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Introduction

Tour 4 Organization Manual

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1.1. Purpose and goals

The organization handbook (OHB) is used to describe the organizational structure of MyCompany Inc. and the tasks of the positions in the organizational units (divisions, specialist areas).

1.2. Validation

The OHB is valid in the latest version. A new revision status of the manual comes into effect when it is published in the company wiki.

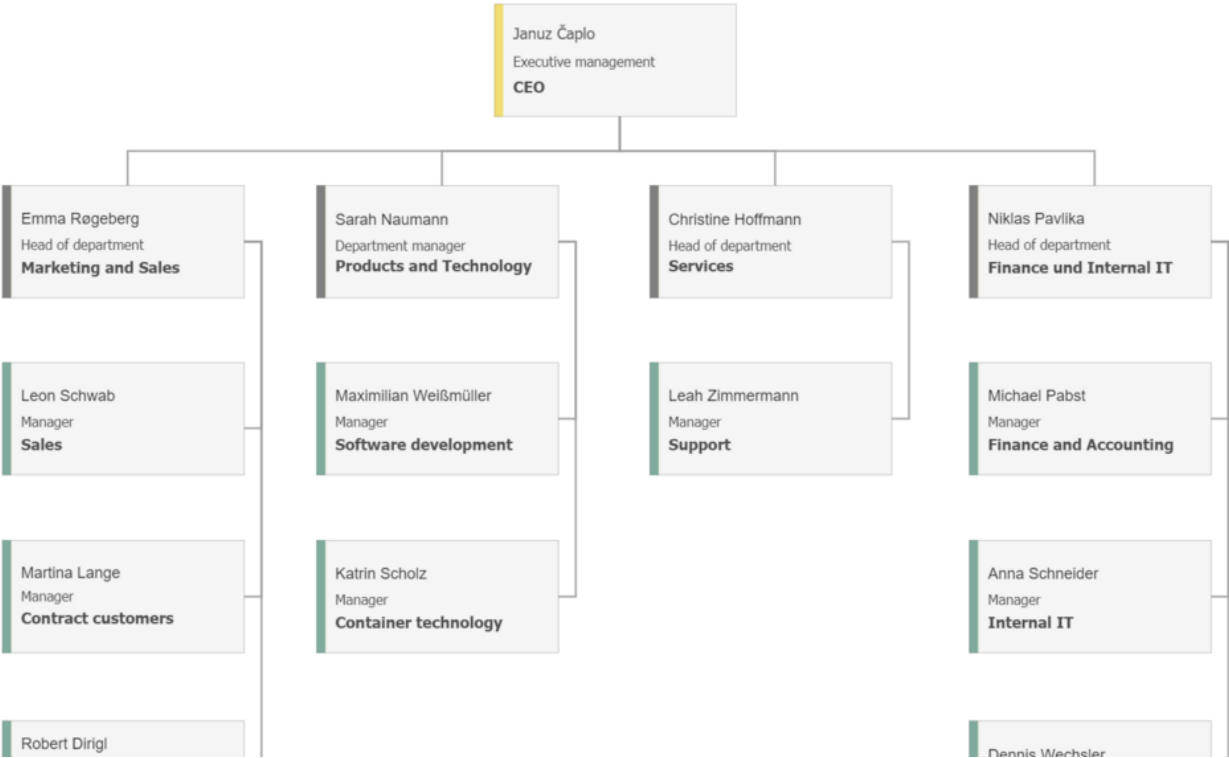
1.3. Release

The OHB is managed or made available digitally in the company wiki. Paper-bound copies are held by the management.

1.4. Review

The OHB is reviewed at least annually. Necessary changes are to be communicated to management. Significant changes require the approval of management.

Organization chart

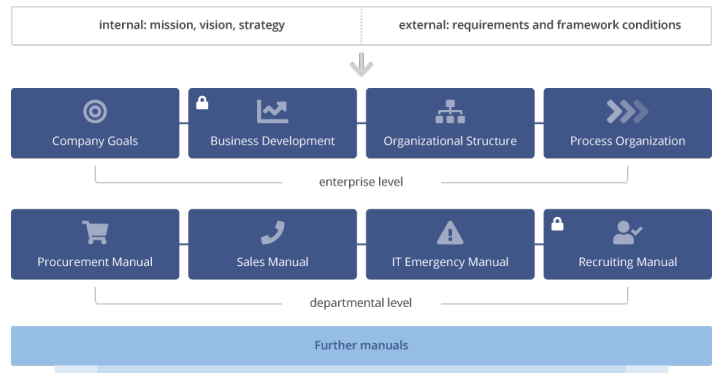


Organization Manual

Tour 4 [Organization Manual](#)

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An **Organization Manual** is a structured summary of all regulations of a company. An organization Manual contains, for example, the company history, goals, definitions, organizational instructions and guidelines. If no separate [Quality Handbook](#) exists, the Organization Handbook can also contain all processes and work instructions.

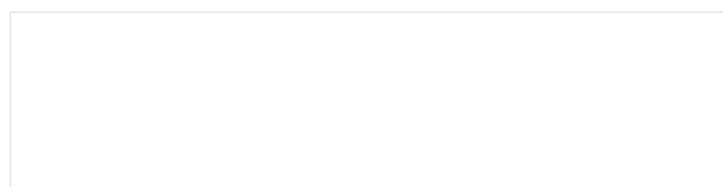


Organization Manual in a wiki

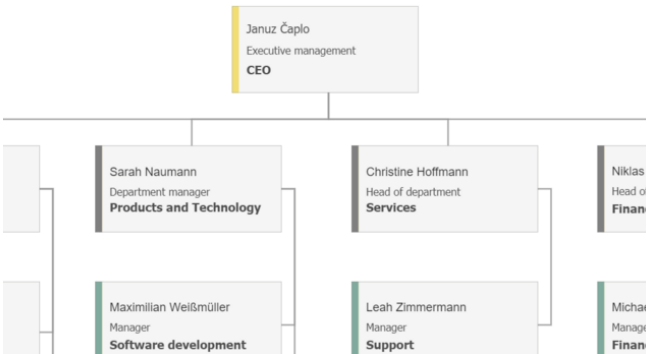
A Wiki is the ideal platform to provide and maintain an Organization Manual online:

- **Central point of entry:** The Wiki provides employees and employers with a central point of contact to look up uniform routine processes in their daily work:
 - Employees can use the search function to quickly find all important regulations.
 - The [notification system](#) keeps them informed of all new developments.
- **Legal requirements:** Pharmaceutical companies or banks, for example, must ensure that they have "access at all times to the standardized written processes, regulations, rules and organizational structures" of their company.

Example pages



Org chart



Page approval

n offer

aft ▾

Approve

Work instruction

WI-S-01

:: ISO 9001:2015 - 5.3 Organizational roles, responsibilities