



BASICS ON MANAGEMENT SYSTEMS

What is a management system?

A management system is a set of documented measures, processes and/or procedures reviewed by management. This can be an internal system, or a system developed according to a standard (certified management system).

Certified Management System

A certified Management System consists of implemented and documented processes and procedures accredited by an external certification body. A certification is issued for the verified company site and is valid for a specific period of time. In regard to the field of sustainability, examples of relevant certifications are ISO 45001 (Occupational Health and Safety) and ISO 14001 (Environmental Management System).

Internal Management Systems

Companies that are not certified (yet) have the possibility to present their implemented processes and procedures in an internal management system. In the Self-Assessment Questionnaire on sustainability (SAQ) there is a possibility to provide proof of an internal management system instead of a certification for respective questions. To present an internal management system, a so-called PDCA cycle (PDCA - Plan, Do, Check, Act) is recommended. Using the example of an Environmental Management System, the following steps should be included:

- **Plan:** Definition of environmental objectives and corresponding measures, responsibilities and procedures;
- **Do:** Implementation of the defined measures and procedures
- **Check:** Monitoring of the responsibilities, procedures and measures in regards to the organization's environmental objectives and guidelines (so-called "environmental policy")
- **Act (Follow-up activities):** Adoption of responsibilities, procedures, measures and, if applicable, of environmental objectives and guidelines as well; consequences of noncompliance.