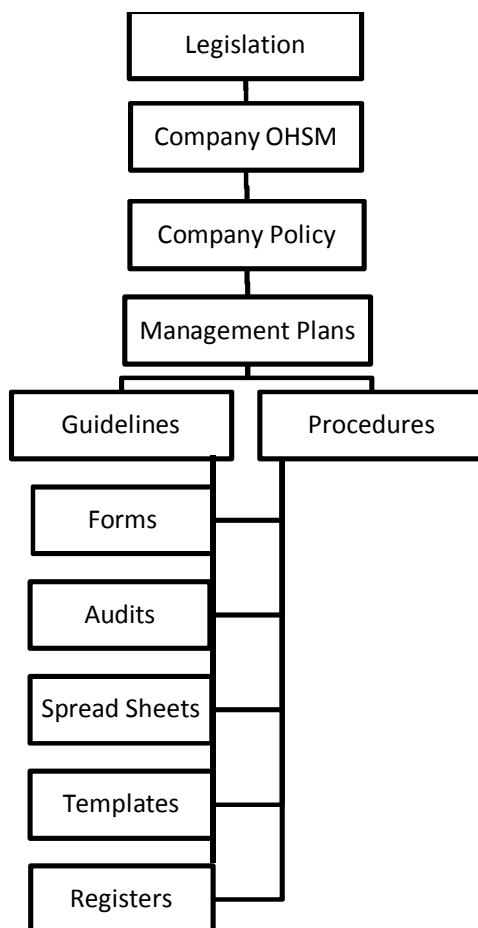The following lists the types of documents supplied by Exploration-on-Line, their definitions and relationships.

DOCUMENT HIERARCHY CHART

```
              Legislation

            Company OHSM

            Company Policy

           Management Plans

      Guidelines        Procedures

         Forms

         Audits

      Spread Sheets

       Templates

        Registers
```

1   POLICIES

A **Policy** is typically described as a principle or rule to guide decisions and achieve rational outcome(s). Policies are signed off by corporate management and displayed prominently throughout company work places.

2   MANAGEMENT PLANS

Management Plans usually deal with a specific serious hazard, for example radiation, or fibrous material. A Management Plan helps mining companies to comply with the Mines Safety and Inspection Act 1994 and associated regulations. The Plan should set out clear objectives on the management of the hazard on that work site, stating what will be done, how it will be done, and the timetable for doing it. Each plan is specific for an individual site (although many areas are interchangeable and apply anywhere).
Management Plans must be followed and they outline the companies and employees legal responsibilities.

3   GUIDELINES

A **Guideline** is any document that aims to streamline particular processes according to a set routine. By definition, following a Guideline is never mandatory. Guidelines are an essential part of the larger systems put in place by the company.

Guidelines are explanatory and provide background information about a task. They are more informative than Procedures, as they can discuss the reasons for steps. They are used to provide staff with a little background knowledge to help them understand the task, how it relates to other tasks and the importance of the task.

Steps outlined by a Guideline should be followed but generally scope is given for some flexibility in the method of execution. That is, steps don't have to be followed to the letter.

EoL Guidelines have an easy to follow summary flow chart at the beginning of the document.

4   PROCEDURES

A **Procedure** is a series of actions or operations which have to be executed in the same manner in order to always obtain the same result under the same circumstances (for example, diamond core mark up procedures).

Procedures outline each step of a task. They are often short and do not go into detail. They must be followed exactly as they are laid out.

5   FORMS

Forms are documents that have fields that can be entered, such as tick boxes or spaces for providing information. They must be followed and are specific for an individual task, such as incident reporting. They are used to clearly and routinely collect information in a standard format that is often required for legal reporting.

6   AUDITS

An **Audit** is an evaluation of a person, organisation, system, process, project or product. Audits are performed to ascertain the validity and reliability of information and to provide an assessment of a system's internal control. The goal of an audit is to express an opinion of the person/organisation/system etc., under evaluation based on a test of an example of work/set up etc.

7   SPREAD SHEETS

A **Spread Sheet** is a computer application that simulates a paper accounting worksheet. It displays multiple cells consisting of rows and columns. Each cell contains alphanumeric text, numeric values or formulas. A formula defines how the content of that cell is to be calculated from the contents of any other cell (or combination of cells) each time any cell is updated. (Source Wikipedia).

Exploration-on-Line templates are Windows Excel documents, with formulas/macros depending on the requirements of the task.

8   TEMPLATES

A **Template** (file format) is a standardized non-executable file type used by computer software as a pre-formatted example on which to base other files, especially documents. They have a predetermined page layout and style. They contain the basic headers and structure to write new documents. Examples of template layouts include:

- Spread Sheets
- Forms
- Audits
- Registers
- Procedures
- Guidelines
- Management Plans

9   REGISTERS

A **Register** is an official or formal list recording names or events and the book in which they are recorded.