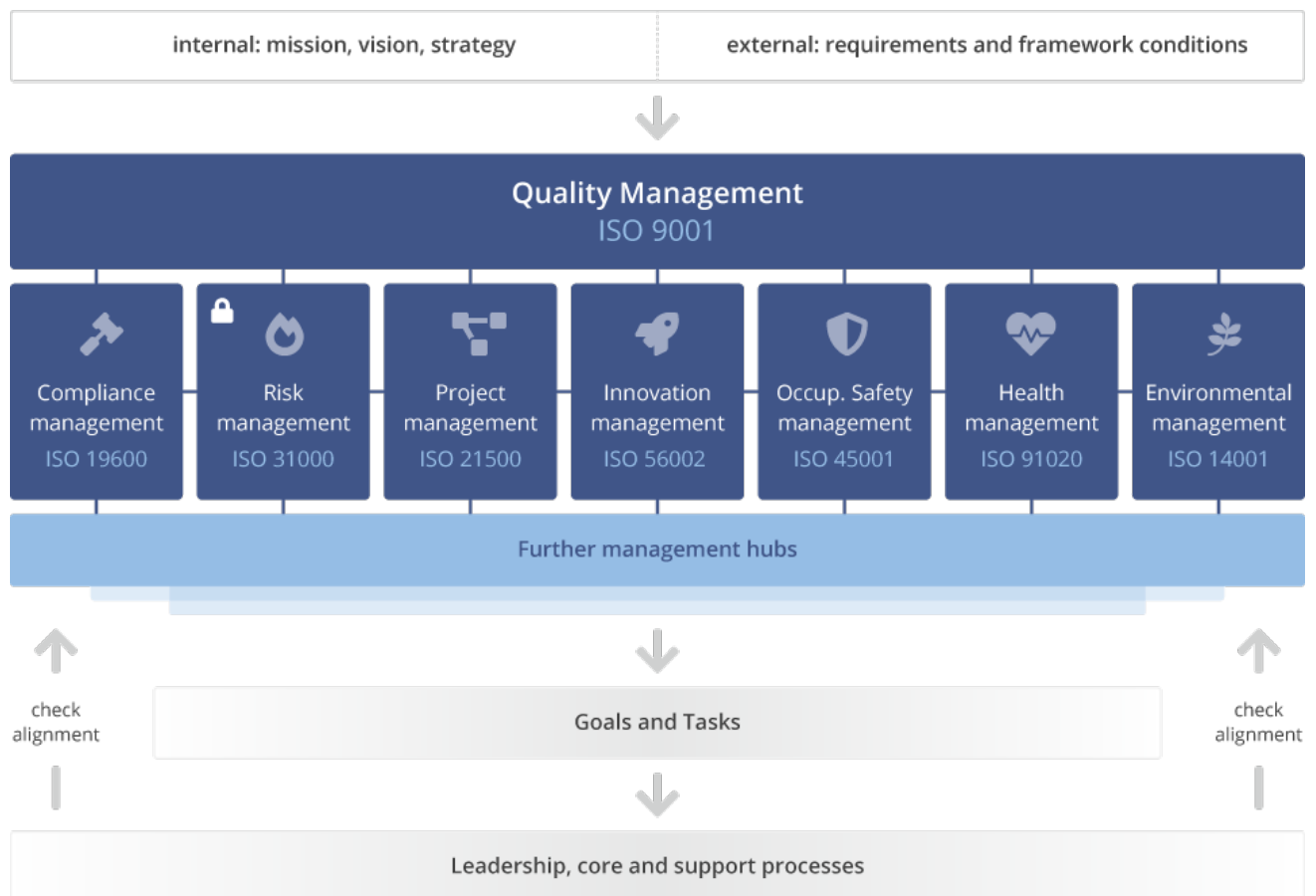


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Integrated Management System

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](#)

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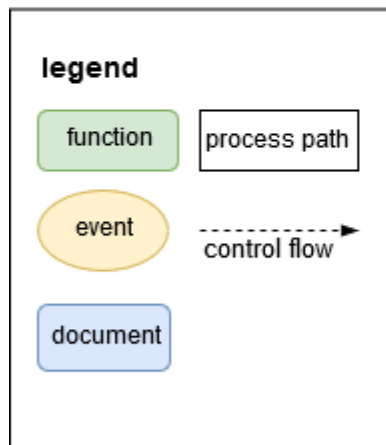
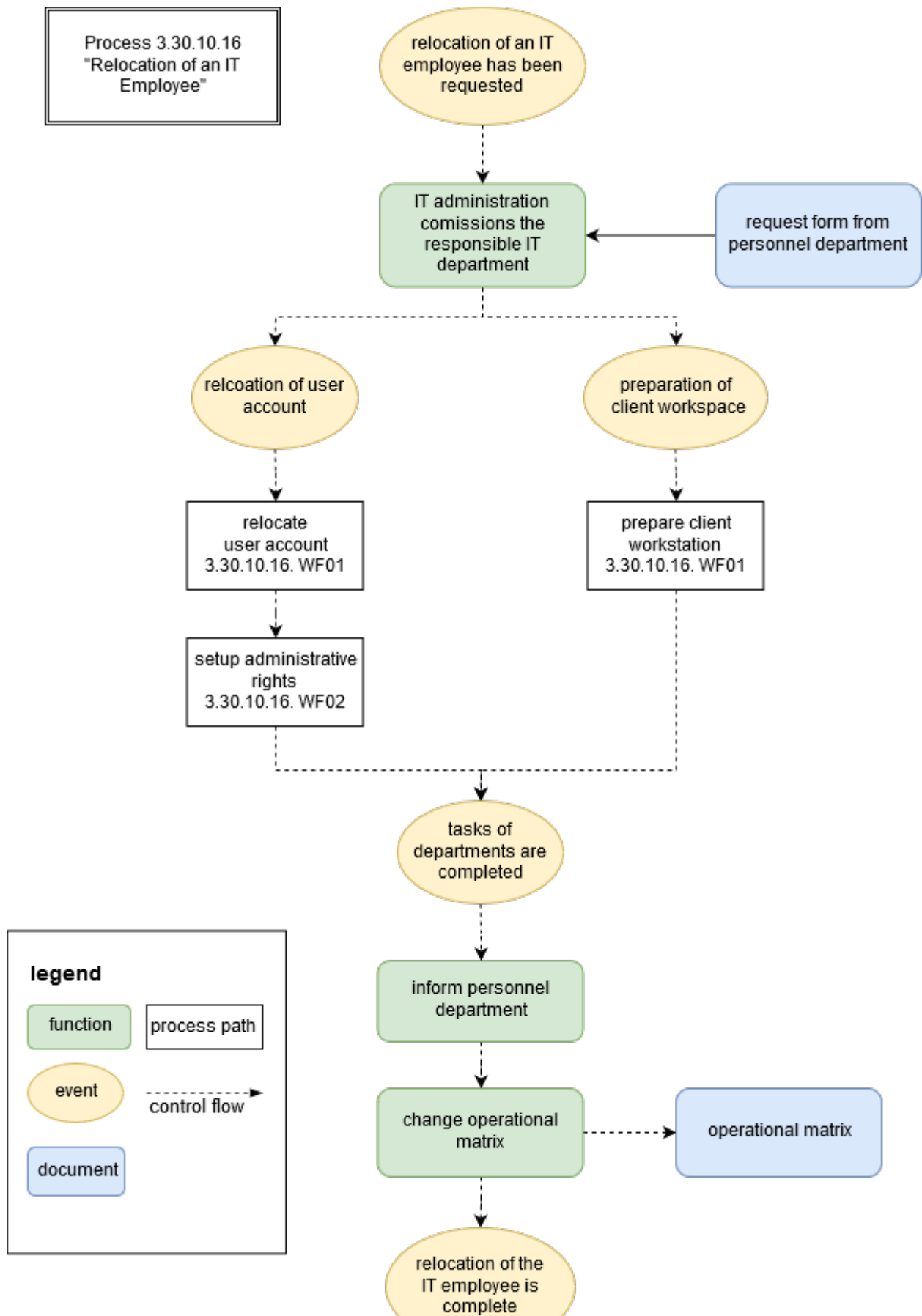
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Relocation of IT Staff

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"





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