FROM QMS TO IMS

If you already have your Quality Management System certified to ISO 9001:2015, establishing an Integrated Management System (IMS) may be easier than you think.

In many ways, an Integrated Management System of Quality, Safety and Environment is easier to monitor and maintain than any single system, and the improvements you'll see across your business will be exponential.

☑ IMS Checklist

This list can be used as a guide to determine how much of your existing system can be carried over, and the additional requirements you'll need to prepare your IMS for certification.

CERTIFICATION DIFFERENTLY ™

This checklist will help your company determine if you are prepared for the certification audit to become certified to ISO9001:2015, ISO45001:2018 and ISO 14001:2015 for an Integrated Management System (IMS). This list is intended as a guide, and should be used in conjunction with the advice from your Lead Auditor or Consultant.

What you need to develop for your IMS

What you already have from your QMS

1. Quality, Occupational Health & Safety & Environmental Policies

Each policy is a declaration statement from management providing a framework for setting objectives and stating a range of commitments. For example – commitment to fulfill legal and other requirements; and consultation of workers, and (where they exist) workers representatives.

Each policy must be available as documented information, as well as communicated and made available to all interested parties.

2. Quality, OH&S & Environmental Objectives

Objectives with measurable targets shall be developed and monitored taking into account the organisations significant environmental aspects, associated compliance obligations, risks and opportunities.

3. SWOT Analysis

Analyse and identify the Strengths, Weaknesses, Opportunities and Threats to your business to determine internal and external risks.

4. Stakeholder Analysis

Evidence of how you understand and manage the interests and expectations of interested parties.

5. Organisational Chart

An Organisational Chart sets out the various positions within your organisation, and how roles interact with one another.

6. Position Descriptions

Position descriptions support the Organisational Chart, providing detail on each role within the organisation, including responsibilities and authorities.

+ Ensure roles and responsibilities with respect to the IMS are included within position descriptions.

7. Induction Process

The Induction Process ensures all employees are made aware of the IMS policies, objectives and processes; their contribution to the effectiveness of the IMS; significant environmental aspects; and hazards, risks and actions relevant to them. Evidence of competency may also form part of this process.

8. Processes for Consultation & Participation of Workers

Establish processes that include workers (and, where they exist, workers representatives) in the development, planning, implementation, performance evaluation and actions for improvement of the IMS.

9. Risk Register

A risk register is a way to identify, assess and control strategic and operational risks to your organisation, and includes everything from the nature of risk to its likelihood, consequences, and any risk mitigation strategies.

10. Hazard Identification & Control

Methodologies and criteria for assessment of hazards need to be proactive, rather then reactive; and be available and maintained as documented information.

11. Environmental Aspects & Impacts Register

The organisation needs to maintain documented information of its environmental aspects and impacts associated with the organisation's activities, products and/or services; the criteria used to determine which aspects are 'significant'; and which aspects are 'insignificant'.

12. Emergency Response Plans

Emergency response plans need to be developed, tested and evaluated regularly to ensure the organisation can respond to potential emergency situations. These should outline the steps to take in the immediate aftermath of an event, including gaining control, limiting the extent of the emergency and minimising further damage.

13. Legal & Other Requirements Register

The organisation must ensure it has a process to determine up-to-date legal requirements and other requirements applicable to the organisation's activities. Relevant workers must know how to access information on legal and other requirements that are applicable to them.

14. Procedures & Instructions

Detailing the working instructions and flows of key processes within your organisation is an essential component of management system documentation. This is often the area that requires the most effort and detail.
+ Procedures specific to OH&S and Environmental processes must be developed and documented in addition to those related to Quality.

15. Management Review Meetings

It's important to include the agenda and minutes of formal management review meetings. These meetings need to follow a particular agenda to meet requirements of the standard. They also must be documented and held regularly – whether that be monthly, quarterly, six monthly or annually.

16. Document Register

The document register centralises and organises all the documentation that forms part of your Integrated Management System. It needs to be up to date and readily available.

17. Supplier Process

This process outlines how you evaluate, select and re-evaluate suppliers and/or subcontractors. This should include how you assess and analyse their value and ability to provide quoted services.

18. Incident, Nonconformity & Corrective Action Process

You will need to keep a report and log of any nonconformities that are identified, as well as evaluating and monitoring the corrective action taken to eliminate the nonconformity.

+ For an IMS, this also needs to include a report of all incidents that occur.

19. Continual Improvement – Monitoring & Evaluation

It is necessary to show how you monitor, measure and evaluate continual improvement measures across your organisation. This includes reporting and record keeping of which processes are improved and how improvement opportunities are identified.

20. Internal Audits

An Internal Audit schedule or plan is required to be developed and maintained. Internal Audits must be completed to ensure the organisation confirms to its own requirements, the requirements of the standards, and any legal or other requirements. Records need to be retained as evidence of internal audit results.

21. Analysis of Customer Satisfaction

You will need to show evidence of how you analyse customer satisfaction with your business – not only how you collect responses or feedback, but how you analyse and act upon this data to improve the quality of your products or services.

WHAT'S NEXT?

It is always a good idea to discuss updating from a Quality Management System to an Integrated Management System with your auditor or consultant.

The Southpac Certifications team is available for a no-obligation call or meeting to assist with determining where you are at and whether you are ready to begin the certification process.

Let us know how we can help.

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Gold Coast | Townsville | Perth | Auckland
+61 7 5533 9988 | admin@southpac.biz
southpac-cert.biz

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