



PAS 99 Integrated Management.

Make your management systems work in harmony
Product Guide

bsi.

...making excellence a habit.™

What is PAS 99?

PAS 99 is a Publicly Available Specification of common requirements for management systems, which can be used as a framework for an Integrated Management System (IMS).

If you have more than one management system, there is an opportunity to create a single, holistic system and so run your operations more effectively.

Why implement an IMS?

Integrated Management Certification shows the world that you're meeting all your responsibilities, as well as giving confidence to potential customers, suppliers, investors and stakeholders. This isn't just nice Pr, it can save you money and make a real difference to your business' bottom line.

Risk management

Certification gives confidence to third parties that you are an effective organisation that has considered all local and appropriate laws and regulations, and is managing your social, environmental and financial risks from a holistic position.

Competitive edge

Assessment and certification allows you to meet contractual requirements and removes barriers to trade, giving purchasers confidence in your products and services.

Attracts investment

Independent assurance of your organisation's internal controls, efficiency and effectiveness helps you meet corporate governance requirements.

Reinforces brands

your organisation's brand is a vital asset in today's markets. Certification helps you meet consumers' increasing demands for transparency.

Stakeholder satisfaction

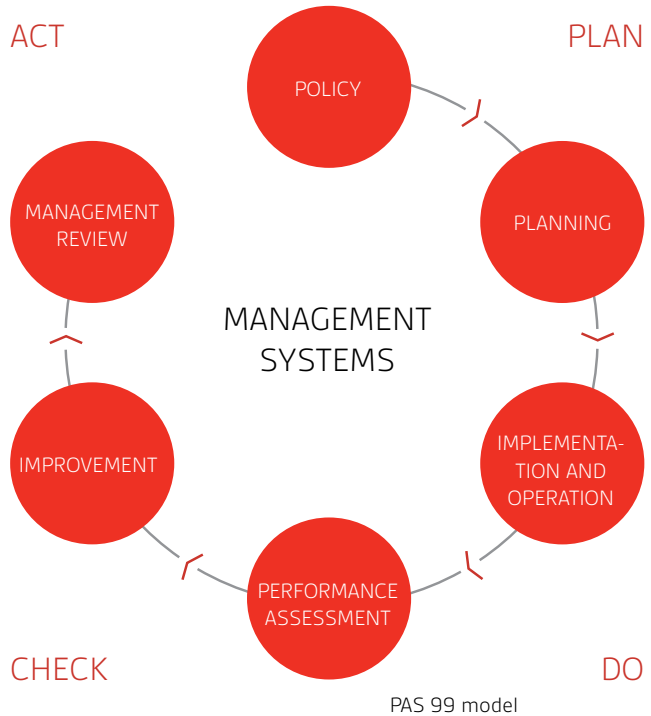
Certification to PAS 99 is proof of your commitment to continually monitor and improve, creating a better performing organisation.

Need help implementing your integrated management system? Book on one of our training courses at www.bsigroup.ae/PAS99training

IMS model

The PAS takes account of the six common requirements for management systems standards outlined in the ISO Guide 72:

- Policy
- Planning
- Implementation and operation
- Performance assessment
- Improvement
- Management review



It also follows the Plan, Do, Check, Act, approach of all the major management systems requirements standards. PAS 99 should always be used with the specific requirements of whatever other management system standards you have, such as ISO 9001, ISO 14001, and BS OHSAS 18001.

Remember: complying with PAS 99 doesn't in itself ensure that you're complying with any other formal or informal management system standards or specifications. However, our assessment methodology gives you all the support you need to make sure you comply with all the standards incorporated in your integrated management system.

Which standards can be integrated?

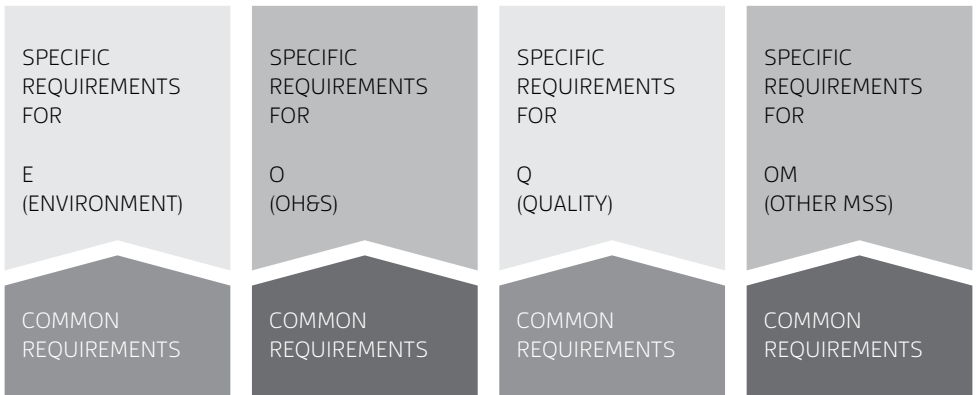
A typical integrated management system could include the following:

- ISO 9001 – quality management
- ISO 14001 – environmental management
- BS OHSAS18001 – occupational health and safety management
- ISO 27001 – information security management
- ISO 20000 – IT service management

Who is it for?

Your organisation qualifies for integrated management certification once you can demonstrate that you have a single management system that incorporates two or more management systems standards and complies with PAS 99.

Whatever your size or sector, if you're looking to integrate two or more management systems into one cohesive system with a holistic set of documentation, policies, procedures and processes then integrated management assessment and certification is applicable to you.



Implementation and operation

'A combined system'

Most organisations that have more than one management system standard/specification usually start with one system and then add others.

They run these in parallel – often with duplication in a number of areas of the common requirements. This is not usually the most cost effective way of managing an organisation.

'Integrating'

Once the common requirements have been identified for the scope required then the various requirements need to be brought together so that there is one management system. This can be time consuming and therefore will require a plan to be agreed together with help and cooperation from all interested parties.

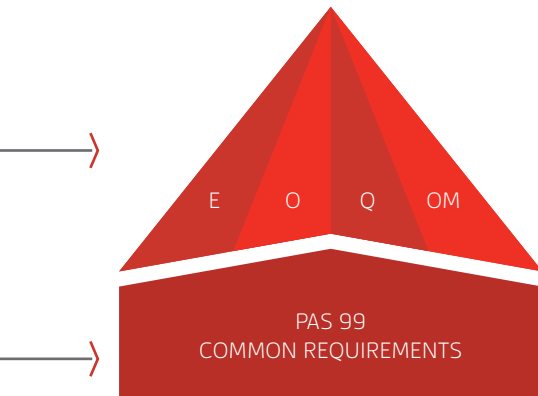
'Integratable'

Once you realise that there are common requirements then these need to be identified. At this stage we recommend you agree the scope of the integrated management system with all interested parties. Will it be the whole organisation, or part of it? The common requirements should be identified depending on the scope required. This will show how integratable the management systems are. Organise a small (3-4 people) project team, at this time. Do not forget that there will still be specific requirements of the standards/specifications used that will be in the management system.

'Integrated'

When all the common requirements have been identified and the various different systems have been integrated into one system then the systems can be called integrated. To make sure that the systems are integrated, an integrated internal audit should be carried out on the common requirements, not forgetting that there will be specific requirements still for the standards/specifications used which should still be part of the audit process.

There should also be integrated management reviews carried out. These may be part of a board meeting.



Because our commitment to you
doesn't stop with a certificate.

The features and benefits of an IMS

Reduces costs

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

Takes a more holistic approach to managing business risks

By ensuring that all consequences of any action are taken into account, looking at how they affect each other and their associated risks.

Reduces duplication and bureaucracy

By having one set of processes it ensures the requirements of the specific standards are coordinated, workloads streamlined and disparate systems avoided.

Demonstrates less conflict between systems

By avoiding separate 'empires' for the likes of quality and environment, responsibilities are made clear from the outset.

Makes savings in management time

By having only one management review.

Improves communication both internal and external

By having one set of objectives, a team approach culture can thrive and improve communication.

Improves business focus

By having one system linked to the strategic objectives of the business, it contributes to the overall continual improvement of the organisation.

Enables improved staff morale and motivation

By involving and linking roles and responsibilities to objectives, it makes change and new initiatives easier to implement and makes for a more dynamic and successful company.

Optimises internal and external audits

By minimising the number of audits required and maximising the number of people involved.

For more information visit:

www.bsigroup.ae/ims or email **bsi.me@bsigroup.com**
now to start your journey to a more successful business

The **key steps** in getting certified to PAS 99

1

Make contact

We can discuss what you need, and recommend the best services for you. We'll then give you a proposal detailing the cost and time involved.

2

Complete BSI's application form

Once we have received your completed form, we'll assign you a Client Manager, who will be your point of contact through the process – and beyond. They'll have an excellent understanding of your business area and will support you as you move forward to the assessment and certification of your quality management system.

3

Make sure your staff have the necessary skills

Whether you're seeking to implement a management system or would like to increase your general awareness of the standard, there are a range of workshops, seminars and training courses available to help you.

4

Gap analysis to make sure you are on track

We can carry out an optional gap analysis, also called a Pre-Assessment, of your existing management system against the requirements of the standard and identify any omissions or weaknesses that need resolving before formal assessment.

5

Formal assessment to achieve your PAS 99 certificate

We'll do a two-stage assessment. First an initial review of your management system against PAS 99 identifying any omissions or weaknesses that need resolving before Stage 2 when we'll conduct a full assessment.

6

Certification and beyond – promote your certificate and your business

Once the assessment has been successfully completed, we'll issue a certificate of registration, clearly explaining the scope of your management system. The certificate is valid for three years, and your assessor will visit you regularly to help you make sure you remain compliant, and support you in the continual improvement of your systems.

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