

# OFFICE PROCEDURES MANUAL

## RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

**1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

**2** THE **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

### THE MANUAL

#### WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure – outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

#### STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

#### OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

#### OFFICE PROCEDURES

Detailed instructions on

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

#### PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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# Procedures Manual For Insurance Agency Sousouore

**Ensheng Dong**



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web sep 20 2017 astm a105 astm a350 lf2 tensile strength min psi 70 000 70 000 95 000 tensile strength min n mm<sup>2</sup> 485 485 655 yield strength min psi 36 000 36 000 yield strength min n mm<sup>2</sup> 250 250 elongation 22 22 reduction of area 30 30 hardness maximum 187 15 12 ft lbs cvn at 50 20 16 joules

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web jun 27 2023 the yield strength of astm a105 is also greater than that of astm a105n impact strength the impact strength of astm a105 is lower than that of astm a105n this means that astm a105 is more likely to break under impact than astm a105n temperature range

**aluminium alloy 3105 3105a aircraft materials** - Dec 27 2021

web aluminium 3105 is a 98 al alloy with minor additions for strength generally stock as chequer plate it is commonly used for flooring and transport applications aluminium alloy 3105 3105a

tensile yield strengths of astm a105 at elevated temperatures - Aug 15 2023

web aug 31 2019 the tensile strengths and yield strengths of astm a105 asme sa 105 forgings at elevated temperatures are provided in asme boiler and pressure vessel code section ii part d these values which are tabulated in below two tables are provided for use in design calculations