

CHECKLIST

TYPES OF COMMUNICATION

1. **VERBAL**
 - a. Conversations
 - b. Lectures or presentations
2. **POLICY DOCUMENTS**
 - a. Vision statements
 - b. Mission statements
 - c. Operating procedures
 - d. SHEQ policy statements
 - e. Ethics policies
 - f. Codes of conduct
3. **MESSAGES AND SLOGANS**
 - a. Market slogans
 - b. Event and meeting messages
 - c. Caution, danger messages
 - d. Action instructions
 - e. Operating instructions
 - f. Guidelines
 - g. Manuals, catalogues
4. **REPORTING DOCUMENTS**
 - a. Company annual reports
 - b. Feedback reports
 - c. Non-compliance reports
 - d. Management review reports
 - e. Process control reports
 - f. Project progress reports
 - g. Data books

All checklists, and other support documents supplied by E4A are supplied as general guidelines only and no warranty or guarantee is intended nor provided. All risks of use reside with the person or organization using these checklists or other documents.