

SANDAS PLANNING POLICY



PURPOSE:

- This policy describes the principles and objectives which guide SANDAS in the planning process across all areas of the organisation.

POLICY STATEMENT:

- Planning processes have been developed to drive the provision of services which are consistent with requirements of the [ISO9001:2015](#) standard, SANDAS strategic direction and stakeholder expectations, and which align with the SANDAS ethos, structure, methods of operation and safety requirements.
 - Through a tiered planning approach, SANDAS will determine the following:
 - Quality objectives, as defined within the [SANDAS Quality Policy](#)
 - Organisational strategies and resourcing
 - Monitoring and evaluation activities which evaluate SANDAS' performance against quality objectives and requirements.
 - A suite of policies and procedures exists to guide operations and these are reviewed and updated in accordance with the [SANDAS Document Review Procedure](#). A [Document Register](#) identifies both existing and intended policies and procedures, and provides hyperlinks to their electronic locations.
 - The SANDAS system of planning is reviewed every twelve months, at the Management Review Meeting, or earlier if an improvement opportunity is identified.
- Planning processes are described in the [SANDAS Planning Procedure](#) and include:
 - Strategic Plan – renewed every 3 years and sets the overarching improvement aims of SANDAS
 - Annual Work Plan – identifies strategies and actions to operationalise the Strategic Plan
 - Project Plans – developed for discrete activities which are of sufficient complexity to require a documented plan. These are planned, implemented, monitored and evaluated in accordance with the [SANDAS Project Management Procedure](#).
 - Incidental planning occurs via Board meetings, working groups, budget setting and staff meetings.
 - Evaluation is planned and implemented in accordance with the [SANDAS Monitoring and Evaluation Procedure](#), with the subsequent data feeding back into the Plan-Do-Check-Act quality cycle.

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LEGISLATION & STANDARDS:

- [ISO9001:2015](#)

DEFINITIONS/REFERENCES:

- [SANDAS Document Register](#)
- [SANDAS Document Review Procedure](#)
- [SANDAS Monitoring and Evaluation Procedure](#)
- [SANDAS Planning Procedure](#)
- [SANDAS Project Management Procedure](#)
- [SANDAS Quality Policy](#)