



The Complete Guide to Improving Compliance

Using the ISO Management System framework and
FocuIMS



Why Compliance is Your Secret Weapon to Success

What if compliance helps you unlock untapped potential in your business? Achieving ISO certification is a milestone. But are you using it to its full advantage?

Many businesses struggle to maintain compliance, drowning in paperwork and missed deadlines. Sound familiar? Imagine a system that simplifies compliance and drives measurable results—streamlined operations, happier clients, and more revenue. With FocusIMS and the proven ISO framework, this is possible.

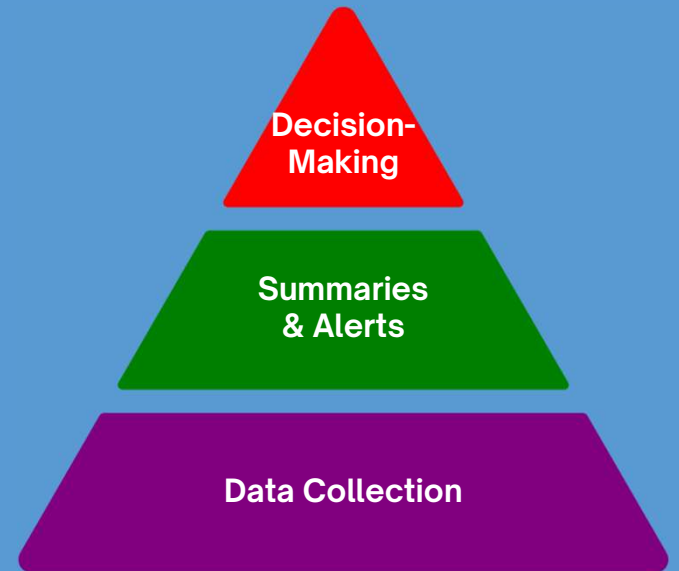
This guide will show you how to take control of compliance, make it effortless, and turn it into a powerful tool for growth.



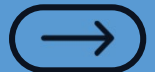
Understand the Information Pyramid

Are you drowning in compliance data but unsure how to turn it into actionable insights? The Information pyramid provides a clear path to simplify and optimize your processes. Here's how to master it:

- **Level 1: Data Collection** – Is your data timely, accurate, and centralized? Start by capturing training records, audits, and maintenance logs consistently.
- **Level 2: Summaries & Alerts** – Are you spotting patterns or risks early enough? Use tools like FocusIMS' Compliance Bar to flag exceptions (Green, Yellow, Red).
- **Level 3: Decision-Making** – How often do you review insights? Leverage data to prioritize actions and drive measurable improvement.



Information Pyramid





Do you waste time digging through shared drives, outdated spreadsheets, emails, and paper files to find what you need? These systems can become impossible to maintain as your business grows. Spreadsheets rarely stay updated, can't link to the documents in your drive, and offer no reminders or clear compliance benchmarks. Imagine the time and stress you'd save if everything was centralised, automatically updated, and easy to access in seconds.

Centralise Your Data for Faster Results

Here's how you can get started today:

- **Consolidate Your Systems:** Integrate your tools using platforms like Zapier or FocusIMS' Public API to automate data flow and reduce duplication.
- **Capture Data in Real-Time:** Train your team to log records as tasks are completed, ensuring accuracy and timeliness.
- **Standardise Processes:** Define clear guidelines for entering, updating, and managing data to maintain consistency across your organisation.
- **Ensure Accessibility:** Store everything in one platform like FocusIMS so your team can access critical information anytime, anywhere.

Red

Overdue tasks that need your immediate attention.

Yellow

Tasks are due within 30 days. Will you act now or risk them turning red?

Green

You're fully compliant—enjoy peace of mind.

Plus weekly email reminders to help you and your team stay on track with important tasks.

Never Miss a Deadline Again with Traffic Light Alerts

Do you know what happens when you forget or delay a single compliance task? Missed deadlines can lead to fines, lost opportunities, or worse, damage to your reputation. But what if staying on top of compliance was as simple as checking a traffic light? **FocusIMS makes it easy with its Compliance Bar.**

The screenshot displays the FocusIMS Compliance Bar interface. At the top, a horizontal bar shows the status of various compliance areas: Green, Yellow, Red, and Green. Below this, the 'Plan Alerts' section is active, showing a 'Due Soon' alert. The interface includes several tables:

Meeting Actions Overdue		Meeting Actions Overdue	
Date	Task	Date	Task
25/10/2023	Are there any assets that exist, or improvements suggested on the previous work day?	25/10/2023	Have all new assets to site been included completely and is the documentation complete?
25/10/2023	Have you checked the weather forecast for the day? Are there any risk of inclement weather?	25/10/2023	Have you completed a safety check for all activities?
25/10/2023	Are permits in place for today's activities?	25/10/2023	Are permits in place for today's activities?
25/10/2023	Are controls in place to manage environmental risks on site, specific for today?	25/10/2023	Are there any site related issues to be aware of? (eg. open trenches, overcast)
25/10/2023	Are all workers fit for work?	25/10/2023	Remember to fill in workers' visual assessment of work area prior to start

Below the 'Meeting Actions Overdue' section, there are 'Plan Actions Overdue' and 'Plan Actions Due' sections, each with a table of tasks and their due dates.

Fix Training and Staffing Challenges

Are your team members equipped to manage compliance tasks? Do you have the right staff to uphold your ISO standards?

Addressing training and staffing issues is essential for smooth compliance management. Consider these steps:

- **Continuous Training:** Are you offering regular training to keep your staff up to date with ever-changing regulations and standards?
- **Clear Roles:** Have you clearly defined responsibilities to avoid confusion and duplication of effort?
- **Right Fit:** Are your staff members aligned with the compliance needs of your business, or is there a gap in expertise?
- **Internal Expertise:** Do you rely on external consultants, or have you developed in-house knowledge to ensure long-term sustainability?





Maximise Efficiency in Asset and Project Management

Are you struggling to keep track of your assets or projects? With the right tools, managing assets and projects becomes simpler, more organised, and compliant.

- Import assets into FocusIMS and assign QR codes—track everything, anywhere, anytime.
- Plan projects with budgets, actuals, and recurring schedules—stay on top of costs and timelines.
- Address overdue tasks with real-time alerts—reduce delays and keep your projects moving smoothly.

By digitalising asset and project management, you're **complying with standards, simplifying operations, and reducing manual errors**. Is your current approach driving the efficiency you need, or could a shift to digital improve your workflow?

Unlock Long-Term Success with Strategic Planning

Is your compliance strategy driving long-term growth or just ticking boxes? Strategic planning can transform ISO compliance into a true growth engine for your business.

FYI: Our business planning and management review meeting will have steps 1 and 2 completed in around 3 hours over a google meet.

Step 1

Conduct a SWOT or STEEPEL analysis.

Are there opportunities in your market that you haven't used yet? Identify strengths, weaknesses, and external factors influencing your business.

Step 2

Set clear objectives and break them into actionable steps.

Do your goals feel achievable, or are they vague? Make them specific, measurable, and focused on real outcomes.

Step 3

Monitor progress with email reminders and KPI reviews.

How often do you track your success? Regular reviews keep your strategy on course and reveal areas needing adjustment.

Your Next Step: Turn Compliance into Gold

ISO compliance isn't just about meeting standards—it's an opportunity to unlock substantial business value.

Are you making the most of it?

1 Maximise your ROI

Increase your return on investment (ROI) by using compliance to give your business an edge over competitors. Compliance can attract more customers, improve efficiency, and even save money—leading to a better financial return.

2 Simplify processes

FocusIMS helps make your compliance processes easier by automating and organising tasks like management and reporting. Instead of handling these manually, FocusIMS streamlines them, saving you time, reducing the risk of errors, and keeping everything well-documented.

3 Improve efficiency

FocusIMS automates repetitive tasks like audits and data entry. Seamless audits make compliance checks smooth and effortless, saving time and reducing the stress of manual processes.



Are you ready to find gold?

[Book a free discovery meeting](#) with FocusIMS today and see how we can help your business grow.

Contact

FocusBIS

Phone: 1300 601 008

Email: mail@focusbis.com.au

ABN: 54 101 355 275