

AS/NZS 4581:1999

AS/NZS 4581

Australian/New Zealand Standard™

**Management system integration—
Guidance to business, government
and community organizations**



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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee, M/MQ, Joint Management Standards Coordination Group.

The purpose of this Guideline Standard is to provide a framework at the organizational level for an overall management system which integrates the common aspects of individual systems to avoid duplication. The Standard is not a specification but aims to encompass the common elements of such systems to improve business effectiveness and efficiency.

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EXECUTIVE SUMMARY

This Standard identifies components that are common to all management systems and provides an overview of those components. An understanding of these components can assist managers to develop a system which integrates the requirements of quality, safety and environmental management systems (QSE). The integration of systems is not confined to these examples. The human resources management system and the financial control system are just two examples that could also be integrated within the model shown in Figure 1.

When designing or revising a management system, all the common components should be considered and allowance made for easy linking of these common components and the requirements of specific functions. Implementation of the management system is covered within the document from both a leadership and specific component view.

This Standard does not replicate or replace existing management requirements, but is intended to assist organizations implement the common components of the systems in their individual organizations or organizational level. It identifies areas which enable management to reduce duplication and complexity in their system.

It applies to any function and any organization, irrespective of size. The unique requirements of QSE are not included.

This Standard is to be supplemented by a Standards Australia Handbook. The Handbook will give guidance on alignment of specific requirements in AS/NZS ISO 9001 (quality management) and AS/NZS ISO 14001 (environmental management), and occupational health and safety management.

The Standard is structured into 9 'components' having the following application—

- Component 1 is 'the approach' to the integrated management system ('the approach' includes identifying those parts of components 2 to 9 where management have an overview role, responsibility or accountability);
- Components 2 to 7 cover the implementation; while
- Components 8 and 9 cover monitoring and improvement.

If an organization wishes to have certification to one or more of the individual systems, it will be necessary to ensure that all of the requirements of the relevant Standards are addressed in the combination of the integrated management system and the specific system requirements.

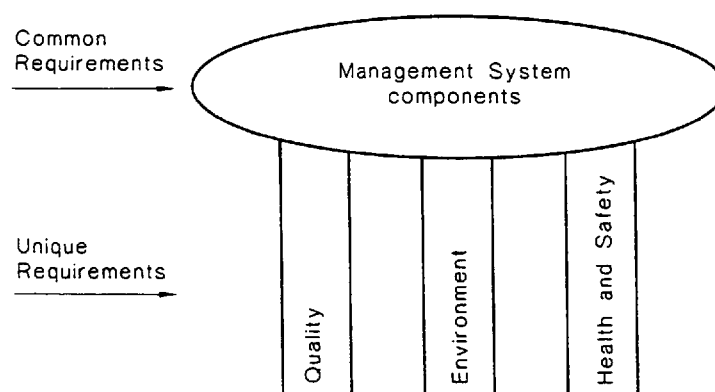


Figure 1 Integrated management system model used in this Standard

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SCOPE AND PURPOSE OF THIS GUIDELINE STANDARD

Scope and Purpose This Standard provides the framework and guidance for an overall management system in which the common requirements of individual systems are integrated to avoid duplication and provide a uniform basis for the unique characteristics of each of the individual systems.

The guidance can be applied to all organizations (private, public, not-for-profit and charities) and to all sizes of organizations.

It also provides identification of the relationship between the Clauses of —

- AS/NZS ISO 9001:1994, Quality systems—Model for assurance in design, development, production, installation and servicing.
- AS/NZS ISO 14001:1996, Environmental management systems— Specification with guidance for use.
- AS/NZS 4804:1997, Occupational health and safety management systems—General guidelines on principles, systems and supporting techniques.

The guidance can also be applied to other activities of the organization.

Explanation of terms used The terms described here are not formal definitions but rather explanations relating to how the term has been applied in this Standard.

Top management People who have the responsibility and authority for the conduct and control of the organization and who establish and ensure fulfillment of policy and objectives.

Management This term covers both those people who have the responsibility and authority for the conduct of the organization and also the act of decision making. The context determines how the term applies.

Supplier In this Standard, this term refers to those who supply goods and services to the organization

- Interested party** This term refers to all those who have an interest in the organization, its products and other outcomes of its activities. It includes the owners, the employees, the customers, the suppliers, the community and the government.
- Management system** The structure, procedures, processes and resources an organization needs to achieve the objectives which arise from its policies *in relation to a specific area of activity*
- Integrated management system** A combination of the processes, procedures and practices used within an organization to implement the organization's policies and which may be more efficient in delivering the objectives arising from the these policies than multiple systems.