**PAS 99** Integrated Management

# MAKE YOUR MANAGEMENT SYSTEMS WORK IN HARMONY
## PRODUCT GUIDE

# bsi.

# 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?
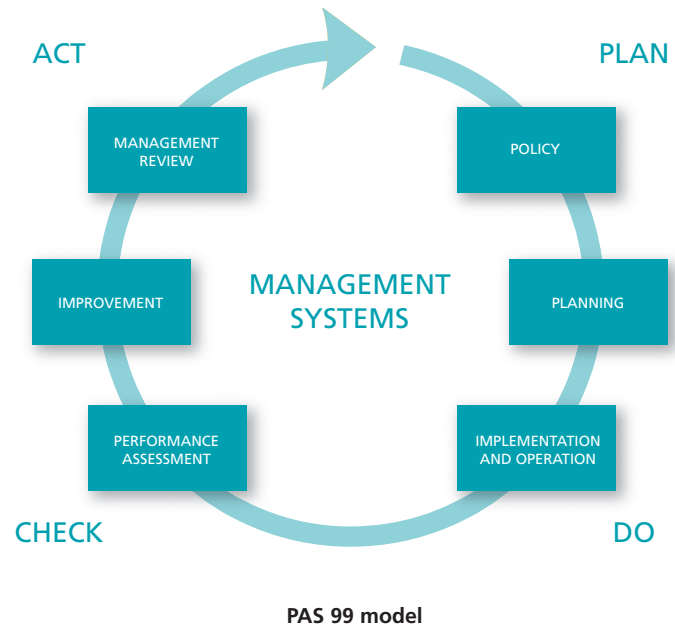Book on one of our training courses at **www.bsigroup.co.in/training**

## 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.

ACT

PLAN

MANAGEMENT REVIEW

POLICY

IMPROVEMENT

MANAGEMENT SYSTEMS

PLANNING

PERFORMANCE ASSESSMENT

IMPLEMENTATION AND OPERATION

CHECK

DO

**PAS 99 model**
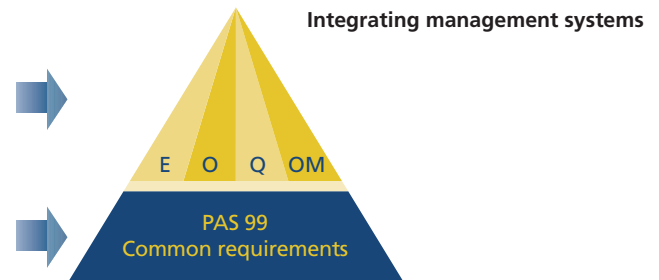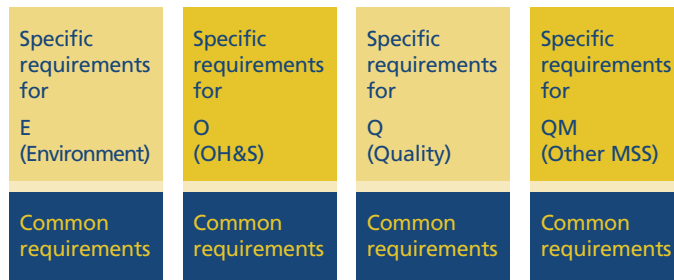
## Which standards can be integrated?

A typical integrated management system could include the following:

- ISO 9001 – quality management
- ISO 14001 – environmental management
- BS OHSAS18001 – occupational health and safety management
- IS0 27001 – information security management
- IS0 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.

| Specific requirements for | Specific requirements for | Specific requirements for | Specific requirements for |
|---|---|---|---|
| E (Environment) | O (OH&S) | Q (Quality) | QM (Other MSS) |
| Common requirements | Common requirements | Common requirements | Common requirements |

**Integrating management systems**

E   O   Q   OM

PAS 99
Common requirements

## 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.

### '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.

### '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 co-operation from all interested parties.

### '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.

## 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.

## ▶▶ Fast forward with BSI Training

Within its extensive training portfolio BSI offers integrated management training courses. Implementation courses teach organisations how to integrate two or more of their management systems into one cohesive system Training delivery methods for this topic include open scheduled courses, in-company training and workshops.

## Entropy Software

Entropy Software, BSI's management system software solution, is used by leading organisations at over 14,000 sites around the world to improve their business performance and manage their risks. For further information please visit **www.bsigroup.co.in**

## Product Testing and Certification

BSI offers a wide range of testing and certification services for products, services and management systems in sectors such as environmental, risk, energy management, fire, personal safety, transport and construction.

## Route to certification

We offer an array of training solutions to help you at every step of your route to certification. Visit **www.bsigroup.co.in** for more information.

| STEP 1 | Buy the Standard |
| STEP 2 | Make contact call us on +**91 11 4762 9000** |
| STEP 3 | Plan your training |
| STEP 4 | Complete the application form |
| STEP 5 | Gap analysis (Pre-certification audits) |
| STEP 6 | Your assessment team is appointed |
| STEP 7 | Formal assessment – stage 1 |
| STEP 8 | Formal assessment – stage 2 |
| STEP 9 | Certificate awarded |
| STEP 10 | Certification and beyond |

The BSI certification mark can be used on your stationery, literature
and vehicles when you have successfully achieved certification.

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BSI Group:      Standards      ·      Information      ·      Training      ·      Inspection      ·      Testing      ·      Assessment      ·      Certification