

## Management Systems Implementation and Integration

IMS is an operating division of ACT specialising in implementation and integration of management systems. We can provide support to your organisation to implement internationally recognised management systems:

- Quality Management System ISO 9001:2000
- Environmental Management Systems ISO 14001:2004
- Occupational Health and Safety Management System BS 18001:2007

For those organisations with one or more systems in place we can integrate your management systems to enable a cohesive approach to management controls and audits.

### Quality Management System ISO 9001:2000

ISO 9001:2000 is recognised as the most commonly used international standard to provide a framework for an effective Quality Management System (QMS).

We are able to apply our skill, and considerable expertise, to fast track the implementation of this quality management system framework into your organisation. This will establish a firm foundation for formal management systems and if desired form the basis of an integrated management system for the future.

The establishment of a quality management system will ensure consistency and improvement of working practices.

This leads to improved customer satisfaction and business development.

### Environmental Management Systems ISO 14001:2004

This framework allows an organisation to understand, describe and control its significant impacts on the environment, reduce the risk of potentially costly pollution incidents, ensure compliance with environmental legislation and continually improve its business operations.

The first step in the implementation process is to utilise the framework of the ISO 14001:2004 standard to establish Environmental Management Systems (EMS). This may be built upon an existing control system shaped around legal requirements or an informal extension to a quality system.

Two options are available to organisations wishing to implement a systematic approach to managing environmental impact:

- establish a stand alone system, designed by us to meet ISO 14001
- create an integrated system with another established system, such as quality or health and safety.

### Occupational Health and Safety Management System BS 18001:2007

The Occupational Health and Safety Management System BS 18001:2007 is an established British Standard and is recognised as an appropriate approach to the management of health and safety issues in the workplace. The introduction of the Corporate Manslaughter and Corporate Homicide Act (CMCH) 2007 has provided a fresh impetus to establishing effective systems.

*"An organisation is guilty of an offence ..... if the way in which its activities are managed or organised by its senior management is a substantial element in the breach....."*

Source: Section 1.3 CMCH 2007

The implementation of a more formal, structured approach to health and safety may be an organisation's first step into management systems. Legal, good practice and customer expectations are making this an important aspect of an organisation's operations that should benefit from a systems approach to its management.

BS18001:2007 encourages organisations to identify and establish risk control management systems to reduce the likelihood of loss to the business and others affected by its operations. This provides an opportunity for continuous improvement through senior management review and may assist with a defence in personal or corporate prosecutions.

As with environmental management systems two similar implementation options are available:

- establish a stand alone system, designed by us to meet BS 18001
- create an integrated system with other established systems, such as quality and environmental systems.

## Integrated management systems approach

Many organisations adopt management systems for quality, environment and health and safety over time, as stand alone systems. Whilst this approach may have been appropriate at the time, eventually, many organisations realise that an integrated approach should be adopted. An integrated approach streamlines the whole business effort and reduces unnecessary duplication of resource. If you have no formal systems in place consider the benefits of introducing a fully integrated management system from the beginning. Cut out the individual development step and implement common elements that build to an integrated system.

### The advantage of a management systems approach

- management of quality, environmental, health and safety risks
- reduction in operating costs through improved effectiveness
- assures customers that systems are in place
- improves reputation
- better competitive edge through system improvements
- assists with confirmation of legislative compliance
- potential reduction in insurance premiums and claims

We can meet your management system needs, whatever its current status. We can support you, whether you need to adopt a stand alone approach, to meet the requirements of a particular standard, or to take an integrated approach to the three standards. If we develop stand alone systems for you they will be designed with integration in mind for the future.

We provide support throughout the implementation of your chosen management system(s):

- initial review, such as a gap analysis or base line audit - for those looking to determine the status of current systems, whether a more formal management approach is appropriate and the steps involved
- advice and support with system development and implementation
- in-house and / or public training for system co-ordinators, managers, system users and auditors
- customised tutorials, discussions and facilitated implementation exercises
- support with periodic audits of the system
- confirmation of the conformity and effectiveness of systems prior to certification
- integration of existing Quality Management Systems ISO 9001 and/or Environmental Management Systems ISO 14001 and/or Occupational Health and Safety Systems BS 18001:2007.

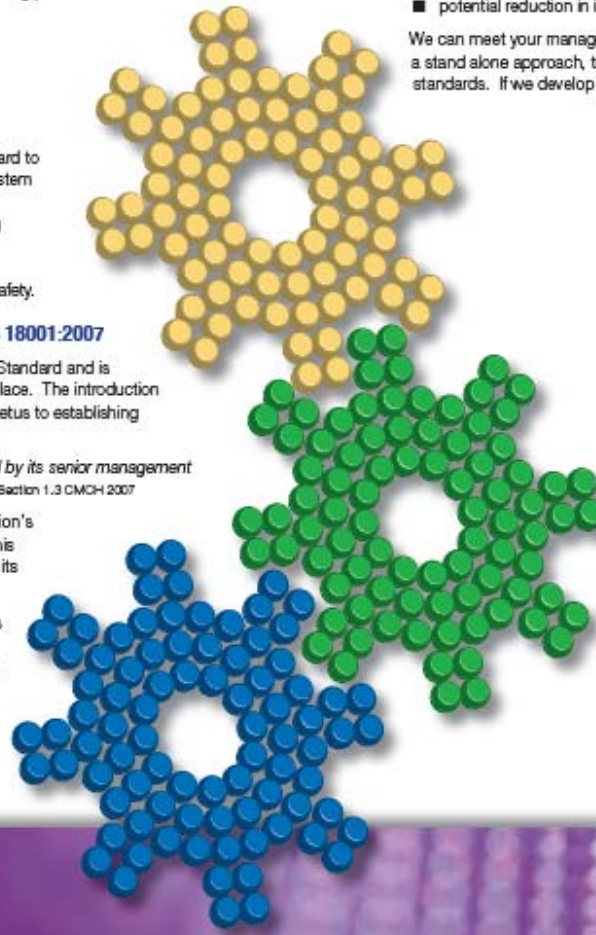
The implementation of management systems that conform to recognised standards is both of great benefit to your organisation and, with the support of ACT's IMS division, is readily achievable.

Contact IMS to discuss how we can establish management systems that precisely relates to your organisation and the relevant standards. ACT has the drive and solutions to assist.

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**Enabling consistency, improved work practices and customer satisfaction**

