

26.1 Procedure – Meeting Room Preparation

Task: Prepare the meeting room for use. This task is required to prepare the meeting room for use for any meeting.

Steps to be Completed	Completed
Step 1: Ensure that all tables are clean. Wipe down the boardroom table.	
Step 2: Check the floor to make sure the carpet is clean. If it requires a quick vacuum, there is a vacuum cleaner located in the storeroom.	
Step 3: Make sure a jug of cold water and glasses are positioned in the middle of the table 10 minutes before the meeting starts.	
Step 4: Ensure there are mints on the table.	
Step 5: Once the meeting is complete, clear the empty glasses and water jugs and make sure the meeting room is ready for the next meeting.	

Things to Remember:

You may need to organise the meeting room well before a meeting starts.

Ensure that people advise you well before the meeting so you have enough time to prepare it for the meeting.

Sample Help Desk Procedure Manual Template

Wallace, Webber



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safety of its products the overall protection of people's diets from chemical hazards must be considered one of the most important public health functions of any government Unfortunately many countries do not have sufficient capability and capacity to monitor the exposure of their populations to many potentially toxic chemicals that could be present in food and drinking water Without such monitoring public health authorities in many countries are not able to identify and respond to problems posed by toxic chemicals which may harm their population and undermine consumer confidence in the safety of the food supply From a trade perspective those countries that cannot demonstrate that the food they produce is free of potentially hazardous chemicals will be greatly disadvantaged or even subject to sanctions in the international marketplace

The goal of a total diet study TDS is to provide basic information on the levels and trends of exposure to chemicals in foods as consumed by the population In other words foods are processed and prepared as typical for a country before they are analyzed in order to better represent actual dietary intakes Total diet studies have been used to assess the safe use of agricultural chemicals e g pesticides antibiotics food additives e g preservatives sweetening agents environmental contaminants e g lead mercury arsenic cadmium PCBs dioxins processing contaminants e g acrylamide polycyclic aromatic hydrocarbons chloropropanols and natural contaminants e g aflatoxin patulin other mycotoxins by determining whether dietary exposure to these chemicals are within acceptable limits Total diet studies can also be applied to certain nutrients where the goal is to assure intakes are not only below safe upper limits but also above levels deemed necessary to maintain good health International and national organizations such as the World Health Organization the European Food Safety Agency and the US Food and Drug Administration recognize the TDS approach as one of the most cost effective means of protecting consumers from chemicals in food for providing essential information for managing food safety including food standards and for setting priorities for further investment and study Total Diet Studies introduces the TDS concept to a wider audience and presents the various steps in the planning and implementation of a TDS It illustrates how TDSs are being used to protect public health from chemicals in the food supply in many developed and developing countries The book also examines some of the applications of TDSs to specific chemicals including contaminants and nutrients

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