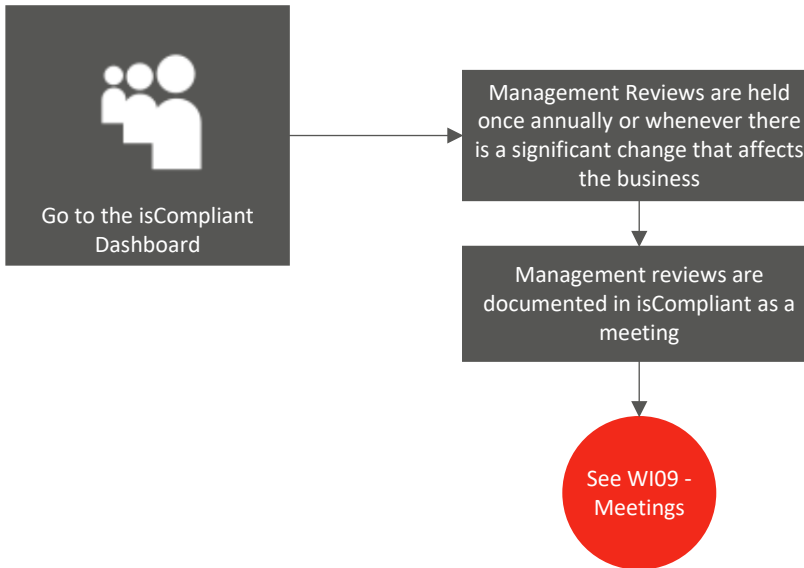


SP01: Management Review

ISC-IMS-SP01

Rev 01 – 01/01/2020



INPUTS & AGENDA:

The agenda for the management review will include (as a minimum) the following:

- 1 - Any outstanding actions from previous management reviews
- 2 - Identification of and changes to:
 - a - External and internal influences
 - b - Expectations of interested parties
 - c - Pertinent legislation, guidance and compliance obligations
- 3 - Review of quality performance:
 - a - Company objectives and results of quality monitoring / measuring
 - b - Process trends
 - c - Issues and incidents
 - d - Audit results, non-conformities and actions
 - e - Summary of supplier / subcontractor performance
- 4 - Review of environmental impact and performance:
 - a - Company objectives and results of environmental monitoring / measuring
 - b - Significant environmental impacts
 - c - Audit results, non-conformities and actions
- 5 - Review of occupational health & safety performance:
 - a - Company objectives and results of OH&S monitoring / measuring
 - b - Trends in OH&S risks and opportunities
 - c - Trends in the consultation and participation of workers
 - d - Audit results, non-conformities and actions
- 6 - Resource requirements and performance
- 7 - Customer satisfaction, feedback and communications from interested parties
- 8 - Effectiveness of actions / objectives in reducing risk and increasing opportunities since last management review
- 9 - Opportunities for continual improvement
- 10 - Major changes to documentation and policies, and their communication

OUTPUTS:

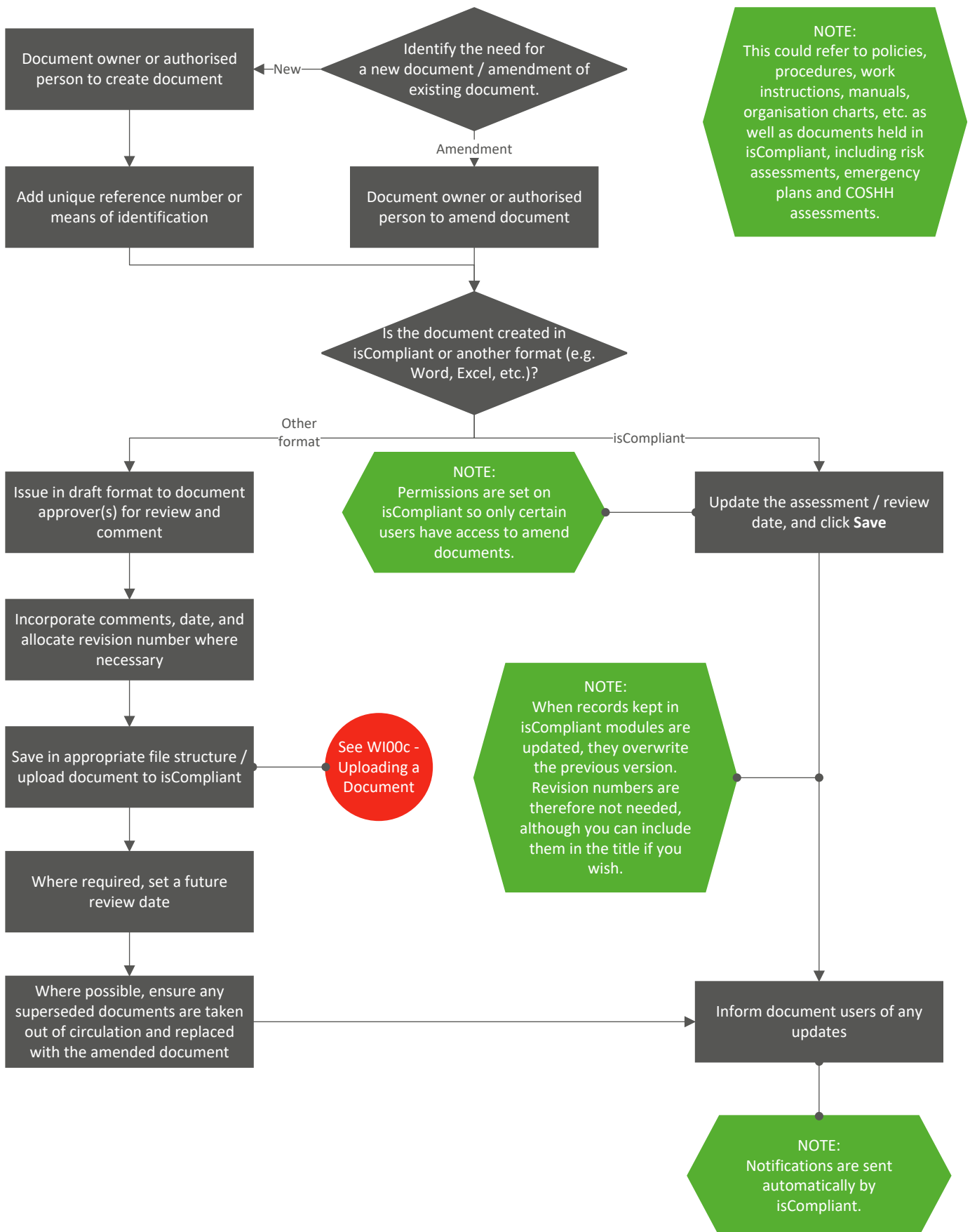
The outputs for the management review will include (as a minimum) the following:

- 1 - Opportunities for improvement and related decisions
- 2 - Requirements for process and procedural change to the management system, and opportunities for increased integration
- 3 - Conclusion on the suitability and effectiveness of the management system, and any changes that are needed
- 4 - Implications for the strategic direction of the organisation
- 5 - Resource requirements
- 6 - Actions and objectives, where necessary

SP02: Document Control

ISC-IMS-SP02

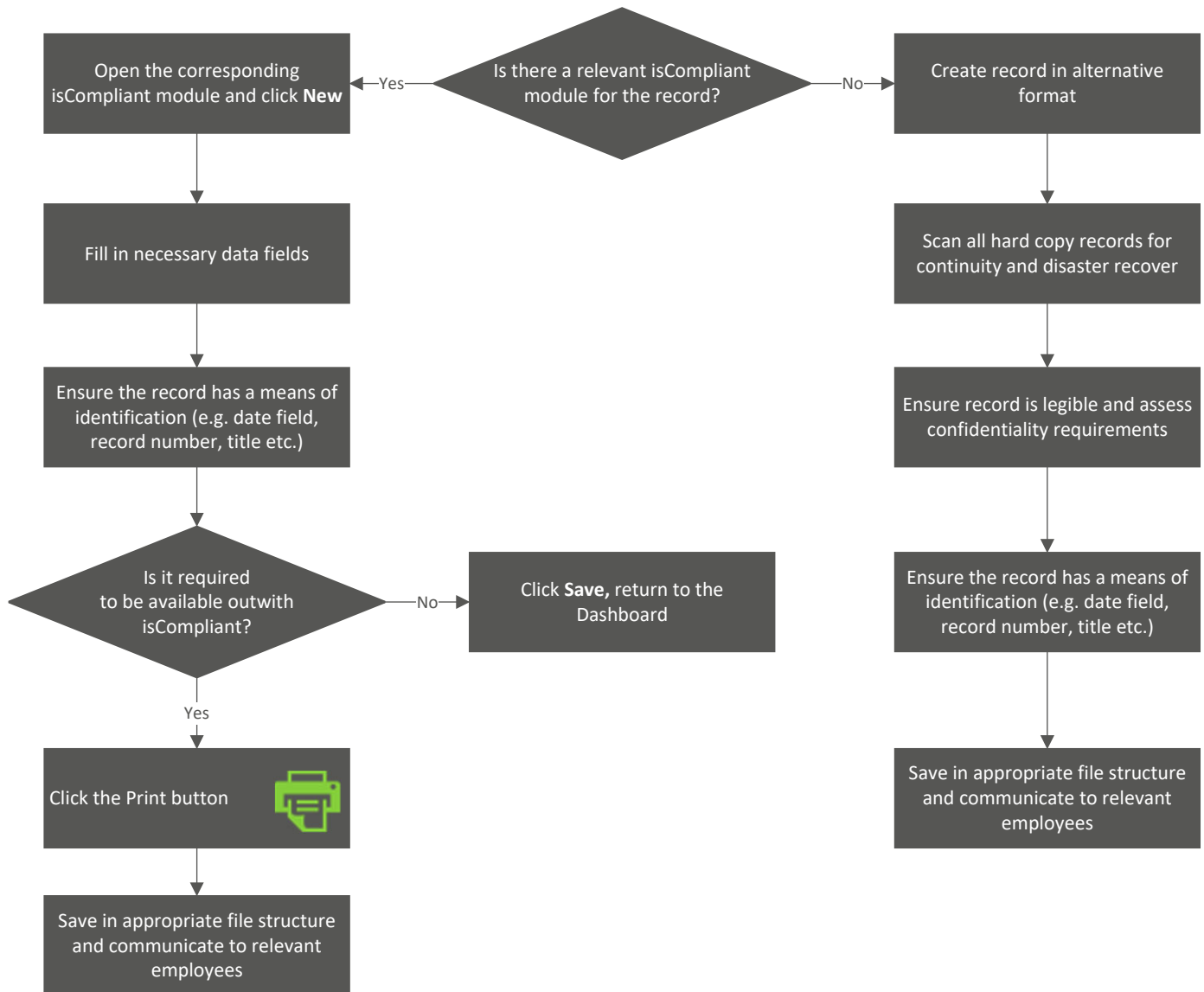
Rev 01 – 01/01/2020



SP03: Record Control

ISC-IMS-SP03

Rev 01 – 01/01/2020



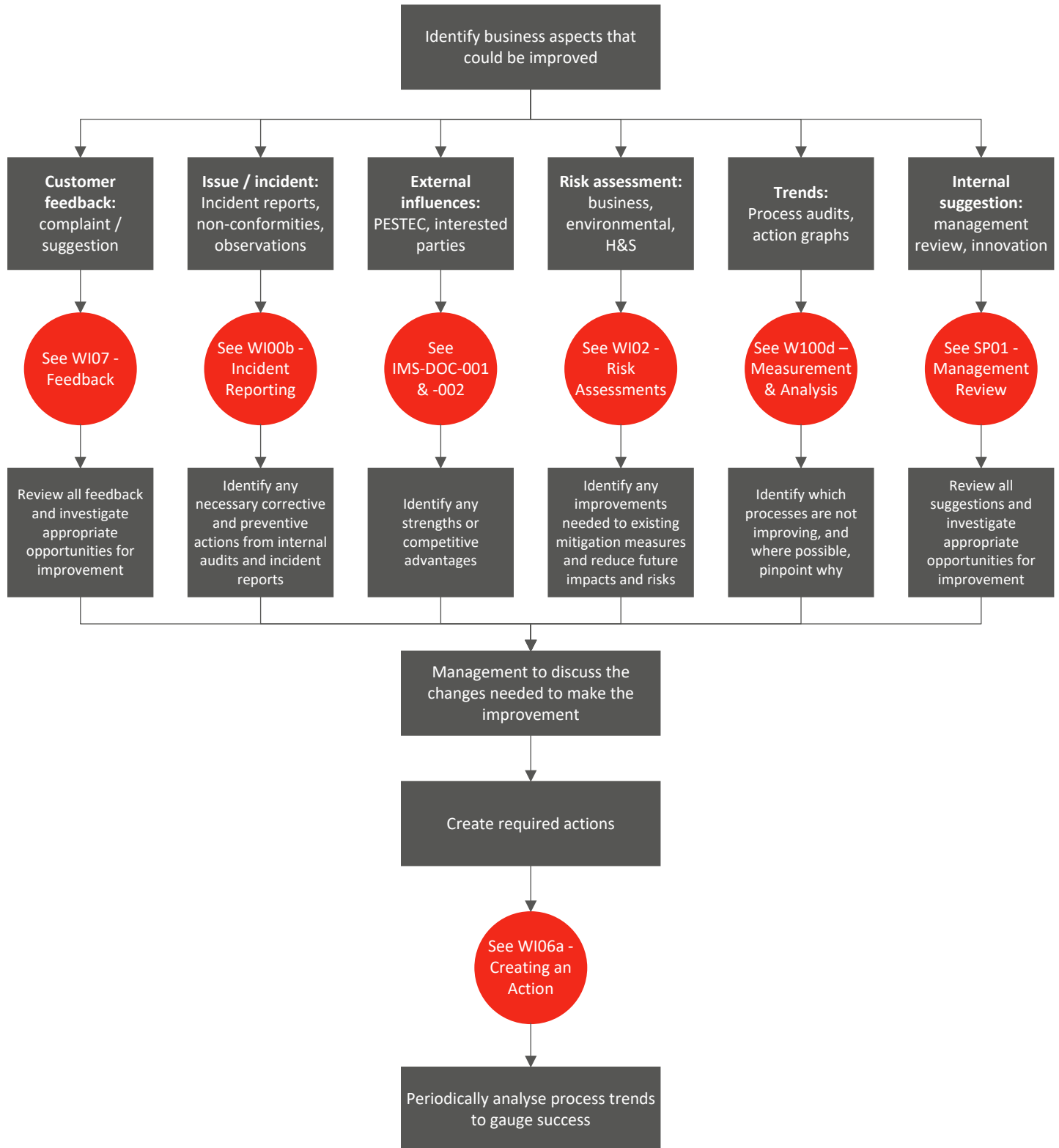
Record	Location	Retention
Legislation Index	Obligations Module	Indefinitely
Risk Assessments	Risk Assessment Module	Indefinitely
Emergency Plans	Emergency Planning Module	Indefinitely
Impacts & Aspects	Environmental Controls Module	Indefinitely
COSHH Assessments	Hazardous Substances Module	Life of item +7
Issue / Incident Reports	Issue / Incident Log	Indefinitely
Actions	Actions Module	7 Years
Customer Feedback	Feedback Module	Indefinitely
Company Objectives	Objectives Module	7 Years

Record	Location	Retention
Meeting Minutes	Meetings Module	7 Years
Audit Results	Audits Module	7 Years
Customer Details	Customer Module	7 Years
Supplier Details	Suppliers Module	7 Years
Assets Records	Assets Module	7 Years
Employee Records	People Module	40 Years
Training Records	Uploaded to people module	40 Years
Legal Records	Company File Structure	7 Years
Certifications	Company File Structure	7 Years

SP04: Continual Improvement

ISC-IMS-SP04

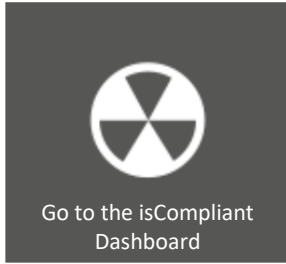
Rev 01 – 01/01/2020



SP05: Risk Management

ISC-IMS-SP05

Rev 01 – 01/01/2020



Identify a known or foreseeable hazard

NOTE:
This can be related to health & safety, the environment or a hazard to the business / quality.

Is it related to health & safety, the environment, or business / quality?

Health & Safety / Environment

Business / Quality

Discuss with specialist adviser (internal or external).

Identify whether it is an internal or external business risk.

Create a new Risk Assessment (or Environmental Control), or update an existing one if appropriate.

Select the appropriate Risk Assessment. If external, the PESTEC should also be updated.

See IMS-DOC-001 (PESTEC Analysis)

See WI02 - Risk Assessments

See WI04 – Environmental Controls

Assess the risks of the hazardous situation, and document in the Risk Assessment.

Identify and document any proposed risk mitigations.

Can the risk be mitigated further?

Is the residual risk acceptable?

NOTE:
If the risk to the business comes from an external factor and the risk cannot therefore be untaken, then it must be mitigated against as far as is reasonably practicable.

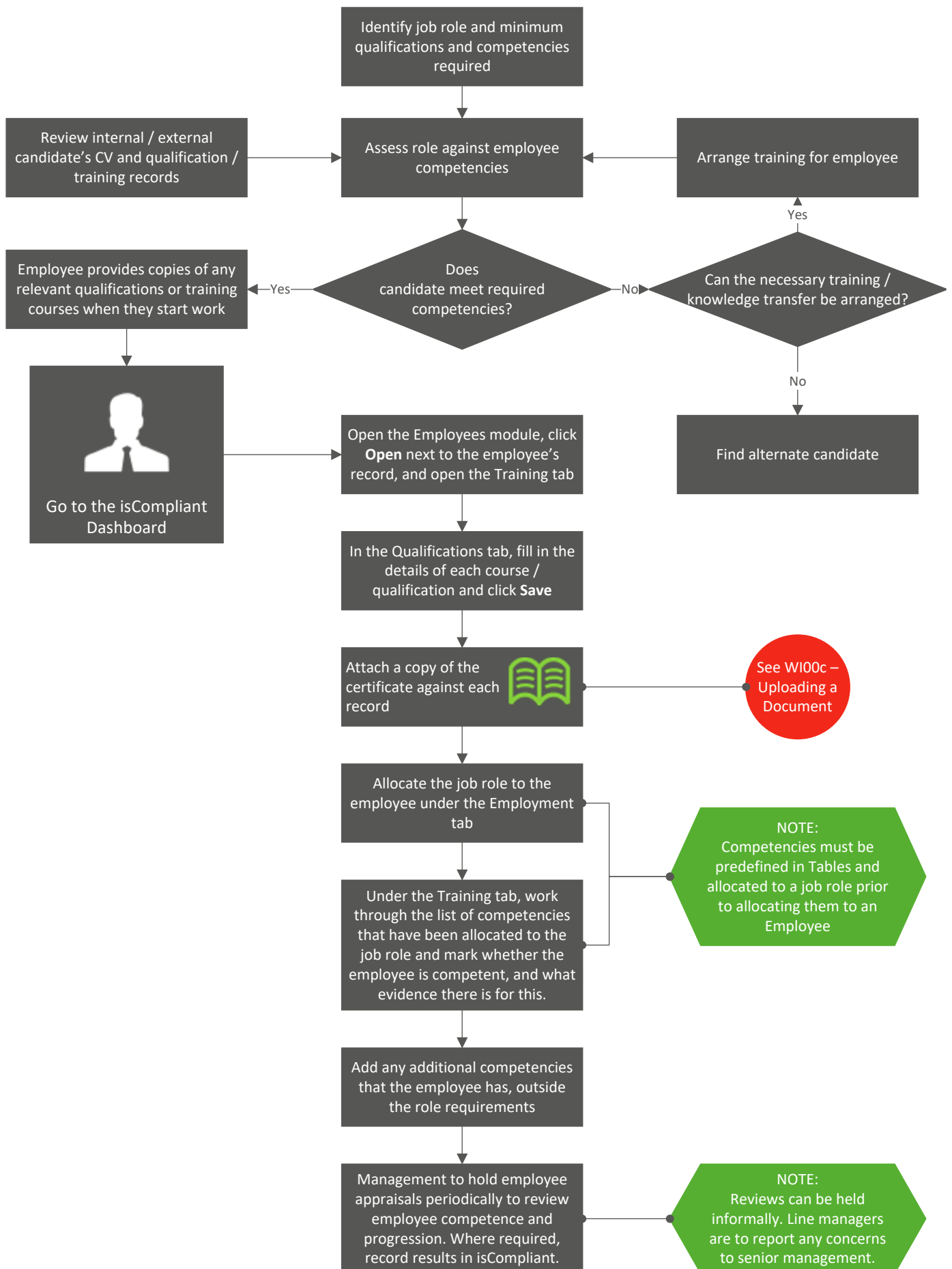
The risk is unacceptable and should not be taken.

Review the risk frequently

SP06: Employee Competency

ISC-IMS-SP06

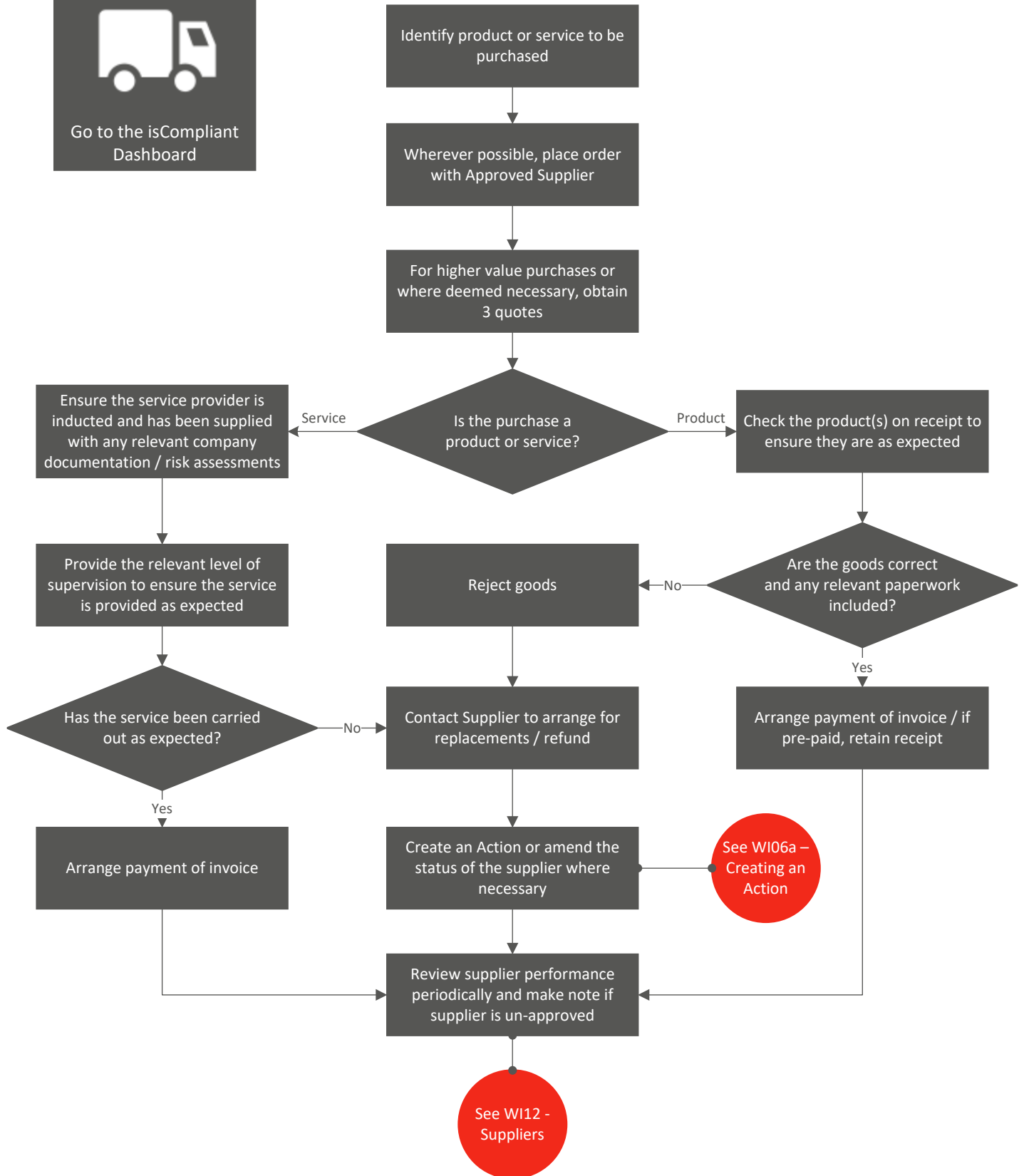
Rev 01 – 01/01/2020



SP07: Purchasing

ISC-IMS-SP07

Rev 01 – 01/01/2020



NOTE:

The primary objectives involved with identifying a supplier are:

- Can the supplier / subcontractor supply the product / service requested?
- What is the length of time for delivery?
- Is the product / service of suitable quality?
- If applicable, does the supplier / subcontractor hold the relevant skills, training, qualifications and experience?
- Is the price competitive?

SP08: Waste Management

ISC-IMS-SP08

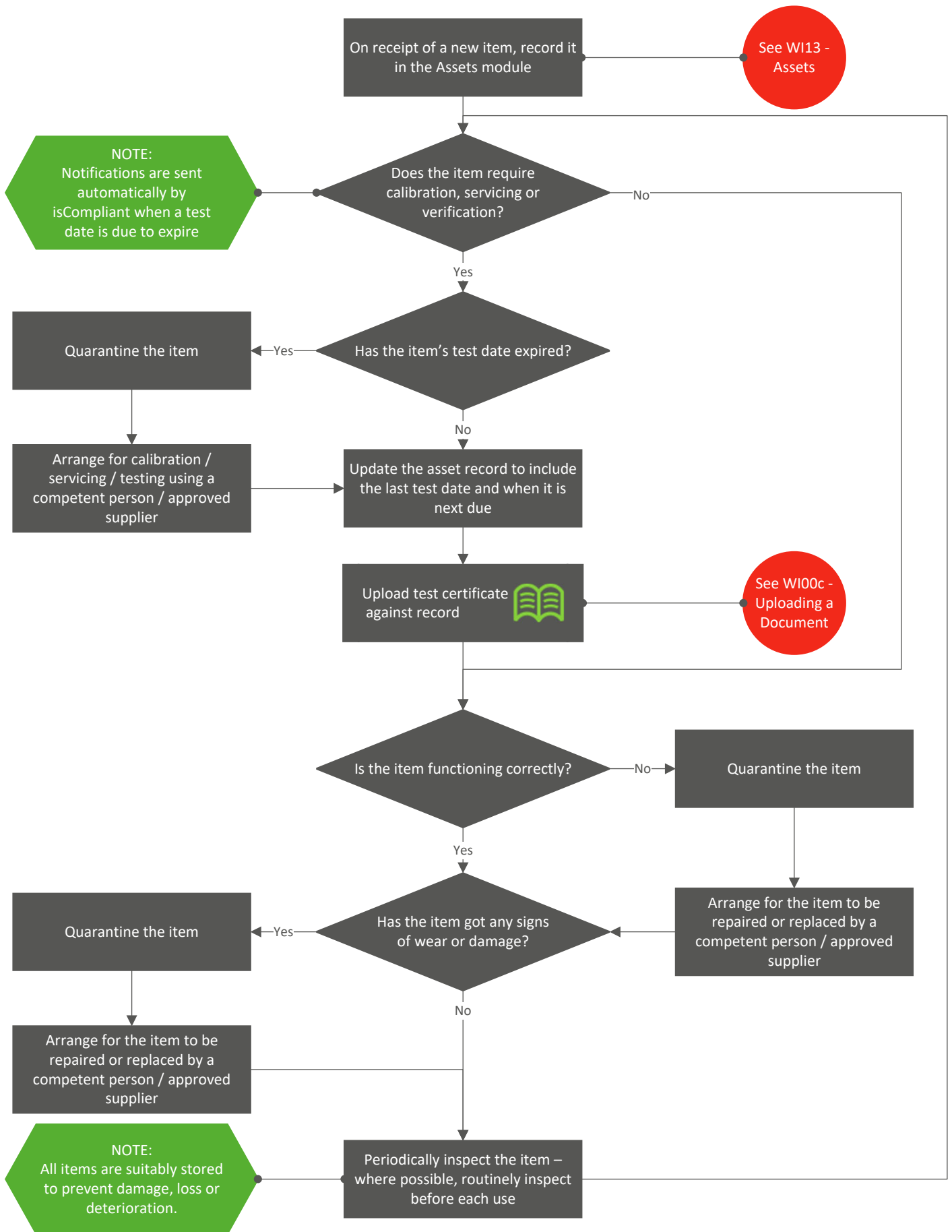
Rev 01 – 01/01/2020



SP09: Asset Management

ISC-IMS-SP09

Rev 01 – 01/01/2020



SP10: Internal Auditing

ISC-IMS-SP10

Rev 01 – 01/01/2020

