

# WEBINAR: KEEPING YOUR MANAGEMENT SYSTEM SIMPLE

**Dr Paul Stevens** 



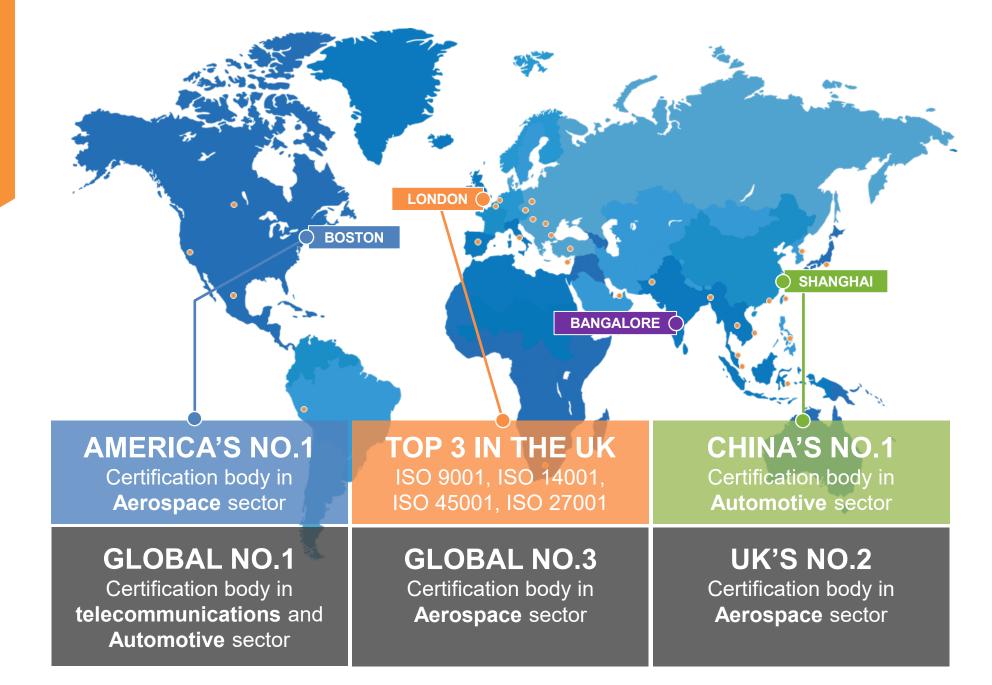
### 

IS TO HELP CUSTOMERS DELIVER PRODUCTS THE WORLD CAN TRUST

NQA is a world leading certification body with global operations.

NQA specialises in certification in high technology and engineering sectors.







### **CERTIFICATION AND TRAINING SERVICES**

We specialize in management systems certification for:





### **RANGE OF COURSES**

ENERGY







HEALTH AND INFORMATION SAFETY SECURITY

**BUSINESS** CONTINUITY

AEROSPACE **INTEGRATED** MANAGEMENT

- e-Learning Introduction
- 1 day Introduction Courses
- 2 day Implementation Courses
- 2 day Internal Auditor NQA or IRCA
- 5 day Lead Auditor NQA or IRCA
- Advanced Training







### **KEY INFO**

- 45 minute webinar
- Questions in the chat box
- Q&A at the end
- Recording of webinar circulated shortly

### **YOUR PRESENTER**





Paul has over fifteen years' experience working with multiple Management Systems in a variety of industry types. In this time, he has built relationships with universities, accredited certification bodies and many companies to develop a comprehensive understanding of these subjects. Paul also has recognised teacher status at Cranfield University where for the past 10 years he has been a visiting lecturer, speaking on ISO Standards to Masters and PhD students.



This session aims to talk about the experience AvISO has gained over its 10 years of providing consultancy and Software, to help you get the most from your management system and avoid unnecessary non-conformities. We will also look at ways to ensure that your management system adds value to your business.



Dr Paul Stevens **shared a post**: Don't forget 1h to register to join AvISO Consultancy Ltd and .... NQA for our webinar on 'Keeping Your Man...

### AVISO & THE TEAM

Based in The South of England with offices in Kent, London, Birmingham & Ireland

Team of 10 with experience across a wide range of disciplines and industry types

Founded nine years ago and now working with clients from sole trader through to Enterprise Level





















### THE STANDARDS WE WORK WITH

### CORE STANDARDS

ISO 9001 – QUALITY MANAGEMENT SYSTEM STANDARD ISO 14001 – ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD ISO 27001 – INFORMATION SECURITY MANAGEMENT SYSTEM STANDARD ISO 45001 – HEALTH AND SAFETY MANAGEMENT STANDARD ISO 50001 – ENERGY MANAGEMENT SYSTEM STANDARD ISO 20121 – EVENT SUSTAINABILITY MANAGEMENT SYSTEM STANDARD TISAX – INFORMATION SECURITY FOR THE AUTOMOTIVE INDUSTRY

### QUALITY STANDARDS

ISO 9001 - QUALITY MANAGEMENT SYSTEM STANDARD ISO 13485 - MEDICAL DEVICES (COMING SOON) ISO 17024 - CONFORMITY ASSESSMENT OF THE CERTIFICATION OF PERSONS ISO 17025 - THE COMPETENCE OF TESTING AND CALIBRATION LABORATORIES ISO 44001- COLLABORATIVE WORKING LEXCEL - LEGAL MANAGEMENT SYSTEM

### FOOD SAFETY STANDARDS

ISO 22000 - FOOD SAFETY MANAGEMENT SYSTEM STANDARD

### AUTOMOTIVE & AERONAUTICAL STANDARD

IATF 16949 - AUTOMOTIVE QUALITY MANAGEMENT SYSTEM STANDARD AS 9100 - AEROSPACE QUALITY MANAGEMENT SYSTEM | AQMS TISAX - INFORMATION SECURITY FOR THE AUTOMOTIVE INDUSTRY

### INFORMATION SECURITY STANDARDS & BUSINESS CONTINUIT

ISO 27001 – INFORMATION SECURITY MANAGEMENT SYSTEM STANDARD ISO27701:2019 – PRIVACY MANAGEMENT SYSTEM STANDARD ISO 22301 – BUSINESS CONTINUITY MANAGEMENT SYSTEM STANDARD ISO 20001 - INFORMATION TECHNOLOGY SERVICE MANAGEMENT PART 1 ISO 30071-1 - DIGITAL ACCESSIBILITY STANDARD ISO 37001 – ANTI-BRIBERY MANAGEMENT SYSTEM STANDARD TISAX – INFORMATION SECURITY FOR THE AUTOMOTIVE INDUSTRY CYBER ESSENTIALS - CYBER SECURITY SOC2 COMPLIANCE (COMING SOON)

### AGRICULTURAL STANDARDS

### FIAS - FERTILISER, SECURITY & TRACEABILITY

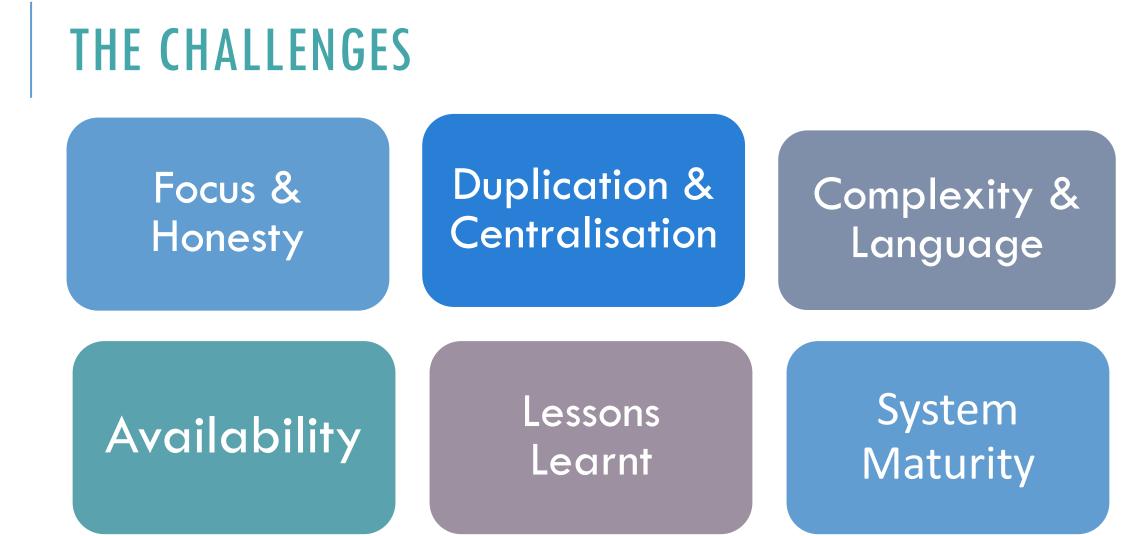
### ARBON, SUSTAINABILITY & ENVIRONMENTAL STANDARDS

ISO 14001 - ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD ISO 50001 - ENERGY MANAGEMENT SYSTEM STANDARD ISO 20121 - EVENT SUSTAINABILITY MANAGEMENT SYSTEM STANDARD ISO 14067 - CARBON CALCULATOR BES 6001 - RESPONSIBLE SOURCING OF CONSTRUCTION PRODUCTS BS 8900 - GUIDANCE FOR MANAGING SUSTAINABLE DEVELOPMENT ISO 14064:1 - QUANTIFICATION AND REPORTING OF GREENHOUSE GAS EMISSIONS AND REMOVALS ISO 14046 - WATER FOOTPRINT PAS 2060 - CARBON NEUTRALITY ESOS - ENERGY SAVINGS OPPORTUNITY SCHEME SECR - STREAMLINED ENERGY AND CARBON REPORTING ENERGY AUDITS ENVIRONMENTAL PRODUCT DECLARATIONS

### OTHER STANDARI

### MOD STANDARDS

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# FOCUS & HONESTY

Focus on the Standard & watch out for scope creep

Be clear on what your motivations are

Ensure processes & procedures are correct

Be honest when defining risk & opportunities

Set the objectives you want to meet

Share the positive & the negative

Provide a true representation of the organisation



# **DUPLICATION & CENTRALISATION**

Integrate Systems

Don't keep several copies of the System in different locations

Use the Management System to signpost out across the organisation

Define Roles & Responsibilities

Coordinate Audits and Management Review



# **COMPLEXITY & LANGUAGE**

No need to write like a Standard, use language that will be recognised

Use diagrams

Do the hard work at the start

Involve everyone but only share what is relevant

Don't try and proceduralise everything

Be able to accommodate future growth of the organisation

Consider influence & Risk – it should not put you out of business



# AVAILABILITY

All management system tools in one place

Be consistent

Integrated software

Signposts to records and evidence across the organisation





# **AVAILABILITY**

		HOME	STANDARDS	SERVI
AVISO WHAT IS A LE AVISO ISO SUPPORT SERVICES	EGAL RE	GIST	ER?	
ISO 27001 INFORMATION SECURITY LEGAL REGISTER	TH & SAFETY LEGAL REGISTER Food Safety legal registers	ISO 14001 ENVIRONME	ID LEGAL REGISTERS	
A legal register is a form of document or system that the activities it carries out. The legal register might only contain legislation of a The range of laws that apply can vary greatly deper- within, as well as depending on where it is based.	a certain type, for example, er	nvironmental or hea	Ith and safety legi	islation.
WHY WE PROVIDE THESE FOR FREE MORE INFORMATION ON THIS SERVICE SCROLL DOWN				

### LEGAL REGISTERS

### ISO 9001 QUALITY LEGAL REGISTER

Hazardous Waste (England & Wales) (Amendment)

Health Protection (Coronavirus, Restrictions)

Health Protection (Coronavirus, Wearing of Face

Health and Safety (Display Screen Equipment) Regulations 1992 (with amendments)

Health and Safety (First-Aid) Regulations 1981

Health and safety (Safety Signs and Signals)

Coverings on Public Transport) (England) Regulations

(England) (Amendment) Regulations 2020

Regulations 2016.

2020

**Regulations 1996** 

1999

ISO 9001 Certification

ISO 9001:2015 Quality Management

London Ultra Low Emission Zone (ULEZ)

Malicious Communications Act 1988

Modern Slavery Act 2015

Occupiers' Liability Act 1984

Police and Justice Act 2006

1992 (PPE)

Noise and Statutory Nuisance Act 1993

Management of Health and Safety at Work Regulations

Manual Handling Operations Regulations 1992

Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997

Personal Protective Equipment at Work Regulations

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BS 7671:2008 - IET Requirements for Electrical Installation - 17th Edition

SERVICES

Bribery Act 2010 (with amendments)

Carriage of dangerous goods and Use of Transportable Pressure Equipment(Amendment)(EU Exit) Regulations 2020

Climate Change Act 2008 (with amendments)

Companies Act 2006 (with amendments)

Computer Misuse Act 1990

Confined Spaces Regulations 1997

2008

Construction (Design and Management) Regulations 2015 (CDM)

Consumer Protection from Unfair Trading Regulations

Consumer Rights Act 2015

Coronavirus Act 2020

Corporate Manslaughter and Corporate Homicide Act 2007

Data Protection Act 2018 / GDPR Regulations (with

amendments under 2016 regulation)

Electricity at Work Regulations 1989

Electronic Communications Act 2000 (with

### Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013 (RIDDOR)

Restriction of Certain Hazardous Substances in electrical and Electronic Equipment Regulations 2012 (RoHS)

Road Traffic Regulations 1988

Sale of Goods Act 1979

Standard Industrial Classification of Economic Activities (SIC) (2008)

Supply of Machinery (Safety) Regulations 2008

Terrorism Act 2006

The Companies Act 2006 (Strategic Report and Directors' Reports) Regulations (SI 2013/1970)

The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013

The Control of Asbestos Regulations 2012

The Copyright Designs and Patents Act 1988

The Gas Safety (Installation and Use) (Amendment) Regulations 2018

The Health Protection (Coronavirus, Public Health Information for Passengers Travelling to England) Regulations 2020

The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

The Waste Electrical and Electronic Equipment Regulations 2013 (with amendments)

The Working Time (Coronavirus) (Amendment) Regulations 2020



amendments)

Counter Terrorism and Security Act 2015

amendments)

Digital Economy Act 2017

Electrical Equipment (Safety) Regulations 1994 (with

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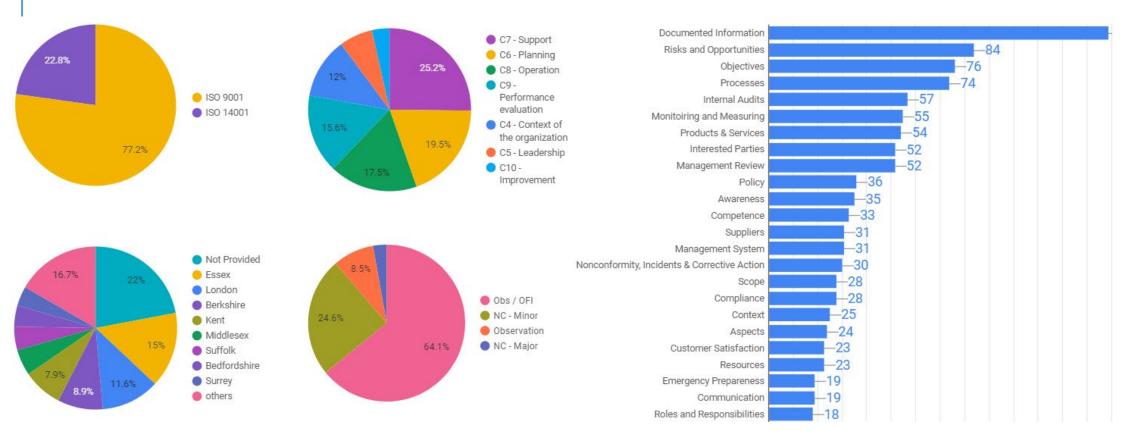
### **LESSONS LEARNT**





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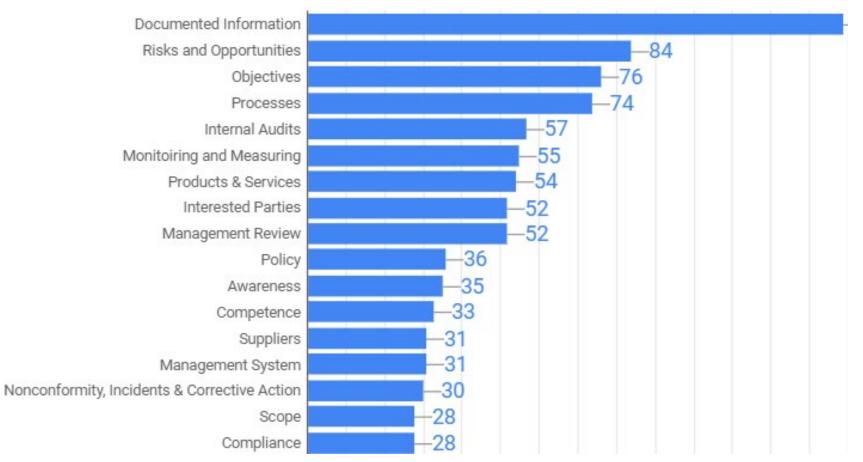
### **LESSONS LEARNT**



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### **LESSONS LEARNT**





# SYSTEM MATURITY

If it is not working change it

Identify pinch points

Design out issues

Design in automation

Keep developing and testing new ideas









# THANK YOU

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