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## Organization Manual

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Line 1:

```
{{ContentNav|homelink=Organization Manual|hometext=4|pagePrevious=|pageNext=OM:Introduction{{!}}Organization Manual}}
```

```
[[File:OM_Graphic_EN.png|alt=Diagram showing topics for organization Manuals|right|frameless|350x350px]]
```

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 [\[\[QHB: Introduction|Quality Handbook\]\]](#) exists, the Organization Handbook can also contain all processes and work instructions.

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```
{{ContentNav|homelink=Organization Manual|hometext=4|pagePrevious=|pageNext=OHBIntroduction{{!}}Organization Manual}}
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[[File:OM_Graphic_EN.png|alt=Diagram showing topics for organization Manuals|right|frameless|350x350px]]
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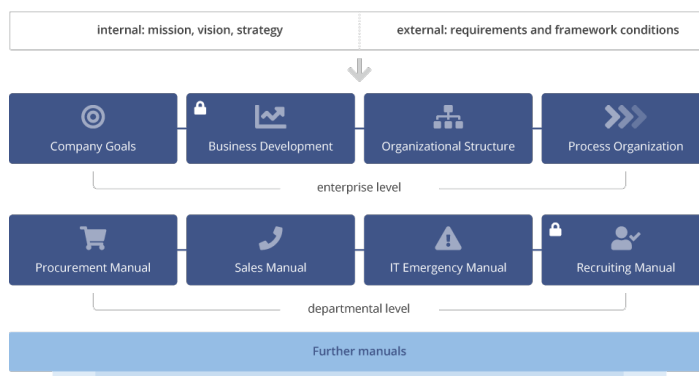
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## Organization Manual in a wiki

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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.

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## Example pages

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