

## **Example of Management System Implementation Process**

<p><b>1. Initial Desktop review of existing procedures and systems</b></p> <ul style="list-style-type: none"><li>A. Assessment of existing systems</li><li>B. Company management structure (theoretical)</li><li>C. Identification of systems implementation team</li></ul>
<p><b>2. Onsite audit against Desktop review</b></p> <ul style="list-style-type: none"><li>A. Paperwork comparison</li><li>B. Personnel comparison with system</li><li>C. Company culture</li><li>D. Organisation structure assessment (reality)</li></ul>
<p><b>3. Group systems requirements sessions</b></p> <ul style="list-style-type: none"><li>A. Format of "ground level" procedures identified</li><li>B. Format of "mid-level" procedures, if required</li><li>C. Format of "top-level" policy documents</li></ul>
<p><b>4. Inaugural session with the implementation team</b></p> <ul style="list-style-type: none"><li>A. Initial systems structure plan</li><li>B. Allocation of specific roles</li><li>C. Action plan raised and responsibilities allocated</li></ul>
<p><b>5. Ongoing support for the implementation team</b> (either onsite or via online Meeting systems)</p> <ul style="list-style-type: none"><li>A. Regular "where are we now?" Sessions</li><li>B. Verification audits of the new system against the "actual" physical process</li><li>C. Coaching session for systems users</li></ul>
<p><b>6. When the system has been embedded in the company</b></p> <ul style="list-style-type: none"><li>A. Assistance throughout the accreditation process with your chosen UKAS certification body</li><li>B. Ongoing independent audits of the systems and inspection of the companies undertakings</li></ul>

<p><b>Benefits</b></p> <ul style="list-style-type: none"><li>• A management system that is "owned" by the users of the system</li><li>• A system that can be accredited to a recognised certification</li><li>• Improved safety and health of the workforce at all levels of the organisation</li><li>• Improved culture and direction of the company through better communication and cooperation</li><li>• Improved quality controls of the companies products or services</li></ul>
--