

**2017 Communication Plan**  
**Updated: 2017**

Communication medium	Subjects to be communicated	Responsibility	Target Audience	J	F	M	A	M	J	J	A	S	O	N	D
Evaluation Committee	File Evaluations	Certification Manager	Evaluation Committee		25 <sup>th</sup>		8 <sup>th</sup>		26 <sup>th</sup>	29 <sup>th</sup>		16 <sup>th</sup>		25 <sup>th</sup>	
Scheme Committee Meetings	As per Agenda	Committee Chairperson	SAATCA Members			17 <sup>th</sup> EMS	7 <sup>th</sup> FS			7 <sup>th</sup> FS, 21 <sup>st</sup> EMS			27 <sup>th</sup> FS	10 <sup>th</sup> EMS	
AGM	As per Agenda	Chairman	SAATCA Members			10 <sup>th</sup> AGM									
20 <sup>th</sup> Auditors Conference	As per Brochure	Operations Manager Secretary	SAATCA members and general industry								16 <sup>th</sup> -18 <sup>th</sup> SAATCA Conference				