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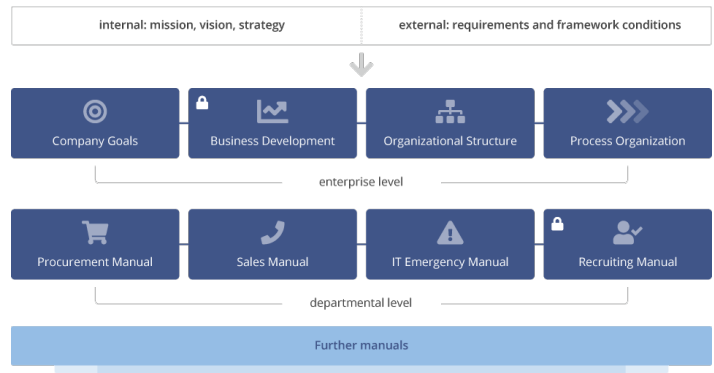
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## Organization Manual

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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.

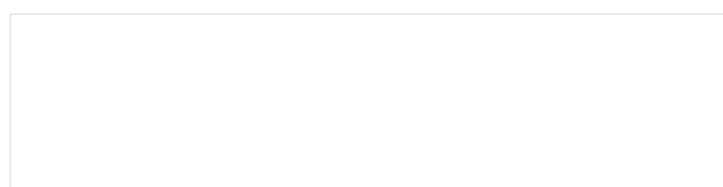


## Organization Manual in a wiki

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



Page approval

n offer

aft

Approve

Work instruction

WI-S-01

ISO 9001:2015 - 5.3 Organizational roles, responsibilities