

## Capability Statement

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Implementation of appropriately founded management systems are the basis for your entire operations. Audit Services International can help you with:

- Development of integrated management systems based on your operational, safety and environmental risks
- Assistance to maintain your integrated system once implemented
- Performance of hazard identification, risk assessment and identification of controls

### OBJECTIVES & TARGETS

| Services Provided          | Detailed Explanation  | Benefits to the Organisation  |
|----------------------------|---|---|
| Development and Monitoring | Development - risk and process based objectives, targets and key performance indicators developed for the management of the business from a lead and lag perspective.<br>Monitoring - refer to Management Review. | Provision of measures to allow appropriate management of the site based on "real data". |

### TRAINING

| Services Provided      | Detailed Explanation  | Benefits to the Organisation   |
|------------------------|---|--|
| Auditing               | Internal auditor training<br>External auditor training<br>Provision of management understanding | Auditing is the classic measurement technique for a site, therefore well trained auditors will provide more effective interviewing to give you a better understanding of the running of your business.   |
| Risk Management        | Enhanced S1 course  | Essential understanding of the most significant driver to your business from a legal and business management perspective. Targeted to address all levels of the business.  |
| Accident Investigation | Enhanced S2 course  | Allows your personnel to appropriately investigate events based on risk, to allow relevant business learning and implementation of suitable action to prevent recurrence.  |
| Document Control       | Document controller training<br>User training   | Segregated training to suit the needs to administrators and users to ensure that all personnel are active users of the documentation assisting in the management of the business through the use of current versions of documents.                                     |
| Management Systems     | Management Training<br>Supervisor Training<br>Operator Training                                 | This will underpin that the management system is the framework to manage the risk. It will also address the content and structure of a management system and that it is based on the PLAN - DO - CHECK - ACT cycle, and is relevant to all personnel in the workplace. |

## DOCUMENT CONTROL & RECORDS MANAGEMENT

| Services Provided | Detailed Explanation  | Benefits to the Organisation  |
|-------------------|---|---|
| Systems           | Provision of personnel with an understanding of the difference between a document and a record. Preparation of a relevant system based on either paper or electronic needs. | Document and records management underpin your system to ensure that people are using current procedures and that they can find records as and when appropriate. |

## RISK FACILITATION

| Services Provided                    | Detailed Explanation  | Benefits to the Organisation  |
|--------------------------------------|---|---|
| Strategic (Business Risk Assessment) | Overview of all of the risks at the business, at a strategic level. | To have a detailed understanding of the business risk based on an appropriate level of risk assessment, being able to identify relevant controls for the risk and the business. |
| Operational                          | Formal risk assessments for operational issues.                     | This comes back to the premise of what you measure you manage.  |

## CHANGE MANAGEMENT SYSTEMS DEVELOPMENT

| Services Provided | Detailed Explanation  | Benefits to the Organisation   |
|-------------------|---|--|
| Systems           | Define change, develop system and develop the tools, based on risk. | It will allow you to identify, understand and manage the risks involved in a change, to get the most effective benefit from a change |

## LEGAL REGISTERS

| Services Provided | Detailed Explanation   | Benefits to the Organisation  |
|-------------------|--|---|
| Product           | Preparation of customised legal registers for the site business based on site risk exposure and operational practices. | Identification of the technical basis upon which your business is based, in a simple standardised format that is customised to your operation |

## OPERATIONS MAINTENANCE SYSTEMS DEVELOPMENT

| Services Provided | Detailed Explanation   | Benefits to the Organisation   |
|-------------------|--|--|
| Registers         | Critical equipment, critical tasks, critical limits and emergency equipment. | Allows the identification of relevant equipment, what is needed to manage and maintain the equipment for the effective and efficient running of the system |
| Calibrations      | All relevant equipment including emergency against ISO10012.                 | Ensuring that all measurements are accurate as appropriate to risk and need.   |

## CONTRACTOR MANAGEMENT SYSTEMS

| Services Provided | Detailed Explanation  | Benefits to the Organisation   |
|-------------------|---|--|
| Auditing          | Provision of auditing and relevant tools.   | Allows an appropriate business return for the use of contractors.  |
| Systems           | Preparation of the systems and the relevant tools, based on risks and an appropriately defined scope of work. | Management of HSE risk to ensure an event free contract environment through auditing, scopes of work and contractor management tools, through appropriate KPI's. |

## INCIDENT INVESTIGATION

| Services Provided | Detailed Explanation  | Benefits to the Organisation  |
|-------------------|---|---|
| Systems           | Assistance with the implementation of current systems or development of appropriate site based systems.   | Allows your personnel to appropriately investigate events based on risk, to allow relevant business learning and implementation of suitable action to prevent recurrence. |
| Mentoring         | Assisting personnel with the performance of incident investigations to get the most from the process, including the use of site specific tools. |   |

## MANAGEMENT REVIEW SYSTEMS

| Services Provided | Detailed Explanation  | Benefits to the Organisation   |
|-------------------|---|--|
| Systems           | Development of relevant site specific risk based management review systems. | Ensures the measurement of the effectiveness of the overall system through appropriate and relevant KPI's to ensure continuous improvement and risk reduction. |
| Facilitations     | Assistance with the running and recording of management review meetings.    |  |