



Quick Start Guide to Getting Certified

for

ISO9001 Quality Management Systems

ISO45001 Occupational Health and Safety Management
Systems

ISO14001 Environmental Management Systems

1. Why get certified?
2. Keeping it simple
3. The 7 Key Areas
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1. Why get certified?

Many organisations, choose to achieve certification to qualify for Local to Commonwealth government as well as other contracts.

The frameworks, when used effectively, drive improvement within the organisation. This is often a less expected benefit, but one that often creates greater value than the original intention.

Take a moment to consider how keeping your system up-to-date will improve your business.

- Is it a profitability improvement?
- a reduction of risk?
- a financial saving in terms of duplication?
- a competitive advantage, to providing your client all of their requirements in one streamlined solution?

You next need to decide on your scope, which product and services are included in your certification. A good place to start is to look at what your competitors are scope is on the <https://www.jas-anz.org/our-directory/certified-organisations> website.

2. Keeping it simple

The easiest way to start is with simple procedures. FocusIMS has made it even simpler than writing your own procedures by including them as part of your FREE trial on FocusIMS. You have access to all the procedures for your management system, in an editable format so you can still customize what you need specific to your organization.

3. The 7 Key Areas in 7 days

FocusIMS has split the key areas into 7 days and once you sign up for the FREE trial you will receive an email each day with all the information to complete each key area:

Day 1 Personnel Management

Add the following:

- your employees,
- job descriptions including training requirements
- training records including induction (Check out our [additional services](#) if you'd like some help in this area)



- personal protective equipment (PPE).

Day 2 System Management

Add the following:

- Click the button to add template policies and procedures and review.
- Safe Work Method Statements (SWMS)
- any other documents that form part of your business processes.
- legislation, regulations and Codes of Practice and indicate where/how they are applicable in your organization. (Check out our [additional services](#) if you'd like some help in this area)
- Safety Data Sheets (SDS) for any chemicals used by your organization.
- Review the default items on the drop down lists.

Day 3 Supplier Management

- Review the supplier types on “manage lists” including the criteria for each supplier, eg contractors need to provide certificates of currency for Public Liability and Workers Compensation Insurance.
- Add suppliers and contractors
- Complete the assessment for each supplier/contractor added.

Day 4 Asset Management

- Review the assets types relevant to your organization.
- Drill down to Vehicle and Plant Prestart items and review. Add others if required.
- Review the Asset Maintenance types including services, calibrations and “test and tag”
- Add your assets and select their asset type and any programmed maintenance requirements. These will automatically come up on the alerts page when they fall due.

Day 5 Risk Management

Risk Management has been split into 2 levels.

- The first is Operational Risk - these are the hazards identified, risks and controls on your worksite. Add the operational hazards to the risk assess items.
- Organisational Risk is covered in the risk register. Add the organizational risk items to the risk register.

The next area within risk management is audit.

- Defaults audit types are added to the system.
- Review the audit items.
- At least 1 management system audit needs to be completed prior to certification. (Check out our [additional services](#) if you'd like some help in this area)



When completing audits non conformances, areas of concern and opportunities for improvement will appear on the alerts page until they are actioned.

The final area of risk management is incidents. We have aimed to keep the process simple by including anything that occurs unplanned as an incident, whether it be a quality issue or a near miss. The incident process includes identifying the cause and implementing corrective actions to address both the incident at hand and to prevent recurrence.

Day 6 Client & Project Management

Add the following:

- Your clients and their contacts.
- Your projects and their statuses.
- Click on the calendar to schedule the work to Crew Leaders.
- Review the project statuses at the end of each day and update any that have not been updated by the field staff.

Day 7 Planning and Communication

- Complete the organisational context. (Check out our [additional services](#) if you'd like some help in this area)

This is really about where your business fits in the broader environment, including competitors, financial, environmental and all other sources that impact on the organization.

- Add each potential source to the context list
- Add plans and objectives to manage the source.

You should have at least 1 objective in each area that you are planning to achieve certification in.

The last area to complete is meetings.

- There are default agenda items for each meeting type to ensure the requirements of the standards are met. Add additional agenda items if required.
- Complete meetings on your planned schedule these become your minutes when completed A fairly standard schedule would include a monthly staff meeting, weekly operations meeting and at least 1 management review annually meeting prior to certification. (Check out our [additional services](#) if you'd like some help in this area)

That covers everything required to get your system up and running and ready for certification.



4. The Certification Process

The certification process begins with getting a quotation from a certification provider. The items they will need to know to provide you a quote are:

- Your scope – what you'd like to get certified for
- Which standards you are wanting to get certified for
- Number of staff

Once you've accepted the quote. The next steps

- Stage 1 Audit. This audit is a preliminary check to ensure you have all the procedures required in place. Pending successful completion your organisation will proceed to stage 2 Certification Audit.
- Stage 2 Certification Audit. This audit will involve the auditor checking that you have records to support each of your procedures and that they are being followed. Once your stage 2 audit is successfully completed your organization will be certified.

5. Ongoing Maintenance

Achieving certification is not the end of the process it is really the start. Part of the certification process is surveillance audits, that are normally scheduled any between 6 months and 12 months apart, for the following 2 years and the third year is a recertification audit.

The FocusIMS alerts page is the key for efficiently managing the maintenance of your records. The left hand side of the page shows records that are overdue. Some of the records that appear on the alerts page include expiring training, vehicle registrations, contractor certificates of insurance, review of legislation, policies and procedures.

As your number of records increases over time FocusIMS reports becomes an increasingly useful tool for performance evaluation which is a key standard requirement for continual improvement.

If you find for some reason that FocusIMS doesn't quite meet your needs we have a wish list available for all our clients to submit their wishes for future development of the system.



If you prefer to have a solution on your own domain covering your complex processes using your branding we have a customized solution available (this is generally suited to businesses with 20+ staff).

..... Next Steps

Get started with a [FREE 14 Day trial](#)

