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Does your management system cause more effort than necessary?

Short check on parallel structures: Use ten statements to assess how management systems and responsibilities running side by side affect your company.

How to proceed: Rate each statement for your company as "applies", "partly applies" or "does not apply".

Tip: A management system is experienced slightly differently from every position in a company. The check is therefore most informative when several people complete it independently of each other (e.g. from top management, departments and quality management). Different results are not a mistake, but a good occasion for a joint conversation.

A Responsibility and steering

1 The management system is regarded in the company primarily as a task of the quality department or of a representative.

Norm reference: ISO 9001:2015, 5.1.1 a), 5.3

Applies | Partly applies | Does not apply

2 In the management review, reports are mostly just noted. Decisions on steering the company are rarely made there.

Norm reference: ISO 9001:2015, 9.3.1

Applies | Partly applies | Does not apply

B Integration with daily operations

3 There are processes, documents or records that are mainly maintained for audits and hardly used in day-to-day work.

Norm reference: ISO 9001:2015, 7.5.1, Annex A.1

Applies | Partly applies | Does not apply

4 In some departments, work is done differently from what the manual or procedures describe.

Norm reference: ISO 9001:2015, 4.4.1, 5.1.1 c)

Applies | Partly applies | Does not apply

C Several systems side by side

5 Each standard or management system (e.g. ISO 9001, ISO 14001, ISO 45001, ISO 50001) has its own responsible persons and its own document structures.

Norm reference: ISO 9001:2015, 5.3, Annex A.1

Applies | Partly applies | Does not apply

6 Internal audits and management reviews are carried out separately for each system.

Norm reference: ISO 9001:2015, 9.2, 9.3.1

Applies | Partly applies | Does not apply

7 The same content (e.g. policy, objectives, risks, control of documented information, training) is maintained separately for several systems.

Norm reference: ISO 9001:2015, 7.5.1, Annex A.1

Applies | Partly applies | Does not apply

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D Effort and impact

8 Departments have to record or reconcile information or records twice for several systems.

Norm reference: ISO 9001:2015, 4.4.1, 7.5.1

Applies | Partly applies | Does not apply

9 At the interfaces between systems or responsibilities, coordination problems or unclear responsibilities occur.

Norm reference: ISO 9001:2015, 4.4.1, 5.3

Applies | Partly applies | Does not apply

10 New requirements (e.g. a new standard, a customer demand or a reporting duty) usually lead to a new role or structure, rarely to an extension of the existing system.

Norm reference: ISO 9001:2015, 4.4.1, 5.1.1 c)

Applies | Partly applies | Does not apply

Evaluation (paper version): Applies = 2 points, partly applies = 1 point, does not apply = 0 points. Total: _____ of 20.

0 to 6 points: few indications of parallel structures. 7 to 13 points: some indications. 14 to 20 points: clear indications.

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The short check is an orientation tool and not a validated measurement. It does not quantify costs and does not replace an analysis of your management system. The norm references refer to DIN EN ISO 9001:2015-11 and show where each statement relates in content. The questions and score thresholds are QualiTEx Global's own wording.