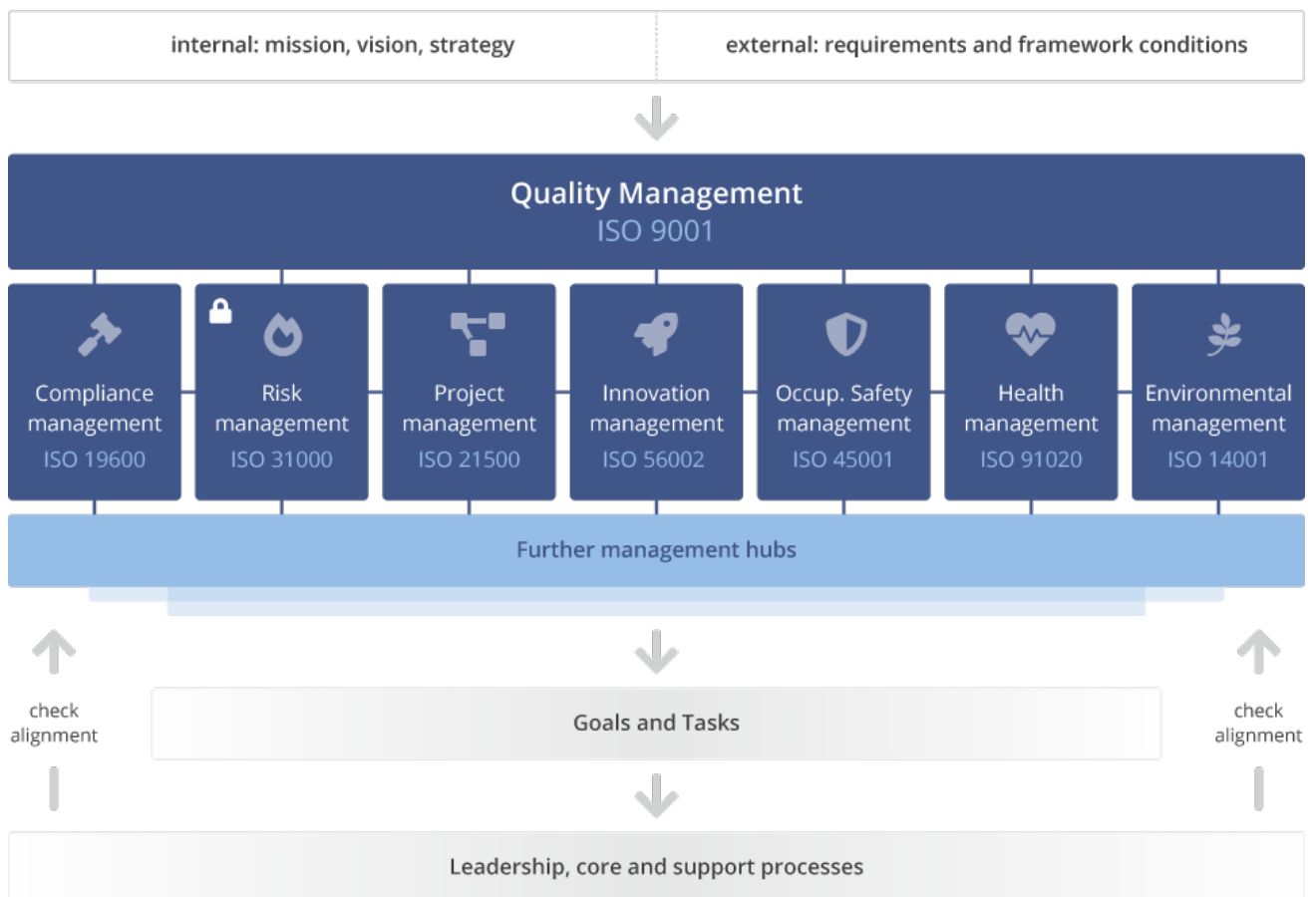


Contents

1. Integrated Management System	
2. QM:Process Descriptions	
3. Relocation of IT Staff	
4. QM:Role Descriptions	
5. QM:Work Instructions	
6. QM:Audits	
7. QM:Minutes	

Integrated Management System

An **Integrated Management System** (IMS) brings together various sets of rules that serve corporate governance (i.e. the management and monitoring of organizations): for example, quality management (ISO 9001), environmental protection and occupational safety management (ISO 45001 and 14001). This creates synergies between the various standards. The process managers thus pool resources and enable a leaner and more efficient management of the company and the organisations.



Management systems in a wiki

Wikis have established themselves as the perfect systems for the organization of management systems.

- The rules and regulations are available centrally and online for all employees.
- The content can be quickly found via the search function and is perfectly pre-sorted via namespaces and categories so that the user can quickly find his way around.
- The content can be edited and easily maintained in no time at all using visual editors and forms.

- Templates, workflow and release functions ("control of documents") support the editorial processes.

Content and structure

Content and structure vary depending on the rules and regulations and the company. But management systems are the place for:

- Quality objectives, requirements and standards
- [Process descriptions](#), checklists and transfer interfaces
- Graphical representations of processes and organizational structures ([example](#))
- Responsible persons / [role descriptions](#) / competencies
- Procedural and [work instructions](#)
- Checklists and Materials
- [Audit reports](#) and [minutes](#)

QM:Process Descriptions

Create a new process description or edit an existing one:

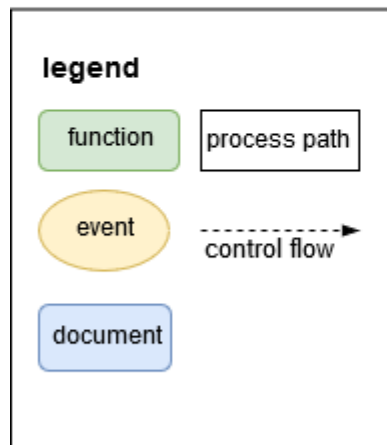
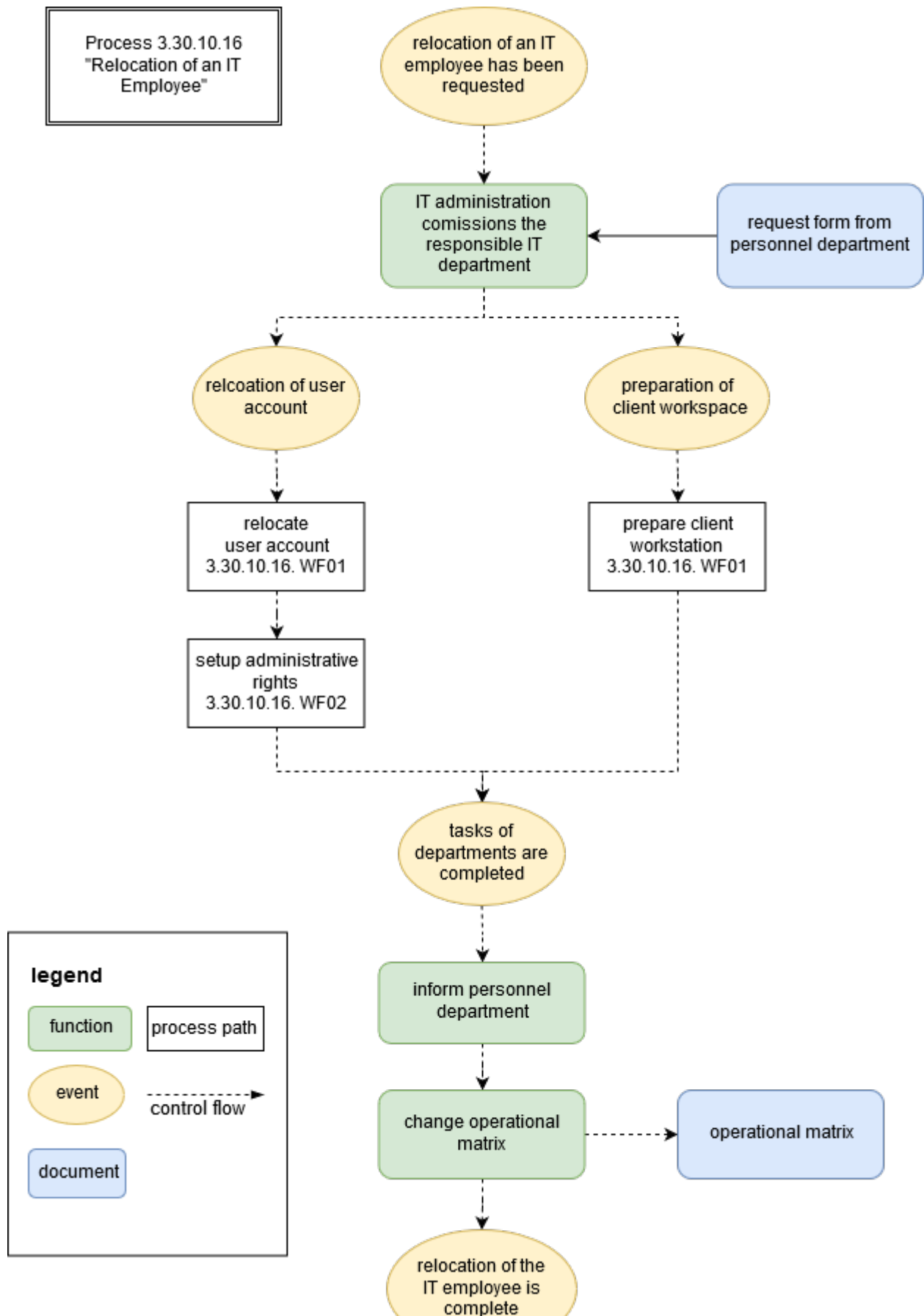
Page title	Document number	Covertage	Assignment Assignment	State The state of the page. Can be 'Accepted' (latest version has been successfully reviewed), 'In revision' (there is a draft version of that page) or 'Acceptance requested' (a review workflow has been started on the existing draft version).	Comment
Corrective Actions	1,231	Company-wide	Christopher Osborne	In revision	
Preparing an Offer	1,232	Sal	Lydia Willis Testuser Christopher Osborne	In revision	

Relocation of IT Staff

When relocating the workstation of an employee (e.g., office transfer or change of department), the respective team leaders coordinate the move and agree on a relocation date.

The following workflow diagram shows the process:

Process 3.30.10.16
"Relocation of an IT
Employee"





QM:Role Descriptions

Level: Executive Management

Loading...

Level: Team Lead

Loading...

Level: Team

Loading...

QM:Work Instructions

Create a new work instruction or edit an existing one:

Page title	Coverage	VersionThe number of accepted revisions in the page history
Mobile Device Usage Policy	Company-wide	2

QM:Audits

Audittitel	Cove rage	Audit or	Planned audit date	Audit execution date	Type	Audit status
Compliance Check of the Compliance Requirements of the IT Services Department	IT Servi ces	Sandr a Meier	August 14, 2019 ^L	August 21, 2019 ^L	Proces s audit	open

Bold

QM:Minutes

[Create minutes](#)

(The naming is automatic and consists of a timestamp and the department which is entered later.)

Titel	Department	Date	Time	Place
20190905090715 Support	Support	September 5, 2019 ^L	13:30	Meeting room