.
- Equipment costs.

*For each request, a formal quote will be provided.*

#### Contact Information

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Disc is VCU certified



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