Administration Department Plan

HiFlex Physio

Primary Goal

The Administration Department at HiFlex Physio strives to attain a seamless operation of all administrative functions of the business.

This is to be achieved through the following:

- Providing high quality administrative support to all areas of the business.
- Ensuring all resources and consumables are maintained at an acceptable level.
- Maintaining an efficient operational level while working within designated budget constraints.
- Maintaining open and clear communication links with all areas of the business.

Office Equipment

- All office equipment is to be kept in good working order at all times.
- All office equipment is to be maintained according to the manufacturer recommended maintenance schedule
- All staff members are to be notified of any major equipment outages

Resources and Consumables

- All fitness supplies are to be maintained at an acceptable level.
- Where the total cost of the fitness supply order exceeds the prescribed budget, all vital supplies are to be returned to an ideal stock quantity ahead of any other items. All staff members are to be notified of any major equipment outages
- Vital supplies include:
  - Exercise mats
  - Medicine balls
  - Resistance bands
  - Resistance tubing
  - Bath towels
  - Gym soaps
  - Shampoo
  - Conditioner
  - Dumbells
  - Gymnastics Equipment
- Any staff-request office equipment items are to be included in a regularly scheduled order.
- Any office equipment items requested by staff are to be prioritised after any vital supplies, but before any regular stock items.
- Fitness supplies stock levels must be maintained in a written inventory.

- All fitness supplies and office equipment orders must be recorded in the written inventory.
  Each entry must include the following information:

  - Name of staff member placing order
  - Date ordered
  - Supplier name
  - Quantity of stock held before placing order
  - Quantity of stock held after placing order

- To ensure an effective and efficient resource planning system, the next order date must be scheduled at the completion of every order.

- All fitness supplies must be approved by the administration manager and should be provided to the administration manager for approval in the HiFlex Physio Recommended Order Form (the required style, structure and format).

Maintenance Recording

- All maintenance performed must be recorded in the relevant maintenance log, with the following details included:

  - Date maintenance was performed
  - Description of work performed
  - Technician's name and company
  - Next scheduled service date

- The next scheduled service date must also be added to the ongoing maintenance calendar.

Dealings and Communications with Third Parties

- A record of communication must be kept for all dealings and communications with third parties.
- All dealings and communications with suppliers must be in writing as far as is practicable.

Document Control

- Administration Department recognises that a consistent document control system is essential to achieving its primary goal. All dealings and communications with suppliers must be in writing as far as is practicable.
- When creating a new document, the following information must be included in the footer of the document:

  - Document name
  - Version number
  - Date
  - Author

- When updating an existing document, the following steps must be taken:

  - Version number updated
    - Significant changes should be indicated by updating to the next whole number (eg. Version 1.0 Version 2.0)
    - Minor changes should be indicated by updating to the next decimal point (eg. Version 1.0 Version 1.1)

- Date updated
- Author updated

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