

So... you want an Integrated Management System?



What is an Integrated Management System?

An Integrated Management System (IMS) is relevant to any organisation, regardless of their size or industry. Integrating several management systems into a unified system (which shares documentation, policies, procedures and processes) makes sense.

Organisations often focus on management systems individually, often in silos and sometimes even in conflict. A quality team is concerned with the quality management system, often another manager handles both Environmental and Health and Safety issues, or you may have someone trying to manage the lot, and becoming buried in mountains of duplicated forms and processes.

An Integrated Management System combines all related components of a business into one system for easier management and operations. Quality, Environmental, and Safety management systems are often combined and managed as an IMS. These systems are not separate systems which are later joined together, rather they are integrated with linkages to enable similar processes to be seamlessly managed and executed without duplication.

Why do I need one?

You may be using one or more management systems and are contemplating the introduction of other systems into the mix. Or you may have nothing formalised within your business, and wish to introduce a system which will deal with your organisation in a holistic manner.

It can be difficult to meet the needs of the various management systems operating within a single business, and this is where we come in, to assist you in bringing these systems together.

You may wish to do this to simply enable you to tender for higher level contracts or Government work, or you may wish to gain third party certification of your system against the various Standards. You may work in an industry such as health care or community services, where you are dealing with Government or industry accreditations.

It is important to have a good quality management system which not only meets the standards of the certification, if that is what you are trying to achieve, but also simplifies business processes, improves productivity and streamlines compliance.



Investment:

see next page for investment options

Benefits:

- ▶▶ Simplify processes
- ▶▶ Reduce duplication
 - ▶▶ Manage risk
- ▶▶ Know what is going on
 - ▶▶ Easily share information
- ▶▶ Improve productivity
 - ▶▶ Enhance reputation
 - ▶▶ Cut costs
- ▶▶ Gain that competitive edge



What do Total Management and Training do?

We advise in the design and implementation of Management Systems, whether it be for accreditation in International Standards such as ISO 9001:2008, ISO 14001:2004 or OHSAS 18001:2007 or for non-certified systems which simply enable your business to work efficiently.



So whether you are looking for system development in just one area (such as Quality) or whether you are planning on a full integrated system bringing in various system components, we can assist you to bring it all together. We sit down with you, and go through your business processes to gain a full understanding of what you do and how you operate. We then design and implement a system which will work with your current processes, utilising your existing forms and work procedures where possible. And best of all, we keep it simple.

What we don't do is provide you with reams of paper, and dump a convoluted, inappropriate and unmanageable system in your lap and walk away. Your system needs to live and breathe, and be simple to use, easy to maintain, and tick all the compliance boxes.

Compliance Software

To compliment your system, we can also supply and support Mango Compliance Software. Unlike most compliance software solutions, which only deal with a single standard, Mango has been developed to manage multiple standards working as one integrated system. Read more about Mango on our website www.totalmantra.com.au/consultancy/mango-compliance

Training Services

In addition to the above, we are also able to provide accredited training through our registered training organisation, Total Management and Training. Training available includes short courses such as asbestos removal, confined space entry, hazardous substances, working at heights, test and tag, White Card, HSR training, incident investigation, Functioning as a WHS Safety Advisor through to full qualifications such as Certificate IV and Diploma in Work Health and Safety, Management and Business, and Training and Assessment.

*Investment

Your investment will depend on the size of your organisation, and what systems are already in existence. It will also depend on how far you want us to go in the development and implementation, and how much you would like to do yourself. Therefore, you are in total control of what you spend. Either way, we will meet with you first, prior to quoting, discuss your requirements, and guide you through the process. A system from scratch will start at approximately \$7,000 (plus GST). If you are seeking full third party accreditation, this will be a separate cost from our charges, however we can make you 'certification ready'. For any additional consultancy or training services required, other than the development of your IMS, a quote will be provided on request.

Travelling Costs and Expenses

Where we have to travel outside the immediate Cairns area, additional costs will be applicable. Any airfares, travel, accommodation and meals incurred in the provision of this consultancy will be on-charged. Mileage will be charged at 80¢ (plus GST) per kilometre and traveling time will be charged at our standard consultancy rates. Details of these costs will be included in the quote.

How do I make this happen?

Contact our office to speak with one of our consultants who will be able to answer any questions you may have, and after meeting with you, provide



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