

## 1. {Company Name} Profile

{Insert one to two paragraphs here explaining the business capabilities, origin, and focus}

### 1.1. Vision, Mission and Values

#### 1.1.1. Vision

{Insert Company Vision statement}

#### 1.1.2. Mission

{Insert Company Mission statement}

#### 1.1.3. Values

{Insert Company Values. These are the non-compromising pillars that the business operates under and through which all decisions are filtered for alignment. They are a key foundation for the management system}

## 2. Management System Scope

{Insert Scope}{The scope of the MS explains the fundamental structure of the operations, what is managed internally and externally, maintenance requirements, local/overseas operation or supply. This defines the boundaries of what the management system covers. The organisation chart and major process map will help}

### 2.1. Organisational Structure

{Company Name} responsibilities and authorities are defined within position descriptions, and the accountabilities are managed through the structure detailed within Diagram 1 below.

{Insert high level organization structure here or insert as an appendix}

**Diagram 1 Organisational Structure**

## 3. Management System

{Company Name} have developed a {Safety/Quality/Environmental/Integrated} Management System to provide consistency across the business in defining and managing the issues that affect their activities. The management system will define how the business manages its risks, meet client and customer expectations and provide a platform for continual improvement.

The {MD/CEO} is accountable for ensuring the management system is implemented across the business, and he has put responsibility for implementation on each **Department** Manager. All workers are expected to apply the requirements of the management system in their daily activities. The management system applies to all {Company Name} operations, assets and facilities.

This manual provides an overview of the management system for internal purposes such as in induction, and for information to external stakeholders. It demonstrates the {implementation of safety/quality/environmental}/integration of the quality, safety, and environmental requirements within {Company Name}, as well as capturing other operating functions such as IT, human resources, purchasing and finances.

### 3.1. Management System Structure

The management system has been developed around {12, 13, 15} elements (following the Plan-Do-Check-Act approach) which describe the specific business processes required for {Company Name} to operate successfully. The management system focusses on the way {Company Name} undertakes their business as well as addressing client and other stakeholder expectations, legal and other commitments, and the standards to which the operations will be certified. Diagram 2 below provides an overview to the management system structure.

# Management System Manual Examples

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