

Integrated Management Systems support service

Standards gap analyses and improvement programmes

BPIF Business Standards experts can assess and advise on the actions necessary for your organisation to achieve successful accreditation in all relevant Standards areas, including: ISO 9001 (Quality), ISO14001 (Environmental), OHSAS 18001 (Health & Safety), FSC (Chain of Custody), ISO7799 (Information Security), ISO12647 (Colour Management) and PAS 75 (Customer Service)

We can help define, prioritise and plan the necessary improvements and assist in their implementation.

The benefits of such expert support across a range of relevant Standards at one time can pay significant short, medium and long term dividends for your organisation since such an integrated approach enables you to leverage new processes, procedures and systems across several Standards areas, manage change more effectively and sustainably, save costs and achieve multiple accreditations within a short timeframe.

Key benefits

Our Integrated Management Systems support service can help your organisation:

- Institute best practice
- Demonstrate to clients your credentials and commitment
- Open up new markets
- Gain new clients and retain existing clients
- Achieve competitive advantage
- Save money by minimising waste and customer complaints
- Achieve better delivery performance and avoid the delay and the cost of reprints
- Avoid claims and credit notes by reducing errors in processes
- Have consistent methods which work all the time



What is involved?

A specialist BPIF Standards expert can:

- Conduct audits and gap analyses to identify current status of systems
- Recommend, discuss and agree practical and realistic improvements to systems
- Provide automated, simple to use and to update software adapted to your specific situation
- Help implement necessary changes
- Project manage to completion across the various Standards areas
- Train and coach on internal auditing
- Conduct audits to ensure that systems are implemented
- Recommend a UKAS accredited certification body.
- Be present during the external assessment if needed

Each programme is designed specifically to meet your company's needs and can include the full range of systems and people support and advice across all Standards areas.

How long does it take?

The time taken depends on the size and nature of your organisation, the number of Standards you are aiming to achieve and your existing practices and procedures. Small to medium businesses typically require a timeframe of between 3-5 months with larger multi-site companies taking longer. Recent projects have ranged from 10 days to over 40 days. Periodic reviews are also available.

How to find out more

To arrange to speak to or meet with one of our experts please e-mail gil.reid-robbins@bpif.org.uk or call on 020 7915 8345.

Can we help you further?

The BPIF and ViP offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists. If you would like to know more about any of these, please tick those you are interested in and fax this to Gil Reid-Robbins, Head of BPIF Business on 020 7405 7784, or call her on 020 7915 8345 or email gil.reid-robbins@bpif.org.uk.

SUPPORT FROM BPIF BUSINESS

Health, safety and environment

- Health & Safety Healthcheck
- Health & Safety Management Schemes
- Standards Gap Analyses & Improvement Programmes for
 - ISO 14001 (Environment)
 - OHSAS 18001 (Health & Safety)
 - FSC Chain of Custody
- Environmental Healthcheck
- Integrated Management Systems Support
- Noise Surveys
- Occupational Health Management Schemes
- Interim Health & Safety Managers
- Business Continuity Planning

Technical

- Technology Healthcheck
- Design and Print Unit Reviews for In-plants
- Workflow and Pre-press Reviews
- Digital Business Development
- Press and Post-press Investment Support
- Management Information Systems Support
- ISO 12647: Colour Management Support
- ISO 7799: Security Support
- Dispute Resolution and Expert Witnesses

Business development

- Standards Gap Analyses & Improvement Programmes for:
 - ISO 9001 (Quality)
 - PAS 75 (Customer Service)
- Cost Rates Reviews
- Financial Management
- Business Planning
- Sales Development
- Market Research and Development
- Marketing Planning and Implementation
- Interim Management and Mentoring
- Factory Layout and Planning
- Purchasing and Supply Chain Management
- Website Development and Internet Marketing

BUYING AND SELLING FROM BPIF MCINNES CORPORATE

- Acquisitions and Mergers
- Grooming for Sale
- Business Valuations

LEGAL SERVICES FROM BPIF LEGAL

- Mediation

SHORT COURSES FROM BPIF BUSINESS

Courses can be open or delivered in-house:

For a complete list of all the courses we offer visit:

www.britishprint.com/shortcourses

Health, safety and environment

- Health & Safety for Managers and Supervisors
- Environmental Briefing for Managers
- Manual Handling Training
- IOSH Managing Safely
- CoSHH Assessment
- Risk Assessment Training, inc Fire
- Occupational Health Awareness

Technical

- Introduction to Print Processes
- Introduction to Print Technology (3 Days)
- Print Production Planning
- Introduction to Print Estimating

Business development

- Getting the Sale
- Advanced Sales Management Skills
- Digital Sales Solutions
- Sales and Marketing
- Customer Service
- The Supervisor Role

HR SUPPORT FROM BPIF

- HR Healthchecks
- HR Policy and Documentation
- HR Management Schemes
- Organisational Restructuring
- Absence Management Workshops

WORK-BASED TRAINING FROM BPIF TRAINING

- NVQs
- Apprenticeships
- Professional Certificate in Print Management
- Technical Certificate

PROCESS IMPROVEMENT FROM VIP

- Premier Snapshot (diagnostic)
- Modular Improvement Programme (10-25 staff)
- Kickstart (26-50 staff)
- Masterclass (50+ staff)
- Office and Pre-press Change Cycle
- Team Leader Training with BPIF Training
- Materials Waste Reduction

Your name _____

Job title _____

Company name _____

Address _____

Telephone _____

E-mail _____