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Integrated Management Systems Implementation Road Map



What is an IMS ?



- An integrated management system is a management system that integrates all or part of an organization's systems and processes in to one complete framework, enabling an organization to work as a single unit with unified objectives.
- Integrated Management is relevant to any organization, regardless of size or sector, looking to integrate two or more of their management systems into one cohesive system with a holistic set of documentation, policies, procedures and processes.
- Typically, organizations most receptive to this product will be those who have maturing management systems and who wish to introduce other management systems to their organization with the benefits that those bring.

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What Can be Integrated ?



- You can integrate any management system....
 - ISO 9001
 - ISO 14001
 - OHSAS 18001
 - ISO 27001
 - ISO 22000 / HACCP
 - SA 8000
 - ISO 13485
 - ISO 50001
 - ISO 17025
 - ISO 17020

Benefits of an IMS



- **Easy and user friendly approach to manage various standards.**
- **Reduces costs and increases profit margins.**
- **Increases competitiveness.**
- **Better financial performance and optimized cost:**

By avoiding duplication in internal audits, document control, training and administration, adopting future management systems will be much more effective.

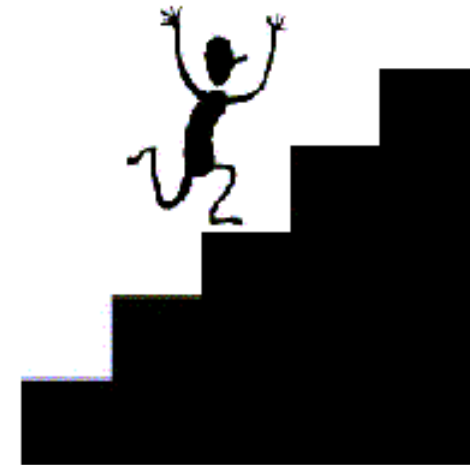
- **Time savings:**

By having only one set of unified documentation.

10 Step Approach to IMS Certification



- Awareness Training
- Policy & Objectives Finalization
- Gap Analysis / Risk Assessment / Impact identification
- Documentation / Process Design
- Documentation / Process Implementation
- Internal Audit
- Management Review Meeting
- Shadow Audit
- Corrective – Preventive Actions
- Final Certification Audit



Step 1: Awareness Training



Deliverables:-

Organization wide awareness about various standards covered under IMS for your organization.

- Separate training sessions for top management, middle management and junior level management.
- Creates a motivating environment throughout the organization for implementation of an integrated management system covering all of some of ISO 9001 / 14001 / OHSAS 18001 / ISO 22000 / ISO 27001 standards.

Step 2:- Policy & Objectives



Deliverables:-

Development of Quality Policy / Environment Policy / Health Safety Policy / Information Security Policy / Food Safety Policy & relevant Objectives for the organization considering vision, mission and goal .

- Work shop with top management on development of policies.
- Work shop with top management and middle level functional management on development of objectives.



Step 3:- Gap Analysis

Deliverables:-

Identification of degree of compliance of existing system against requirements of the standards under consideration in your IMS.

- Understanding of all the operations of the organization.
- Development of process map for the activities of the organization.
- Assistance in risk assessment / impact analysis.
- Comparing existing operations with requirements of ISO standard and finding out additional compliances to be made.

Step 4:- Documentation / Process Design



Deliverables:-

Documentation of the entire process as per requirements of ISO Management System.

- Manual
- Functional Procedures
- Work Instructions
- System Procedures
- Formats

Work-shop on design and development of documents as per ISO standard requirements.

Step 5:- Documentation / Process Implementation



Deliverables:-

Processes / Documents developed in the last module implemented across the organization covering all the departments and activities.

- Work–shop on process / document implementation as per applicable ISO standard requirements.
- Departmental / Individual assistance in implementing the new processes / documents.

Step 6:- Internal Audit



Deliverables:-

A robust internal audit system for the organization.

- Internal Auditor Training & Examination.
- Successful employees carry out internal audit of the organization covering all the departments and operations.
- Suggest corrective and preventive actions for improvements in each of the audited departments.

Step 7:- Management Review Meeting



Deliverables:-

A formal system of top management reviewing various business critical aspects of the organization.

Review the following:-

- Policy & Objectives
- Results of internal audit
- Results of process performance
- Results of customer complaints / feedback / legal compliance
- Results of risk assessment / incidents etc.

....and develop action plan

Step 8:- Shadow Audit



Deliverables:-

A formal Pre Certification audit conducted to assess effectiveness of ISO implementation in the organization.

- A replica of final certification audit.
- Finds degree of compliance with ISO standards in IMS.
- Gives an idea to the employees about the conduct of the final certification audit.

Step 9:- Corrective – Preventive Actions



Deliverables:-

Organization ready for final certification audit.

- On the basis of shadow audit conducted in the last step, all the non-conformities will be assigned corrective and preventive actions.
- A check will ensure that all the NCs are closed and the organization is ready for the final certification audit.



Step 10:- Final Certification Audit

Deliverables:-

Organization awarded ISO 9001 / 14001 / OHSAS 18001 / ISO 22000 / ISO 27001 certification as an IMS.

- You can select the certification body of your preference or else we can assist and suggest you the most appropriate certification body for your organization.
- Upon the audit, your organization will be awarded ISO 9001 / 14001 / OHSAS 18001 / ISO 22000 / ISO 27001 certification.

Need More Information.....?



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10 Step Approach to OHSAS 18001 Certification



- **Awareness Training**
- **Occupational Health Safety Policy and Objectives Finalization**
- **Gap Analysis / Hazard & Risk Assessment**
- **Documentation / Process Design**
- **Documentation / Process Implementation**
- **Internal Audit**
- **Management Review Meeting**
- **Pre-assessment Audit**
- **Corrective – Preventive Actions**
- **Final Certification Audit & Award of Certification**



Step 1: Awareness Training

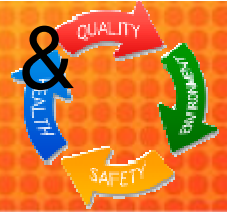


Deliverables:-

Organization wide awareness about Health Safety Management System and OHSAS 18001.

- Separate training sessions for Top Management, Middle Management and Junior Level Management.
- Creates a motivating healthy and safe work environment throughout the organization for OHSAS 18001 implementation.

Step 2:- Occupational Health Safety Policy & Objectives



Deliverables:-

Development of Health Safety Policy and Objectives for the organization as per OHSAS 18001 standard.

- Work shop with Top Management / Middle Management on development of Health Safety policy.
- Work shop with Top and Middle Level Functional Management on development of Work related Objectives and plan for achievement.

Step 3:- Gap Analysis / Hazard and Risk Assessment



Deliverables:-

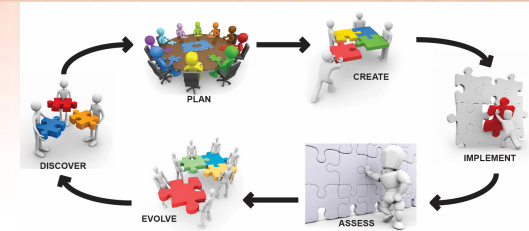
Identification of degree of compliance of existing system with requirements of OHSAS 18001 standard. Determination of how various health safety hazards of the organization effects the employees and generate risks.

- Understanding of all the operations of the organization.
- Carrying hazard risk assessment for various processes of the organization. Identification of significant risks.
- Comparing existing operations with requirements of OHSAS 18001 standard.

Step 4:- Documentation / Process Design



Deliverables:-



Documentation of the entire process as per requirements of OHSAS 18001 Health Safety Management System.

- Health Safety Manual
- Functional & mandatory Procedures
- Formats / Operation control plan
- Work instructions / Guidelines

Work-shop on design and development of documents as per OHSAS 18001 requirements.

- Emergency preparedness plan / drill / records, PPE management, Legal register, Health Safety training, accident / incident reporting, purchase, quality plans, etc.



Step 5:- Documentation / Process Implementation



Deliverables:-

Processes / Documents developed in the last module implemented across the organization covering all the departments and activities.

- Work–shop on process / document implementation as OHSAS 18001 requirements.
- Departmental / Individual assistance in implementing the new processes / documents.
- Initiate Health Safety performance monitoring system

Step 6:- Internal Audit



Deliverables:-

A robust internal audit system for the organization.

- Internal Auditor Training & Examination.
- Successful employees carry out internal audit of the organization covering all the departments and operations.
- Suggest corrective and preventive actions for improvements in each of the audited departments.

Step 7:- Management Review Meeting



Deliverables:-

A formal system of top management reviewing various critical health safety aspects of the organization.

- Review the Health Safety management system to ensure its continued suitability, adequacy and effectiveness.
- This management review must be documented and must address the need for changes to the Health Safety management system and assess opportunities for improvement.

....and develop action plan

Step 8:- Pre assessment Audit

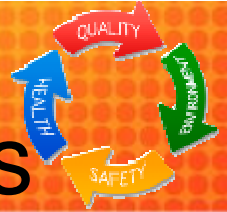


Deliverables:-

A formal Pre Certification audit conducted to assess effectiveness OHSAS 18001 implementation in the organization.

- A replica of final certification audit.
- Finds degree of compliance with OHSAS 18001 standard.
- Gives an idea to the employees about the conduct of the final certification audit.

Step 9:- Corrective – Preventive Actions



Deliverables:-

Organization ready for final certification audit.

- On the basis of pre-assessment audit conducted in the last step, all the non-conformities will be reviewed and our team will assist your employees to close by taking appropriate correction, corrective actions and identify preventive actions.
- A final review by our experts will ensure that all the NCs are closed effectively and the organization is ready for the final certification audit.

Step 10:- Final Certification Audit



Deliverables:-



Organization awarded OHSAS 18001 certification.

- You can select the certification body of your preference or else we can assist and suggest you the most appropriate certification body for your organization.
- We provide 100% onsite assistance and support to ensure smooth conduct and successful completion of audit.
- Upon the audit, your organization will be ***awarded OHSAS 18001 certification.***

Need More Information.....?



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