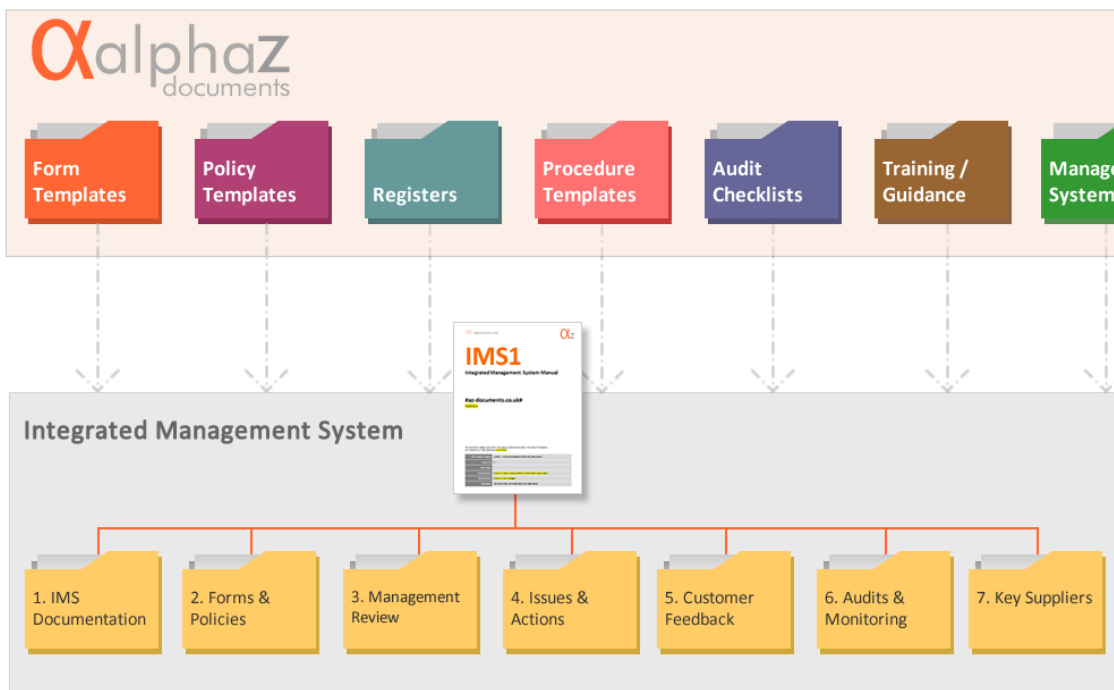


# Integrated Management Systems Setup Guidance

## Introduction

A **Management System** or **Integrated Management System (IMS)** is essentially an overview or summary of how a business or organisation operates. The purpose of the IMS is to formally document and provide an overview of the key areas and processes within the business, to ensure these areas are being managed effectively and to improve business performance while also ensuring and demonstrating compliance with relevant ISO and other standards, schemes, legislative and other requirements.

Setting up the IMS will include preparing a management system manual or overview document (**IMS1**) which will provide an overview of all the processes and systems, documents, activities and other relevant areas within your organisation and may also include various procedures that should be followed. This document will also cover all the relevant ISO requirements and will assist with the achievement of ISO certification. As well as setting up the **IMS1** document the management system can also incorporate all the associated folders containing the relevant policies, forms, registers etc... with **IMS1** summarising which policies, forms and registers make up the management system and where they are filed.



When setting up an IMS it is important that consideration is given to all existing good practices and processes, procedures, policies and other relevant documentation or systems so that these can be incorporated or referenced.



## Review of Existing Systems

In advance of setting up management systems some form of gap analysis or review of existing systems should be completed to establish what systems relevant to the management system are already in place.

Once completed the relevant files / completed analysis records should be compiled and supplied to assigned consultant or added to shared Dropbox folder for review.

**Note** - All files supplied will be held in a secure folder and will be treated confidentially.

### Relevant items that should be supplied;

1. Existing form templates, documented procedures and policy documents.
2. Any existing management system documentation.
3. Details of any additional standards, industry guidelines or applicable legislation.
4. Any existing guidance or procedures such as work instructions, operational procedures or policy procedures.
5. Any other documents that may include some relevant guidance or procedures such as employee contracts, staff handbooks or other documents.
6. Overview of products / services / operations / activities i.e. details from web site / other marketing literature.
7. Details of management structure and responsibilities i.e. organisational chart or responsibilities matrix and any job descriptions.
8. Overview of Software and other operational systems used.

Once the review has been completed and all files have been compiled and supplied the draft management systems will be prepared and it is therefore essential that all relevant areas and systems are covered and documents supplied to ensure the management systems prepared are relevant and actually reflect the operational activities and processes in place.

## Using Dropbox

Files can be supplied securely using Dropbox which is a cloud based solution that enables the secure sharing of files across different computers. Once isoassured have shared a Dropbox folder with you, and the Dropbox App is installed, the files for review can simply be copied / pasted into the '**Client-Supplied**' folder in Dropbox.

Updated Management System Documentation prepared will also be added to Dropbox and you will receive automatic notification when files are updated or added. Dropbox also ensures a



secure backup is retained of all files including all previous versions so any files in Dropbox can be reverted back to previous version if edited accidentally.

Ref. [Using-Dropbox](#) Guidance document.

## Reviewing and Updating Draft Management System

Draft management system documentation will be prepared and the main document for review will be the **IMS1** manual which will provide an overview of all the other documents including a filing structure and associated files. It is important that **IMS1** is properly reviewed and updated and that ownership is taken of this document.

As well as **IMS1** there may be several other files needing reviewed and updated and some other tasks such as ensuring all form templates are consistently numbered and issue controlled.

## Implementation and Maintenance

Once the management systems have been reviewed there may be some additional implementation tasks that need to be completed prior to certification and there are various checklists that can be used to assist with implementation.

Typical implementation tasks;

- Formatting and collation of all form templates and policies
- Review and update of IMS Registers
- Completion of other relevant registers; Equipment, Key suppliers, Staff Training and Competence, Issues and Actions, Customer Feedback Analysis, Hazards and Risks etc...
- Internal Audits and Audit Schedule
- Management Review and Objectives

There are various other resources in the **alphaZ** package available online at [isomanaged.com/alphazdocuments/](http://isomanaged.com/alphazdocuments/) which may be useful or beneficial with ongoing management and maintenance of management systems, including various sample internal audit checklists.