

Policy Communication Record

Policy Details

Policy Title*: _____

Reference Number: _____

Version: _____

Policy Owner: _____

Communication Details

Date Communicated*: _____

Method of Communication*: _____ > Options: Email, Meeting, Training Session, Noticeboard, Poster

Person Communicated To: _____

Recipients

Recipients:

Name	Department	Role	Acknowledged

Confirmation & Notes

All recipients acknowledged understanding

Additional Notes: _____

Next Review Date: _____

Presenter Signature*: _____ (Sign above)