

## An Accelerated Programme To Raise Efficiency And Sustainability

Modern sustainable markets seek clients and suppliers who can manage change together. Crucial to all long-term supply chain relationships is an Integrated Management System (IMS) to underpin quality and safety and reduce waste, emissions and energy-use.

**Fast-Track-IMS (FT-IMS) allows your management team to create an IMS for Quality, Safety and Environment conforming to ISO 9001, OHSAS 18001 and ISO 14001 Standards in just six-months and at low cost.**

However, FT-IMS goes much further than simply enabling you to achieve management best practice. By helping you to truly understand contemporary quality, safety and environmental issues and legislation, it raises your ability and confidence to convert risks into business opportunities.

The programme removes implementation barriers, addressing knowledge gaps with detailed guidance, document templates and professional advice.

### How does FT-IMS work?

There are two combined elements. The first is an IMS Toolkit accessed securely via the Internet. The second is active participation with fellow client supply chain members in seven peer-group workshops held locally - known for being enjoyable but demanding.

The IMS Toolkit provides concise step-by-step guidance, examples, document templates and an online forum to help you discuss problems day-to-day, request assistance and upload evidence to indicate your achievement of programme milestones. Commitment and co-operation



are fundamental to FT-IMS. Both online and during the group workshops, participants share experiences, solutions, healthy competition and a growing sense of how environmental and sustainable drivers are radically re-shaping market conditions.

Throughout the FT-IMS programme, ISYS International, as facilitator and mentor, will track your progress and give close support. We quickly pinpoint difficulties - including any serious flaws in your commitment!

### Business Benefits

As well as becoming part of innovative, close-knit supply chains, companies participating in FT-IMS can achieve valuable transferable advantages that include: -

- Legal and regulatory compliance
- Bottom-line benefits from: -
  - Efficient resource use
  - Higher productivity
  - Lower waste handling and disposal costs
- Competitive edge in tenders
- Visible commitment to key stakeholders
- Enhanced corporate image and reputation

### Getting Started

Joining an FT-IMS programme involves:

#### Stage 1

Deciding that FT-IMS is for you

#### Stage 2

Attending your group's preliminary briefing session

#### Stage 3

Registering your commitment to participate and agree programme start date

#### Stage 4

Beginning your FT-IMS programme



## Harnessing The Power Of Group Collaboration

Fast-Track-IMS is an alternative to a reliance on external consultants, one-size-fits-all solutions and sporadic progress. Control, understanding and all IMS materials created, remain permanently in-house.

Only you - as an FT-IMS participating company - can show the personal enthusiasm and corporate commitment needed to succeed.

In return, the programme is delivered through a sophisticated online environment and at a stimulating face-to-face level.

## The IMS Toolkit – Your Constant Consultant Online

The online IMS Toolkit is your own customized problemsolving guide, dividing IMS implementation into 24 easily-to-follow steps supported by model IMS documentation procedures and records where necessary. At the outset, the toolkit enables you to benchmark your performance to ISO 9001, OHSAS 18001 and ISO 14001. It then goes on to track your progress at each step within a comprehensive, but confidential, virtual communications space.

As an implementation manager, you can access and work through the IMS Toolkit at any time - within the challenging FT-IMS framework – while asking ISYS for expert advice and sharing your highs and lows with individuals, or all of your peer group colleagues.

The multi-communication channels also allow ISYS to watch your progress, chiding but offering support if you fall behind schedule. There are no hiding places on FT-IMS! In addition, the online portal allows members to choose to tackle common issues together in ways that best suit their circumstances.

Performance data can also be made available to senior executives who want to plot developments following their decision to invest in better management systems.

## Personal Support In Peergroup Expert Workshops

Supply chain group members also work together in regular FT-IMS peer-workshops that generate three-way communication. Group members are able to discuss their individual problems. In parallel, ISYS International's facilitators provide flexible expert advice, mixed with topical and anecdotal information that leads to better-founded solutions.

However, a strong group dynamic is created as participants share their experiences, newly acquired understanding and urge each other on. One participant said of the workshops "we made a lot of good friends".

## Initiating Your Company Training Programme

FT-IMS includes internal auditor training and staff awareness briefings to initiate your internal IMS training programme. (Internal Auditor training – up to 2 staff per company, IMS awareness briefings – up to 6 staff per company).



## Programme And Group Meeting Topics

FT-IMS Key Stages	1	2	3	4	5	6	7
Group Meeting - Month One	✓						
Group Meeting - Month Two		✓					
Group Meeting - Month Three			✓				
Group Meeting - Month Four				✓			
Group Meeting - Month Five					✓		
Group Meeting - Month Six						✓	
Close Out Meeting							✓
Staff Awareness Training				✓	✓	✓	
Internal Auditor Training				✓	✓	✓	
Selection of Certification Body					✓	✓	

### Group Meeting - Month One FT-IMS Programme Start

- FT-IMS overview, commitment, timescales
- IMS Toolkit tutorial
- Discussion - Steps 1, 2, 3, 4, 5, 6 & 7
- Assignment of Month One tasks

### Group Meeting – Month Two Policy, Legal and other requirements

- Progress report from each company
- Discussion - Steps 8 & 9
- Provision of tailored example – Foundation Legal and other Registers (for construction)
- Assignment of Month Two tasks

### Group Meeting – Month Three Quality, Safety and Environmental Aspects, Risk Assessment & Objectives

- Progress report from each company
- Discussion - Steps 10, 11 & 12
- Provision of tailored example – Business Aspects Register (for construction)
- Assignment of Month Three tasks

### Group Meeting – Month Four Implementation and Documentation

- Progress report from each company
- Discussion - Steps 13, 14, 15, 16, 17, 18 & 19
- Discussion - Internal Auditor training for IMS Staff Awareness briefing sessions
- Assignment of Month Four tasks

### Group Meeting – Month Five Implementation and Documentation

- Progress report from each company
- Discussion - Steps 20, 21, 22, 23 & 24
- Introduction to Certification (input by a leading UKAS accredited Certification Body)
- Assignment of Month Five tasks

### Group Meeting – Month Six Implementation and Documentation

- Progress report from each company
- Discussion of FT-IMS Success Criteria
- Resolution of outstanding issues
- Discussion of Certification assessment process

### Close Out Meeting

- Summary and Q&A
- Formal closure of FT-IMS programme



## Frequently Asked Questions

### How much does it cost a participant to participate in Fast-Track-IMS?

The cost is currently £5,600 plus VAT.

### Does Fast-Track-IMS include certification?

No, this cost is additional. FT-IMS prepares companies for integrated certification, which is about 35% cheaper than certifying to ISO 9001, OHSAS 18001 and ISO 14001 individually.

### What if we are already certified to one or more standards e.g. ISO 9001?

FT-IMS provides an integrated framework to demonstrate an effective and consistent approach to quality, safety and environmental management. Your certified ISO 9001 system will be a valuable source of data and best practice enabling rapid progress with the quality aspect of FT-IMS.

### What do you need to do to succeed on the programme?

Use the practical guidance and template materials in the online IMS Toolkit, complemented by seven locally-held monthly group meetings to implement a fully capable Integrated Management System within the six-month timescale.

### Will participants be obliged to reveal competitive information during group meetings?

No. Group meetings are intended as a friendly discussion forum allowing ISYS to provide both group facilitation and one-to-one assistance. Participants also welcome the opportunity to share ideas on tackling individual problems.

### Is it possible to meet the FT-IMS objectives without attending all group meetings?

Yes – the main FT-IMS activity is conducted away from the group meetings supported by the online IMS Toolkit. However, missing more than one group meeting is not recommended as they provide motivation, expert guidance and are the key forum to report progress.

### What is the internal management time commitment?

We recommend a minimum of 5 man-days per month in addition to the monthly group meetings.

### If progress on FT-IMS becomes a problem, will ISYS provide additional assistance?

Yes. Our aim is to guide you to success and we'll try to respond to your specific needs. You'll also find your fellow group members very supportive too in sharing best practice via the online collaborative forums



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