



BPIF SPECIALIST SERVICES

STANDARDS AND CERTIFICATIONS

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STANDARDS AND CERTIFICATIONS

Sharpen your operations and ensure your position as a quality company by gaining internationally recognised certification.

QUALITY MANAGEMENT AND ISO 9001

Business management can seem like a minefield. So many factors need to be optimised – risk management, cost containment, staff motivation – and management time has to be properly allocated to each area. However, there is a way to make real gains.

ISO 9001 is an internationally recognised standard that specifies requirements for a Quality Management System (QMS). Attaining this standard for your company will help your managers monitor and improve performance and efficiency.

The result:

- Increased sales
- Reduced spoilage
- Higher profits

In addition, displaying the standard's logo and mark is an excellent marketing tool. Print buyers and clients will instantly realise that your business is well managed.

A BPIF QMS expert can help your company meet the requirements of ISO 9001, providing experienced and knowledgeable support to help you develop your QMS and achieve certification.

Implementation is set at a pace that will not disrupt your day-to-day business, and involves ensuring that every member of staff understands fully the requirements of the system for their job and how to sustain it. Successful QMS is built on employee 'buy in.'

A BPIF QMS expert can:

- Evaluate your current systems and documentation
- Write a quality policy manual
- Work with you to design and implement a QMS that will conform to ISO 9001
- Provide support and advice throughout the process, without disrupting your daily work
- Be present during the certification assessment

ISO 9001 can help your business:

- Show commitment to quality management standards
- Implement consistent operational and control methods
- Monitor performance and efficiency
- Enhance its competitive advantage
- Market itself by using the ISO quality logo and 'crown and tick' mark
- Improve training and motivation

ENVIRONMENTAL MANAGEMENT SUPPORT AND ISO 14001

The body of legislation compelling companies to operate effective environmental management is continuing to grow. For example, all printers have to ensure that their staff are adequately informed of the duties placed on them by environmental legislation.

Our BPIF environmental experts will provide all the support you need to implement the processes and practices necessary to reach one or more environmental standards – the best way of underlining your commitment in this area. We will review your existing systems, then design and put in place an Environmental Management System (EMS) tailored to your needs. Your EMS will support you to meet the requirements of ISO 14001 without disrupting your daily work. We can also help you achieve Chain of Custody Certification.

Depending on your needs, our support can include:

- Reviewing your current systems and practices
- Recommending improvements to achieve compliance and standards
- Providing training and other programmes
- State-of-the-art software tailored to your business
- Training and coaching on internal auditing
- Being present during the external assessment

Our Environmental Management Support can help your business:

- Comply with legislation
- Institute best practice
- Train and motivate your workforce
- Support tendering
- Give you a competitive edge
- Contribute to environmental improvement
- Save money by minimising waste and energy consumption

OCCUPATIONAL HEALTH AND SAFETY AND ISO 45001

The development and implementation of an Occupational Health and Safety (OH&S) Management System is intended to enable an organisation to manage its OH&S risks and improve its OH&S performance in the prevention of injury and ill health. Certification to these standards requires third party audit of the OH&S Management System and recognition of your organisations commitment.

Are your organisation's OH&S risks adequately managed and is there a process in place for continual improvement? The absence of incidents, does not necessarily indicate risks are adequately managed.

Should you have an objective to gain ISO 45001 (previously OHSAS 18001) certification BPIF Specialist Services can work with you to develop an OH&S Management System that meets the requirements of the OHSAS standard or ISO standard, and enables your organisation to be audited by a third party certification body.

Once implemented, the OH&S Management System will promote understanding of internal and external issues, risk identification and management, support and resources including people, evaluation and improvement.

Our specialist advisers have the knowledge and experience of ISO Management System development as well as relevant sector knowledge essential in developing an effective management system.

A BPIF specialist adviser will help your organisation:

- Identify relevant internal and external issues
- Develop required policies and other leadership processes
- Establish a risk management process
- Develop operational controls
- Develop emergency preparedness
- Establish performance and improvement processes

BPIF Specialist Services will:

- Develop and implement an OH&S Management System
- Raise your CSR profile with interested parties including clients
- Prepare you for certification body audit
- Enable you to reduce risks and provide a healthier and safer working environment

COLOUR MANAGEMENT

BPIF COLOUR QUALITY MANAGEMENT CERTIFICATION SCHEME

The BPIF are on hand to support you in installing a Colour Management and Workflow System that provides proven standards of optimum performance at each stage from the reception of data through to the final printed image, ensuring high quality for your customers.

Many printers have implemented colour controls into their production processes in such a way that measurement is a big part of the process.

Others have gone the extra mile and implemented a scheme, which ensures colour control runs throughout the business as an extension of their ISO 9001 system.

The only scheme that achieves this is the BPIF Colour Quality Management Certification Scheme which is the only one of the four main schemes around the world which is third party certified. The scheme is independently audited by UKAS accredited certifying auditors. As the scheme certifications are fully accredited by UKAS, certifications are globally recognised.

The independence of the BPIF scheme and the UKAS accreditation of certification are the key factors in why the scheme is 'the scheme of choice' for all serious colour critical organisations.

The scheme takes ISO 9001 and adds requirements specific to the pre-press and printing process, as well as the colour values and tolerances defined in the ISO 12647 series of standards, **or any other accepted standard**. As a result, the certification scheme can now be applied to any printing production method and process; including outsourced printing, pre-press and proofing.

Certification is achieved through audits against the scheme's requirements. Certification is open to any organisation seeking to meet accepted colour quality standard(s) through the BPIF scheme, including, but not exclusively, the ISO 12647 series of standards.

This standard sets the parameters to what we should be printing to, plus what management controls should be in place.

There are some key benefits:

- Satisfying customer demand for consistent colour and quality
- Significant production cost savings

Savings range from as little as 4% to as high as 23%. These savings come from not trying to match to a colour but getting it right – right from the start of the process.

Proper implementation of the scheme will guarantee savings through:

- Less ink usage
- Less paper wastage
- Faster make-ready
- Less power used
- Less man power required
- More capacity potential

BPIF Colour Quality Management Certification Scheme Overview

Level 1 – “Professional Certificate”

“Professional” certification is only open to printers, and is designed to demonstrate the capability of the printer to comply with a defined standard.

The minimum requirements for the Level 1 “Professional Certificate” are as follows:

- The organisation has appointed a Colour Champion, with responsibility and authority for the colour management process
- The organisation has ownership of appropriate colour measurement equipment, and is capable of demonstrating compliance, the accuracy of which is monitored and maintained
- The organisations own employed personnel control and resource the operation of pre-press and the press, and all colour measurement activities, whilst preparing for, and running the audit product test
- Only one successful test for each production method (e.g. digital, lithographic) is required at each site, even if there are several presses for each production method
- Pass an audit product test by the certification body, accredited by UKAS for certification of the scheme

Level 2 – “Elite Certificate”

“Elite” certification is open to any organisation that provides print services, including printers, print managers, design agencies, repro houses etc. and is designed to demonstrate the capability of the organisation to comply with a defined standard, to achieve consistent quality in production, and to achieve continual improvement.

To be certified for Level 2 of the BPIF scheme, the “Elite Certificate” organisations will be required to:

- Implement a Colour Quality System to meet the requirements of ISO 9001
- Implement the requirements which are additional to ISO 9001, as relevant to the organisation concerned, as described in the BPIF scheme requirements document
- If the organisation is a printer, only one successful test for each production method (e.g. digital, lithographic) is required at each site, even if there are several presses for each production method
- Pass an audit product test by the certification body, accredited by UKAS for certification of the scheme

BPIF COLOUR QUALITY MANAGEMENT CERTIFICATION SCHEME GAP ANALYSIS

How would you like to reduce make-ready times, save paper and ink, substantially reduce waste and enhance the loyalty of your customers? Once fully implemented and working efficiently, the scheme procedures will do all of that for you.

Companies who have already adopted these practices find that the savings and benefits have already more than funded the cost of implementation. The question though is how best to achieve this goal with minimum effort, cost and time. To assist members, the BPIF technical committee published the Colour Quality Management Certification Scheme Requirements.

The next step is to assess a member's current processes and capabilities against those requirements. The BPIF technical team has developed a Gap Analysis tool that reviews a checklist to highlight any changes needed to meet the scheme's requirements and a step by step guide of what you will need to do to achieve certification, saving time and money. A BPIF technical specialist delivers this support through a company visit and detailed report that gives feedback on everything needed, e.g. in developing a colour manual.

What is involved:

The Gap Analysis will measure your company against the criteria required to gain certification:

- Two or two and 1/2 days on-and-off-site project (inc. 1/2 day seminar)
- Analysis of current colour workflow
- Report to highlight any non-conformance to colour standard
- Independent support
- Report directs company on how to achieve successful certification
- Provides advice on any equipment or process that needs updating

Benefits:

As a result of the Gap Analysis, your company will benefit from:

- Clear road map to successful certification
- Action plan to implement best colour practice
- Any non-conformance highlighted before auditing
- Enables the company to identify cost and efficiency savings
- Identification of avoidable waste

ISO 12647

The BPIF provide support towards gaining ISO 12647 certification which provides your company with a set of quality control guidelines for your printing process.

Benefits:

Here are the possible advantages of gaining the ISO 12647 standard:

- Savings on paper and ink as well as make-ready time
- Improved process stability
- Better quality and consistency
- Meeting the expectation level of print-buyers, large corporations and governments that insist that their printed matter is produced by a company that is ISO 12647 certified
- Better matching between proofs and prints

INFORMATION SECURITY MANAGEMENT AND ISO 27001

Implementing and maintaining an Information Security Management System (ISMS) certified to the internationally recognised data security standard. ISO 27001 is the most effective way to reduce your risks and to assure clients and insurers that security of information is your company's top priority. 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.

For those printing businesses within the security printing supply chain, certifying their ISMS to ISO 27001 is mandatory. It's also a prerequisite for print companies responding to many public service and government tenders.

Our information security specialists have the industry experience and know-how to design, develop and implement an ISMS tailored to your company's needs. With an effective system in place, your business data and operations will be well prepared to resist accidental mis-operation or malicious attack. All Information Security Management Systems are built to meet the ISO 27001 standard, and our experts will be able to assist you all the way through to certification by an independent body of your choice.

Our Information Security Management and ISO 27001 Support Service will help your organisation:

- Safeguard company information assets
- Demonstrate commitment to security
- Open up new markets
- Improve internal company culture
- Strengthen infrastructure
- Help reduce insurance premiums

BPIF Information Security experts will:

- Conduct a gap analysis and audits to identify the current condition of information security systems
- Recommend, discuss and agree practical and realistic improvements to systems
- Develop a fully 'documented' system to your requirements
- Help implement necessary changes, including staff training
- Manage the project through to completion and certification
- Conduct audits to ensure that systems are fully implemented
- Advise on how to achieve ISO 27001, recommend a UKAS accredited certification body and be present during external assessments if required

BUSINESS CONTINUITY MANAGEMENT AND ISO 22301

The purpose of a Business Continuity Management System (BCMS) is to enable your organisation to identify critical business activities, the threats that could affect the performance of these key activities and then most importantly developing business resilience to promote business continuity and should the worst happen, recovery.

Threats come in many forms including obvious examples such as weather, fire, flood, theft, power outage, cyber-attack, staff illness or terrorist attack. However it is near impossible to identify all potential risks and therefore an effective BCMS needs to be able to 'expect the unexpected.' In the absence of an effective business continuity plan, recovery is far from guaranteed.

BPIF specialists have the industry experience and know-how to develop and support implementation of your BCMS, taking into account the threats, activities and capabilities specific to your organisation.

Where an objective to do so, the BPIF specialist will support certification processes through your choice of third party certification body, meeting the requirements of ISO 22301, the 'Societal Security' Business Continuity Management System requirements standard.

The level of support can range from a one-day gap analysis through to full systems development support to include:

- Conducting a gap analysis to establish the current status of Business Continuity Management in your organisation
- Identify internal and external issues and interested party needs and expectations
- Review key activities and processes and establish current resilience and recovery capability, along with any improvement opportunities
- Develop with your team an appropriate BCMS to meet your needs
- Help implement necessary changes, including staff training
- Manage the project through to completion and if required, certification
- Developing monitoring and BCMS testing activities to help drive continual improvement
- Conduct the initial required internal audits and management review of the BCMS
- Advice on how to successfully achieve ISO 22301 including UKAS accredited certification body options if required

BRC (BRITISH RETAIL CONSORTIUM)

If your company is involved in supplying packaging or labelling into the food industry, then you are in a market which is not likely to reduce, particularly as the emphasis on reduction of plastic packaging is now increasing. To obtain more business and to open more doors, your company should seriously consider certification to the BRC Global Standard for Packaging.

This standard promotes good practice within your business, particularly relating to hygiene. The standard also contains much of the content of the ISO 9001, which means certification to this standard displays your credentials and commitment to a process of continual improvement within your business operations, that is of commercial interest to your current and potential customers.

Implementing the requirements of this standard will also build on your current health and safety practices and increase the standards of occupational health and safety within your organisation.

Internally and externally certification to the BRC Global Standard for Packaging will bring real benefit to your company and workforce.

A BPIF Specialist Services adviser will:

- Assess your current systems and physical operations against the requirements of the standard, either basic or high hygiene level
- Make practicable recommendations for improvement and practical action lists
- Provide your company with full systems documentation to comply with the standard
- Work with you to implement the improvements which will lead to conformance
- Act as intermediary and advise on certification bodies
- Be conscious at all times of your operational business requirements and costs
- Be present during your certification assessment

Benefits:

- Demonstrate practical commitment to improved performance
- Improve opportunities for more business, enhance competitive advantage
- Improve company infrastructure and standards
- Enhance occupational health standards, linking with health and safety systems
- Improve company standing in the marketplace and become part of an elite grouping
- Enhance staff morale

ANTI-BRIBERY AND ISO 37001

The development and implementation of an Anti-Bribery Management System is intended to enable an organisation to prevent, detect and address bribery both within your organisation but also in your dealings with other interested parties.

Certification to the ISO 37001 (or BS10500) standards provides third party audit and scrutiny of the Anti-Bribery Management System and its effectiveness.

Does your organisation have adequate control of risks of both intentional and unintentional bribery? The Bribery Act creates an offence which can be committed by commercial organisations which fail to prevent persons associated with them from bribing another person on their behalf. Having adequate procedures in place preventing bribing provides a defence.

BPIF Specialist Services can work with you to develop an Anti-Bribery Management System (ABMS) that meets the requirements of the standard which enables your organisation to be audited by a third party certification body.

The ABMS once developed and implemented will promote understanding of internal and external issues, risk identification and management, support and resources including people, evaluation and improvement.


Our specialist advisers have the knowledge and experience of ISO Management System development as well as relevant sector knowledge essential in developing an effective management system.

A BPIF specialist adviser will, with you:

- Develop required policies and other leadership processes
- Identify relevant internal and external issues
- Establish risk management processes
- Develop procedures, controls and investigation processes
- Develop monitoring and improvement processes

A BPIF specialist adviser will, with you:

- Support protection of the integrity of your organisation
- Facilitate compliance to the Bribery Act 2010
- Ensure relevant suppliers are committed to anti-bribery
- Raise your CSR profile with interested parties including clients
- Prepare you for certification body audit
- Enable you to reduce risks of bribery



Contact BPIF Specialist Services to register your interest.
A BPIF Specialist will then contact you to discuss your needs.

TO GET STARTED PLEASE CONTACT

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