Integrated Management System

As well as operating a Quality Management System, more and more organisations are recognising the need for an Environmental Management System. This means that the interest in Integrated Management Systems is growing. ISO have recently releases a combined book and CD giving organisations advice on how to make integrated use of management system standards. The book acknowledges that there is a market need for separate management system standards addressing different aspects, issues or risks that organisations need to manage. It provides guidance on how organisations can apply the different standards in a combined way, integrated with their business processes.

According to Petra Eckl, leader of the ISO task force, "the book provides a good mixture of theory and practice and will be useful for beginners as well as for the experienced. It will form a bridge between the increasing number of ISO management system standards that meet specific concerns of organisations and their stakeholders, and the user organisation's own and unique management approach.

An integrated management system (IMS) is system which integrates all the internal management practices into one system i.e. quality, environmental and safety standards are managed right across the business. There are many reasons for integrating a management system, these can include:
• Preventing duplication of procedures
• Reducing costs
• Increasing profitability
• Creating consistency
• Improving communication

Combining various management systems e.g. ISO9001, ISO14001 and ISO18001, to a single system, can provide an obvious solution to increase efficiency and effectiveness. This approach has the advantage of a single set of procedural documentation and at management level it can integrate management processes such as target setting and system review, and more effectively addresses the inter-relation between the various disciplines.

Identifying which systems can be integrated is a choice to be made by the individual organisation. For example, if a quality system ISO 9001:2000 is already in place the company may be considering an environmental system ISO 14001 and by revising the processes and procedures the two systems can be merged. Health and Safety OHSAS 18001 is a requirement for employers and can also be integrated with other systems to ensure compliance. Any system that is relevant to running a business can be integrated whether certification is wanted or not.

As well as new book from ISO, the British Standards Organisation have had available for some time, PAS 99 – the specification of common management system requirements as a framework for integration.

For further information on the new book from ISO visit www.iso.ch The Chartered Quality Institute has also produced a fact sheet on Integrated management systems and this can be downloaded from their site www.thecqi.org/resources

ISO Standard for the PDF format

PDF – Portable Document Format, is a commonly used format for electronic documents and its specification was an Adobe copyright. However, Adobe have now passed control over to ISO and it is now an ISO standard, *ISO 32000-1 Document management – Portable document format – part 1: PDF 1.7.* ISO are now in charge of

publishing the specifications for the current version (1.7) and for updating and developing future versions.

Kevin Lynch, Chief Technology Officer at Adobe said, "By releasing the full PDF specification for the ISO standardisation, we are reinforcing our commitment to openness. As governments and organisations increasingly request open formats, maintenance of the PDF specification by an external and participatory organisation will help continue to drive innovation and expand the rich PDF ecosystem that has evolved over the past 15 years."

For further information, please visit www.iso.ch

Recycling and Recovery of Plastics – a new standard

The need and enthusiasm for recycling continues to grow and ISO have recently released a new standard that will support the emerging worldwide market for plastic recovery and recycling. *ISO 15270:2008 Plastics – Guidelines for the recovery and recycling of plastics waste* has been developed to assist all plastics industry stakeholders in the development of a sustainable global infrastructure for plastics recovery and recycling and a sustainable market for recovered plastics materials and their derived manufactured products.

According to Dr Fisher, Chair of the ISO committee that developed the standards, "Access to markets for recovered materials or energy is an important consideration. There is already international trade in end-of-life products for the purpose of reclaiming or recycling the plastic components and ISO 15270 is intended to provide a valuable resource that is globally relevant, no matter which particular legislative or regulatory framework for plastic recovery and recycling governs its application."

According to ISO, the standard also establishes the quality requirements that should be considered in all steps of the recovery process. The selection of recycling

options should be based on complying with the following:

- The need to minimise adverse environmental impact
- Prior demonstration of sustainable commercial viability
- Secure access to viable systems for collection and quality control

Further information can be found at www.iso.ch

WEEE Anniversary

July saw the first anniversary of the Waste Electrical and Electronic Equipment (WEEE) system in the UK. The Minister, Malcolm Wicks pointed out some of the successes of the first year, "In the first compliance period the UK collected over and above the 4kg target with a collection rate of 6kg per person and over 184,000 tonnes of household WEEE separately collected." The minister also announced plans for the Department for Business to undertake a review of the whole of UK WEEE system and its supporting infrastructure. The review will include producer compliance scheme and distributor take back scheme requirements, data collection and submission and the sharing of best practice across all elements if the system.

Further information can be found at www.berr.gov.uk

UK Intellectual Property Office support businesses in the Global Economy

In the Corporate Plan, recently released by the UK Intellectual Property Office, there is an ambitious programme for the office to focus on major strategic challenges and thus support UK business. Ian Fletcher, Chief Executive of the UK Intellectual Property Office said, "We are an information business, and information technology presents us with a great opportunity to improve the way we work and provide services in years ahead. The Corporate plan gives us the direction necessary to achieve this."

Copies of the Corporate Plan are available from the UK-IPO website http://ipo.gov.uk

Health and Safety Executive fights back

The Health and Safety Executive are running a campaign to combat the myths that are undermining important health and safety legislation. This campaign is based on "ten principles of sensible risk management". These give organisations practical advice on what risk management should and should not – be about.

According to the HSE, sensible risk management is about:

- Ensuring that workers and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise often and those with serious consequences
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Sensible risk management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering.

More information can be found at http://www.hse.gov.uk/risk/index.htm

UK Climate Change Programme Annual Report

The annual report to the UK parliament on the progress of the UK's Climate Change programme was released recently by the Department for the Environment Food and Rural Affairs (DEFRA). Key points in the report are:

- Carbon dioxide emissions during 2007 were about 2% lower than in 2006. This was mainly due to fuel switching from coal to natural gas for electricity generation and lower fuel consumption by households and industry
- Taking account of the EU emissions trading scheme, the 2006 estimates show that emissions of the basket of gases covered by the Kyoto protocol fell by 20.6% between the base year and 2006

A full copy of the report is available at http://defra.gov.uk/environment/climatechange/uk/ukccp/index.htm

Apprenticeships for the 21st Century

The UK Government have recently published its draft Apprenticeship Bill. The Bill sets out a statutory basis for the entire apprenticeships programme and will set out clearly the relationship between different parts of the apprenticeship system. Skills Minister, David Lammy said, "This Bill now ensures that apprenticeships are a badge of quality, without question. Apprenticeships have been going from strength to strength, and over the past decade we have more than doubled the number of young people and adults starting apprenticeships on offer. Apprenticeships are valued across Britain as a means of providing employers with a well-trained workforce which helps their business to succeed. But more than that, apprenticeships are about young people learning from older people, about handling knowledge on to future generations. Apprenticeships contribute significantly to businesses' bottom line. They tackle skills shortages, contributing to increased productivity, and can help businesses weather difficult economic times. Apprenticeships are an intelligent way for businesses to invest in their future, whatever the economic climate".

For further details see http://www.dius.gov.uk.