



The Ideas Distillery

Delivering complete compliance solutions

Overview of services

The Ideas Distillery



Quality Management System Support

When a company is said to be ISO 9001 certified, it means that the company has passed a physical certification audit which ensures the quality management of that business.



The major benefits which companies hold ISO 9001:2015 certification are:

- ✓ It increases chances of winning public sector tenders
- ✓ It increases chances of winning private sector contracts
- ✓ It helps your organisation meet legal and regulatory requirements
- ✓ It can lower insurance premiums
- ✓ It improves customer satisfaction
- ✓ Improved operational efficiency
- ✓ It reduces re-work
- ✓ It increases profit margins
- ✓ It can increase employee motivation and participation
- ✓ It promotes continual improvement

Our Value Added Services...

Reviewing your business:	Undertaking a context analysis and developing a Risks & Opportunities matrix, and outlining the scope of your certification.
Identifying and drawing up required processes:	Looking at what you do and outlining processes based on improving efficiencies and business objectives, current ways of working, forms used, audit trails, etc.
Reviewing current company policies:	Ensuring current company policies conform to current legislation and are fit for purpose, and creating policies where gaps exist.
Giving you a robust set of procedures for Quality issues:	Ensuring that Quality issues are reported, responded to and closed out in a timely and consistent manner.
Developing a management review system:	Developing ways to ensure that management reviews form a crucial part of the process.
Company Quality Management System Manual:	Creating a Quality Manual for the company which encapsulates how all of the above ensures that the organisation is complying with the various clauses of the Standard.
Conducting Internal Audits:	To get ready for External Audit, conducting an Internal Audit to ensure compliance, and formulating an ongoing audit schedule.



Environmental Management System Support Compliance. Productivity. Sustainability.



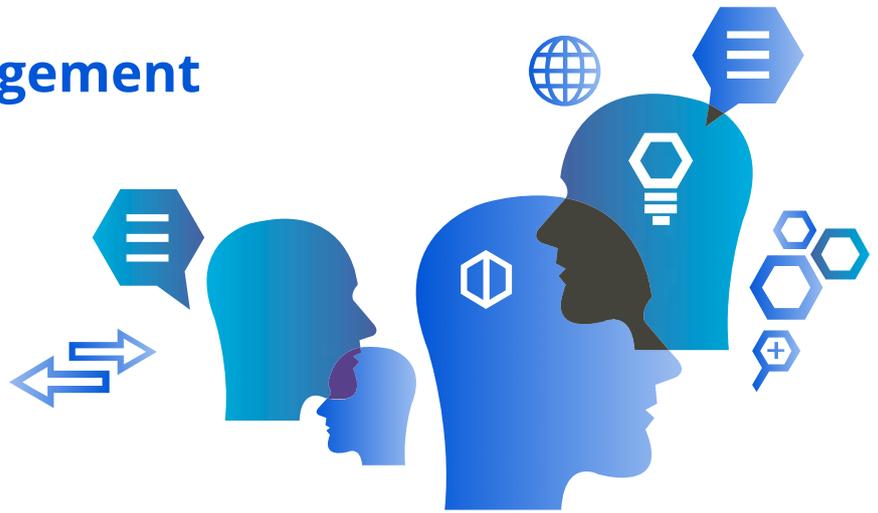
ISO 14001 is an Environmental Management System (EMS) which provides a structure for measuring and improving an organisation's environmental impact. Our consultancy and advice will help you to embed environmental principles throughout your organisation by:

- ✓ Developing an **environmental policy**
- ✓ **Risk assessing** your processes and identifying environmental aspects and impacts, and significant environmental impacts that the organisation may cause
- ✓ Identifying environmental **compliance** requirements
- ✓ Creating and maintaining a **Legal and Other Register** to show that you are monitoring and complying with current environmental legislation and regulation changes
- ✓ Developing **objectives and targets**, and their environmental management programmes
- ✓ Defining resources, roles, and **responsibilities** for environmental management
- ✓ Developing **competence**, training and awareness procedures
- ✓ Creating **communication** processes to all stakeholders and interested parties
- ✓ Developing of **operational control** processes
- ✓ Developing of **emergency preparedness** and response procedures
- ✓ Developing processes to **monitor and measure** operations that can have significant impact to the environment
- ✓ Developing processes for **management review** by senior management



Health & Safety Management System Support

ISO 45001 is an Occupational Health and Safety Management System (OHSMS) which provides a system for measuring and improving an organisation's health and safety impact.



Requirements for ISO 45001 implementation...

- Define the OHSMS and its scope within the organisation
- Creation of an OH&S policy
- Development procedure for the on-going identification of hazards, assessments of risks and determination of the necessary controls
- Procedure for describing how legal information is identified and accessed
- Develop OH&S programme with objectives & targets
- Defines relevant management, accountability, structure, roles, responsibilities, authorities and OH&S management representative
- Ensure that persons performing tasks are competent and trained to do them
- Outline required procedures for internal & external communications
- Control documents so that current versions are distributed and available at points of use and obsolete versions are removed from the system
- Identify critical functions associated with the identified hazards where controls are necessary
- Process required for identifying & responding to emergencies
- Develop plans to monitor and measure OH&S performance on a regular basis

- Develop procedures for scheduled evaluations of compliance, investigating incidents and acting on health and safety non-conformances, and conducting the audits at planned intervals

We are here help and advise, and to do what is necessary to ensure that your systems will reach the required level for accreditation.

We will advise you where you have gaps plus explain and help you fix the gaps.

We will prepare you and show you how to meet the various requirements, and carry out an internal audit for you (a requirement before your external audit). We'll save you time and money and make sure you avoid the most common mistakes.

The major benefits which companies who hold ISO 45001 certification are:

- ✓ Creates a more efficient, effective operation.
- ✓ Increases customer satisfaction and retention.
- ✓ Reduces third party audits.
- ✓ Reduces risk of accidents and incidents.
- ✓ Improves employee motivation, awareness, and morale.

Information Security Management System

Achieving accredited certification to ISO 27001 demonstrates that your company is following information security best practice, and delivers an independent, expert assessment of whether the data you are handling is adequately protected.



We identify the key requirements of ISO 27001 for you and provide a top level route map for a successful ISMS implementation in your organisation. We will outline a structured approach to implementation based around:

✓ **Planning**

- ✓ Defining the **scope** of the ISMS.
- ✓ Undertaking a **Gap Analysis** to assess management system requirements and controls currently implemented.
- ✓ **Defining** your information security policy.
- ✓ Creating a **network map** to identify all of your organisation's devices that are connected, as well as their functions.
- ✓ Produce a **data map** in respect of all personal data held/used by your organisation.
- ✓ Creating a list of relevant **risks** that would compromise the confidentiality, integrity and availability of your information.
- ✓ Defining a systematic approach to **risk assessment**.
- ✓ Carrying out risk assessments to **identify and evaluate** information security risks.
- ✓ Identifying and evaluating options for the **treatment** of these risks.
- ✓ Selecting, for each risk, the **controls** to be implemented.
- ✓ Preparing a **statement of applicability** (SoA).
- ✓ Formulating a **risk treatment plan** for approval by risk owners.
- ✓ Meeting your organisation's ongoing legal, regulatory and contractual **obligations** through a Compliance Legal Register and Key Issues Newsletter.

Information is the lifeblood of any business – this is especially true if your clients have entrusted their valuable data to you. Maintaining an information security management system (ISMS) is the most effective way of reducing the risk of suffering a data breach.

An ISMS is a systematic approach to managing the security of sensitive information and is designed to identify, manage and reduce the range of threats to which your information is regularly subjected.



Rail Industry RISQS scheme

RISQS, formerly known as Link-up, has been developed to provide a service for the qualification of suppliers for all products and services that are procured by the industry.



RISQS is an independent, third party qualification assessment of a supplier's capability to supply products and services. In order to work on railway infrastructure your company must comply with the 'Core Module' as set out in the RISQS Supplier Qualifications, which is managed by the Rail Safety and Standards Board (RSSB).

RISQS is a single common qualification process and supplier database which is then accessed by buyers from Network Rail and over 100 rail organisations. Basic RISQS compliance is the first stage in qualification for all types of products and services from corporate supplies to high risk engineering work and major civil projects.

Your business can qualify to different levels and in specific product codes, depending on the nature of your business. Whichever level of qualification you require, our Compliance Specialists can help.

RISQS support

- Initial review of relevant H&S and Network Rail / Company standards to verify compliance.
- Generation and/or amendment of existing H&S policy document (to ensure Network Rail and current H&S legislative compliance).
- Review of existing method statements and risk assessments related to any rail activities.
- Generation of all relevant policy statements (to meet NR / Company standards requirements).
- Documents (Rail Specific Procedures Manual) to support recruitment & competence management process.
- Amendment of required elements for RISQS into either your IMS or Rail Specific Procedures.
- Compliance Manual and Rail Systems.
- Internal audit to verify compliance prior to RISQS audit.
- Health & Safety Advisory Services (Rail Competent Person Support).
- RISQS / Achilles Questionnaire and Application Support.
- Quarterly newsletter update including NR Standards.

Achieving RISQS Scheme accreditation allows you to connect with all the major rail companies across the UK and allows you to tender for contracts specific to your abilities. Our Rail Compliance Specialists have in-depth knowledge of product codes and the requirements of the Audit Protocols and can advise the best course of qualification.



Internal Audit Service

Organisations aiming for effective ISO-compliant Quality, Environmental and/or Health & Safety Management Systems have to perform Internal Audits. They are used to find weak links in their system as well opportunities for improvements.



Risk management is usually high on a company's agenda and Internal Audits - as well as being a requirement of the standards - plays an important role in protecting a business against risks, at the same time as **driving continual improvement**.

Our internal audit consultants will help you meet the demands of maintaining an effective Internal Audit function. We provide experienced auditors who are all registered with the International Register of Certificated Auditors (IRCA) and are **IRCA-certified Lead Auditor trained in ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018**.

Most important, our audits are focused around **adding value to your business** by providing an independent assessment to identify improvements, assist in developing efficiencies and share best practice protocols in your sector.

We will work with you to devise an **Internal Audit plan** around the standards you operate, the business processes that you run, and the Standard's requirements to ensure that you are complying fully at all times. We compile comprehensive reports of our audits and run through any significant findings both during and after the audit.

Why outsource your Internal Auditing?

We will tailor our Internal Audit service entirely to your needs. A example of the kind of areas we can address would be:

- ✓ A fully managed Internal Audit programme compliant with ISO 9001, ISO 14001, ISO 27001, OHSAS 18001 and ISO 45001.
- ✓ Risk analysis to plan risk-based Internal Audits.
- ✓ Developing and delivering requirements training for your team if applicable.
- ✓ Providing additional resources to an existing audit function if required.
- ✓ Environmental impact and awareness audits.

Get an unbiased view and a "fresh look," which is much more likely to spot errors and opportunities.



Other services...

We offer full range of other services, just **get in touch with us if you have any compliance-related needs**. For example, the construction industry runs a range of pre-approval schemes to allow contractors to show potential clients that they meet health and safety standards.

Their main purpose is to avoid repeated applications by suppliers and contractors to become approved as suppliers and to improve health and safety in small to medium sized businesses.

So whether it's **Constructionline, CHAS, SafeContractor or SMAS**, we've got you covered. Our Health and Safety Consultants will complete your pre-qualification application for your chosen body at a fixed cost to help you to become registered quickly and to let you get on with what you do best.

Is compliance important to your business operations? Do you rely on your ISO quality and environmental certifications to win you business? Or health & safety certifications to keep you on supply chains? Or do you have accreditations from sector-specific regulatory bodies such as the SIA or BWCA which require you to have regular audits?



Then our **Accreditations Compliance Package** is the perfect service for you. For one simple annual fee, our Accreditations Compliance service takes a monthly look at all your accreditations and updates anything that needs updating, reviews anything that needs reviewing, and audits anything that needs auditing.



Achilles UVDB registration is a method by which your organisation can see and be seen by thousands of buyers in the Utilities Sector. If you would like to win business from the likes of British Energy and National Grid then you will need to be registered.

The Verify level allows you to store demonstrable evidence of Safety, Health, Environment and Quality capabilities and will save you time and effort when pre-qualifying for Safety Critical tenders. We offer a full service from a one-off review of your initial Questionnaire through to completion, submission, then audit, with us putting in systems to get you ready.

Our **MY Compliance software platform** is the brand new way to manage compliance across your whole business. Improve compliance, document management, ISO organisation and data capture with our easy to use interface which takes minutes to learn.



Report and investigate incidents more quickly, manage your legal registers efficiently, receive legal updates and provide easy access to risk assessments and contractor records. Get complete Asset management; keep track of all contractor compliance; Environmental Aspects management; 'Audit ready' monitoring; Non-Conformance reporting and tracking, and much more...





The Ideas Distillery
3B Westfield Road
Cardiff
CF14 1QQ

Tel: 029 2196 1066
Email: info@ideasdistillery.co.uk
Website: www.ideasdistillery.co.uk

The Ideas Distillery

