Dawtek's Resources

Business and Marketing

Company Profile Template
BM - Business Start-up Checklist
BM - Business Start-up Costs
BM - Compliment or Complaint Form
BM - Customer Complaints Form
BM - Customer Complaints Log
BM - Customer Satisfaction Survey
BM - Document Master Register
BM - Email Campaign and Signoff Checklist
BM - Fax Cover
BM - Management Review Meeting Agenda
BM - Management Review Meeting Minutes
BM - Marketing Planning Checklist
BM - Office Supplies Form
BM - Product Price List
BM - Progress Report
BM - Rates Schedule
BM - Records Register
BM - Recruiting a New Employee Checklist
BM- Non-conformance form
BM - Acknowledgement of Order Letter
BM - Complaint Acknowledgement Letter
BM - Complaint Resolution Letter
BM - Proposal for Services Formal Letter
BM - Proposal for Services Informal Letter
BM - Quotation Introduction Letter
BM - Sales Cold Call Letter
BM - Sales Customer Service Letter
BM - Sales Follow Up Letter
BM - Thankyou for Choosing Us Letter
BM - Quality Policy
BM - Media Relations Policy
BM - Customer Service Policy
BM - Corporate Social Responsibility Policy
BM - Contracts Management Procedure
BM - Customer Complaints Procedure
BM - Customer Requirements Procedure
BM - Dispute Resolution Procedure
BM - Document Control and Records Management Procedure
BM - Internal Audit Procedure
BM - Objectives and Targets Procedure
BM - Process Control Procedure
BM - Purchasing Procedure
BM - Resources Procedure
BM - Social Media Use Procedure
BM -Control of Non-conforming Product Procedure
BM -Corrective and Preventative Action Procedure
BM -Management Review Procedure
BM -Measurement and Improvement Procedure
BM -Record Keeping and Archiving Procedure
BM - Business Proposal Template
BM - Business Requirements Template
BM - Business Continuity Management Plan
BM - Business Case Template
QM - Quality Manual
BM - Memorandum of Understanding
BM - Social Media Strategy Plan
BM - Business Plan Template
BM - Business Plan Template
BM - Business Succession Plan

Environmental

EM - Environmental Aspects and Impacts Register
EM - Environmental Communications Register
EM - Environmental Compliance Record
EM - Environmental Corrective Action Request
EM - Environmental Impacts Register
EM - Environmental Incident Report Form
EM - Environmental Management Site Activities and Control Checklist
EM - Non conformance_near miss form
EM - Risk Assessment (Environmental Impact Analysis)
EM -Environmental Corrective Action Register (CAR)
EM - Environmental Management Policy
EM - Environmental Policy Statement
EM - Management Policy
EM – Objectives Targets and sustainability Policy
EM - Vehicle Emissions Policy
EM - Aspects and Impacts Procedure
EM - Auditing and Compliance Procedure
EM - Communication Procedure
EM - Corrective and Preventative Procedure
EM - Document, Data and Records Control Procedure
EM - Emergency Preparedness Procedure
EM - Environmental Training Procedure
EM - Incident and Environmental Damage Reporting Procedure
EM - Legal and Other Requirements Procedure
EM - Management Review Procedure

Dawtek's Resources

EM - Measurement and Monitoring of Objectives and Targets Procedure
EM - Objectives, Targets and Programs Procedure
EM - Operational Control Procedure
EM - Pollution Control Procedure
EM - Waste Management Procedure
EM - Waste Minimisation Procedure
EM- Environmental Management Site Safety Plan
EM- Environmental Sustainability Management Plan

Finance

FN - Fraud Prevention and Management Policy
FN - Travel Policy
FN - Taxi Policy
FN - Procurement Policy
FN - Finance Policy
FN - Purchase Order Record
FN - Credit Card Charge Authorisation Form
FN - Taxi Travel Reimbursement Form
FN - Purchase Order Form
FN - Preferred Suppliers List
FN - Petty Cash Voucher Form
FN - Petty Cash Reconciliation Report
FN - New Supplier Request Form
FN - Fixed Assets Register
FN - Fixed Assets on Loan Register
FN - Customer Invoice Template
FN - Business Expense Report
FN - Bad Debt Write Off Form
FN - Bad Debt Register
FN - Prompt Payment Discount Notice
FN - Second Notice of Outstanding Debt
FN - Repossession Notice
FN - Payment Plan Letter
FN - Misuse of Company Credit Card Letter
FN - Letter of Demand
FN - First Notice of Outstanding Debt
FN - Customer Reminder Letter
FN - Cancellation of Customer Credit Letter
FN - Bad Cheque Advice
FN - Approval of Customer Credit Letter
FN - Rate Increase Letter
FN - Stock Control Procedure
FN - Procurement and Purchasing Procedure
FN - Petty Cash Procedure
FN - Motor Vehicle Procedure
FN - Fixed Assets Procedures
FN - Financial Reporting and Records Procedure
FN - Credit Management Procedure
FN - Credit Card Procedure
FN - Business Expense Reimbursement Procedure
FN - Bad Debts Procedure

Human Resources

HR - Agenda and Minutes
HR - Authorisation - Direct Deposit of Payroll
HR - Cashing Out Annual Leave Form
HR - Employee Leave Record
HR - Employee Personal Record
HR - Employee Weekly Timesheet
HR - Higher Duties Agreement Form
HR - Leave Request Form
HR - Parental Leave Form
HR - Payslip 1
HR - Payslip 2
HR - Payslip 3
HR - Register of Injuries
HR - Rehabilitation and Return to Work Induction Checklist
HR - Rehabilitation Case Notes
HR - Staff Expertise and Qualification Summary
HR - Staff Grievance, Formal Complaint Registration Form
HR - Weekly_Monthly Attendance Sheet
HR - Application Form
HR - Employee Development Plan
HR - Employee Training Record
HR - Employee Weekly Timesheet 2
HR - Employment Contract
HR - Health Questionnaire
HR - New Starter Checklist
HR - Induction Appointment Form
HR - Return to Work Daily Register
HR - Return to Work Plan
HR - Training Evaluation Form
HR - Training Request Form
HR - Employee Details
HR - Training Register
HR - Training Plan
HR - Contractor Work Details

Dawtek's Resources

HR - Contractor Performance Record
HR - Staff Profile Landscape
HR - Staff Profile Portrait
HR - Employee Performance Evaluation Form
HR - New Employee Checklist
HR - Employee Performance Warning Letter
HR - Employee Welcome Letter
HR - Leave Application Refusal Letter
HR - Leave Approval Letter
HR - Successful Probation Letter
HR - Pandemic Management Plan
HR - Sub Contractor Agreement
HR -Employee Handbook
HR - Cultural Diversity and Anti-Discrimination Policy
HR - Drug and Alcohol Policy
HR - Annual Leave Policy
HR - Dispute Resolution Policy
HR - Industrial Relations Policy
HR - Long Service Leave Policy
HR - Personal Leave Policy
HR - Return to Work Policy
HR - Community Leave Policy
HR - Compassionate Leave Policy
HR - Complaints Management Policy
HR - Conflict of Interest Policy
HR - Cultural Diversity Policy
HR - Employee Privacy and Confidentiality Policy
HR - Equal Opportunity Policy
HR - Mobile Phone Policy
HR - Parental Leave Policy
HR - Professional Development and Training Policy
HR - Workplace Harassment Policy
HR - No Smoking Policy
HR - Acceptance of Gifts_Benefits and Hospitality Policy
HR - Social Media Policy
HR - Employee Code of Conduct
HR - Employee Grievance Management Procedure
HR - Employee Induction Procedure
HR - Employee Performance Evaluation Procedure
HR - Rehabilitation and Return to Work Procedure
HR - Telephone Use Procedure
HR - Accountant
HR - Administrative Assist or Officer
HR - Director of Finance or Chief Financial Officer
HR - Finance Assistant or Accounts Officer
HR - Guide to developing a position description
HR - Head or Director of Human Resources
HR - Human Resource Manager
HR - Inventory or Supply Officer
HR - Managing Director or Chief Executive Officer
HR - Procurement Assistant or Purchasing Officer
HR - Procurement or Purchasing Manager
HR - Public Relations or Marketing Officer
HR - Research and Development Manager
HR - Sales Manager
HR - Shop or Retail-Warehouse Store Manager
HR - Trainer or Training Manager
HR - Receptionist
HR - Blank Template Position Description
HR - Director of Marketing and Finance
HR - Executive Assistant
HR - Finance Manager
HR - Health and Safety Manager
HR - Imports and Exports Administrator
HR - IT Manager
HR - Marketing Manager
HR - Operations Manager
HR - Project Manager
HR - Promotions Assistant or Officer
HR - Quality Assurance Manager
HR - Sales Representatives
HR - Site Supervisor

Information Technology

IT - Change Request Form
IT - Customer Acceptance Form
IT - Incident Report Form
IT - Project Initiation Checklist
IT - Request Change Prioritisation Assessment
IT - Server Room Access Log
IT - Information Technology Manual
IT - Administrator Guidelines Policy
IT - Code of Ethics
IT - Information Technology Policy
IT - Privacy Policy Statement
IT - Security Policy
IT - Blogging Procedure
IT - Email Use Procedure
IT - Instant Messaging Procedure
IT - Network Use Procedure
IT - Printer and Photocopier Use Procedure
IT - Server Room Procedure
IT - Vendor Management Procedure

Dawtek's Resources

IT - Business Continuity Plan
IT - Change Management Plan
IT - Functional Specification Template
IT - Project Resource Plan
IT - Project Status Report
IT - Service Level Agreement

Tenders and Proposals

Tender Worksheet
Tender Response Supporting Documentation Checklist
Tender Response Checklist
TD - Expression of Interest Template
Introduction to Tendering 2017
TD - Unsuccessful Tender Protest Letter
TD - Unsuccessful Tender Feedback Letter
TD - Tender Submission Letter
TD - Tender Submission Informal Letter
TD - Tender Submission Formal Letter
TD - Tender Documentation Thanks Letter
TD - Successful Tender Thank you Letter
Corporate Tender Presentation Template
Generic Tender Presentation Template
TD - Presentation Template
TD - Sub-Contractors Schedules
TD - Key Personnel Schedule
TD - Insurance Schedule
TD - Health and Safety Questionnaire Schedule
TD - Environmental Questionnaire Schedule
TD - Reporting Schedules
TD – Reference Experience Schedules
TD - Reference Schedule
TD - Rates Schedule
TD - Key Performance Indicator Schedule
TD - Case Study Worksheet
TD - Capability and Experience Schedule
Government Tender Template 1
Corporate Tender Template
Corporate Tender Response Template
Transport and Logistics Tender Template
Government Tender Template
Recruitment Tender Template
Generic Tender Response Template
Security Tender Template
Cleaning Tender Response Template

Occupational Health and Safety

Risk Management Plan
Training Plan
Health and Safety Management Plan
Traffic Management Plan
Policies
Truck Driving Fatigue Policy
Grievance and Complaint Resolution Policy
Plant and Equipment Policy
Infection and Waste Control Policy
Smoke Free Workplace Policy
Drug and Alcohol Policy
Workplace Aggression and Violence Policy
Client Complaint Policy
Occupational Health and Safety Policy
Occupational Health and Safety Policy Statement
Safe Working Policy
Manual Handling Policy
Housekeeping and Hygiene Policy
Ergonomics Policy
Cultural Diversity and Anti-Discrimination Policy
Code of Conduct Policy
Asbestos Management Policy
Plant and Equipment Procedure
Electrical Installation and Equipment Procedure
Asbestos Management Procedure
Bomb Threat Procedure
Change Management Procedure
Communication Procedure
Compressed Air Safety Procedure
Consultant and Committee Procedure
Workplace Signs Procedure
Danger and Out of Service Procedure
Legal and Other Requirements Procedure
Ergonomics Procedure
Forklift Safety Procedure
Hand-Held and Power Tools Procedure
Hazardous Substance Procedure
Housekeeping and Hygiene Procedure
Incident Reporting Procedure
Infection and Waste Control Procedure
Issue Resolution Procedure
Emergency Preparation Procedure

Dawtek's Resources

Management Review Procedure
Manual Handling Procedure
Objectives and Targets Procedure
Prevention of Falls Procedure
Safe Work Method Statement (SWMS) Procedure
Sun Protection Procedure
Uncontrolled Workplace Procedure
Vehicle Procedure
Workplace Safety Inspection Procedure
Procedures
Employee Safety Induction Procedure
Conveyors and Power Operated Machinery Procedure
Armed Hold Up Procedure
Barriers and Excavation Procedure
Confined Spaces Policy
Client Complaint Resolution Procedure
Competency and Training Procedure
Confined Spaces Procedure
Contractor Safety Procedure
Corrective and Preventative Action Procedure
Document and Record Management Procedure
Emergency Response Procedure
First Aid Procedure
Gas Cylinder Safety Procedure
Hazard Procedure
Hot Work Procedure
Incident Investigation Procedure
Inclement Weather Procedure
Internal Audit Procedure
Ladders and Access to Heights Procedure
Management Review Meeting Procedure
Measurement and Monitoring Procedure
Noise Management Procedure
Personal Protective Equipment Procedure
Visitor and General Public Information Procedure
Suitable Footwear Procedure
Traffic Management Procedure
Risk Management Procedure
Working Alone Procedure
Breach of Occupational Health and Safety Requirements Procedure
Breach of Occupational Health and Safety Requirements Notification
Safe Work Method Statement Register
OHS Audit Site Specific Inspection Checklist
Change Management Form
Committee Agenda and Minutes Template
Confined Spaces Entry Permit Register
Contractor Safety Induction Form
Corrective Action Request
Hazardous Substances and Dangerous Goods Register
Ergonomic Office Setup Checklist
First Aid Treatment Register
Hazard Identification Checklist
Emergency Drill Form
Hot Work Permit
Injury/Illness Register
Workplace Signs Inspection Checklist
Job Safety Analysis Worksheet
Legal and Compliance Regulatory Requirements Register
Management Review Meeting Minutes
Notice of Exposure to Asbestos Form
Personal Protective Equipment Register
Plant And Equipment Register
Management Review Meeting Agenda
Risk Assessment (Plant and Equipment)
Risk Assessment (Task, Process, Situation)
Safe Work Method Statement Worksheet.
Site Induction
Vehicle Safety Checklist
Witness Statement Report
Internal Audit Checklist-OHS Management System
Forklift Pre-Operation Checklist
OHS Asbestos Register
OHS Bomb Threat Checklist
Cleaners Training Competency Record
OHS Communication Register
Confined Spaces Entry Permit
Corrective Action Register
Electrical Tag and Test Register
Employee Induction and OHS Training Checklist
First Aid Checklist
Grievance Registration Form
Hazard Report Form
Hot Work Permit Register
Incident Report Form
Internal Audit Schedule
Job Safety Analysis Register
Ladder Inspection Checklist
Risk Assessment (Hazardous Substance and Dangerous Goods)
Mobile Plant Pre-Start Checklist
Objectives and Targets Register
Offender Description Form
Register of Driver Licences
Risk Assessment (Personal Protective Equipment)
Risk Assessment Form
Risk Register
Site Cleaning Hazard Checklist

Dawtek's Resources

Training Record
Visitor Log

Workplace Health and Safety

WHS Manual
Bomb Threat Checklist
Individual Training and Competency Assessment Record
Communication Register
Confined Spaces Entry Permit Register
Contractor Induction Checklist
Corrective Action Request
Drivers Licence Register
Electrical Tag and Test Register
Emergency Drill Form
First Aid Checklist
Forklift Pre-Operation Checklist
Hazard Register
Hazardous Substances Register
Hot Work Permit Register
Incident Investigation Form
Incident Report Form
Safe Work Method Statement Analysis Worksheet
Injury and Illness Record
Management Plan Checklist
Ladder Inspection Checklist
Risk Assessment (Hazardous Substance and Dangerous Goods)
Management Review Meeting Minutes
Mobile Plant Pre-Start Checklist
Objectives and Targets Register
Plant and Equipment Register
Internal Audit Checklist-WHS Management System
WHS Risk Register
WHS Risk Assessment Form
Safe Work Method Statement Register
Site Audit Checklist
Site Induction Form
Toolbox Meeting Record
Training and Competencies Register
Training Record
Visitor Log
Worker Training Record
Workplace Signs Inspection Checklist
Asbestos Register
WHS Breach of Workplace Health and Safety Requirements Notification
WHS Cleaners Training Competency Record
Committee Agenda and Minutes Template
Workplace Safety Inspection List
Confined Spaces Entry Permit
Contractor Safety Induction Form
Corrective Actions Register
Duty Statements
Ergonomics Office Setup Checklist
Change Management Form
First Aid Treatment Register
WHS Hazard Identification Checklist
WHS Hazard Report Form
WHS Hot Work Inspection Checklist
WHS Hot Work Permit
WHS Incident Register
Employee Induction and WHS Training Checklist
Induction Training Checklist
Injury/Illness Register
Internal Audit Schedule
Legal and Compliance Regulatory Requirements Register
Management Review Meeting Agenda
Management Structure
Notice of Exposure to Asbestos Form
Offender Description Form
Risk Assessment (Personal Protective Equipment)
Personal Protective Equipment (PPE) Register
Risk Assessment (Task, Process, Situation)
Risk Assessment (Plant and Equipment)
Induction Register
Site Cleaning Hazard Checklist
Skills and Training Needs Register
Toolbox Training Record
Training assessment Form
Vehicle Pre-Start Checklist
Witness Statement Report
Workplace Safety Inspection Checklist
Asbestos Management Plan
Improvement Action Plan
Traffic Management Plan
Training Session Plan
Health and Safety Management Plan
Risk Management Plan
Training Plan
Working at Heights Rescue Plan
Asbestos Management Policy
Cultural Diversity and Anti-Discrimination Policy
Ergonomics Policy

Dawtek's Resources

Infection and Waste Control Policy
Plant and Equipment Policy
Slips, Trips and Falls Policy
Truck Driving Fatigue Policy
Workplace Health and Safety Policy Statement
Confined Spaces Policy
Workplace Aggression and Violence Policy
Housekeeping and Hygiene Policy
Manual Handling Policy
Safe Working Policy
Smoke Free Workplace Policy
Drug and Alcohol Policy
Workplace Health and Safety Policy
Armed Hold Up Procedure
Barriers and Excavations Procedure
Confined Spaces Procedure
Communication Procedure
Compressed Air Safety Procedure
Consultation and Committee Procedure
Conveyors and Power Operated Machinery Procedure
Danger and Out of Service Procedure
Electrical Installation and Equipment Procedure
Emergency Response Procedure
First Aid Procedure
Gas Cylinder Safety Procedure
Hazard Identification and Reporting Procedure
Hazardous Substance Procedure
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Noise Management Procedure
Management Review Meeting Procedure
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Traffic Management Procedure
Vehicle Procedure
Worker Safety Induction Procedure
Workplace Safety Inspection Procedure