

## **1.0 OPERATION MANUAL SPECIFICATIONS**

### **1.1 Scope**

The Main Contractor shall provide an Operation Manual covering the work of the Civil Contract and all Nominated Sub-contracts. Operation Manual shall also be provided by the various equipment suppliers and Nominated Sub-Contractors for integration into the Main Contractor's manual.

### **1.2 General**

The Operation Manual shall be an essential part of the equipment supplied under this Contract. The supply and delivery of equipment will be regarded as incomplete until the draft Operation Manual is submitted and approved. Draft Operation Manual with the content specified shall be submitted in the format specified by Goulburn Valley Water (GVW). GVW has developed Operation Manual templates for use by the Main Contractor, Nominated Subcontractors and equipment suppliers.

#### **1.2.1 Definitions:**

The term contractor shall be read as meaning the Main Contractor, unless specifically noted otherwise throughout this section of the Specification.

#### **1.2.2 Submission of Draft Copy of Manuals**

1.2.2.1 Within 21 days prior to the commencement of commissioning of the Works the Contractor shall provide to the Superintendent for approval, one (1) digital copy of the draft Operation Manual for all items, or groups of similar items of equipment supplied under the Contract.

# Sample Office Operations Manual

**Annelies Wilder-Smith**



## **Sample Office Operations Manual:**

*Law Office Policy & Procedures Manual* Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs      **Athletic Director's Desk Reference** Donna A. Lopiano, Connee Zotos, 2022-02-15 This applied reference includes management tips planning tools and policies for athletic administrators Designed primarily as a reference for intercollegiate athletic program administrators high school athletic administrators courses in athletic administrations and libraries      *Creating and Updating an Employee Policy Manual: Policies for Your Practice* American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA      Office of the General Counsel review guide United States. General Accounting Office, United States. General Accounting Office. Office of the General Counsel, 1984      Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07 Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size      **FDA Inspection Operations Manual** United States. Department of Health and Human Services, United States. Food and Drug Administration, 1983      Field Operations Manual United States. Occupational Safety and Health Administration, 1974      Plan and Operation of the National Survey of Ambulatory Surgery Thomas McLemore, Linda Lawrence, 1997      **Operating Policies and Procedures Manual for Medical Practices** Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control      **Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Alexandra Patricia Adams, 2013-10-11 Get more practice with medical assisting competencies and test your critical thinking skills Designed to reinforce your understanding of Kinn's The Administrative Medical Assistant An Applied Learning Approach 8th Edition by Alexandra P Adams this study guide offers a complete review of content and a wide range of exercises to help you master

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