

Assessment Report

Organise This Ltd

T/A Positive Impact



Report Author

Rod Barber

Visit Start Date

20/08/2009



Introduction

This report has been compiled by Rod Barber and relates to the assessment activity detailed below:

Visit ref/Type/Date/Duration	Certificate/Standard	Site address
7378785 Continuing Assessment (Surveillance) 20/08/2009 1 day No. Employees: 4	SEMS 541942 BS 8901:2007	Organise This Ltd T/A Positive Impact Paradise Wharf Ducie Street Manchester M1 2JN United Kingdom

The objective of the assessment to ensure the company are meeting the requirements of BS 8901:2007

Management Summary

The areas assessed during the course of the visit were found to be effective.

Corrective actions with respect to nonconformities raised at the last assessment have been reviewed and found to be effectively implemented.

No new nonconformities were identified during the assessment. Enhanced detail relating to the overall assessment findings is contained within subsequent sections of the report.

Areas Assessed & Findings

changes to the system/company since the last visit/corrective action from initial assessment

The system has been amended to meet the new requirements of BS 8901(due to be issued November 2009) and examples seen of how the changes have been addressed e.g. company objectives and targets are then cascaded to staff as their individual objectives and targets. overall the workbook has been amended to meet the new requirements.

Review of 24th June Olympia Positive Impact event including follow up.

The review of the Olympia event sent to delegates as a weblink and full reports to the sponsor BSI and 2012 evaluation of feedback was improved from the Edinburgh event to cover more in depth questions for the Olympia event. key parameters were measured e.g. food mileage, food waste, paper waste, paper usage, delegate mileage and speaker mileages. Lessons learned were seen and have been built into future event measurement.

Maturity matrix was measured for the event before and after covering stakeholder engagement

issue identification

driver for integrity

leadership

managing risk

sustainability culture

supply chain

review

building confidence

The review was seen to be very well conducted and in good depth.

internal audits and management review/maturity matrix.

The internal audit of the system was carried out by the company's consultant Alexander Hall due to his non direct involvement currently with writing and operating the system as he is part time staff and so as impartial as possible and formed the basis of the management review of the company held 9th July 2009.

Maturity matrix has not been discussed in the management review as the new performance against principles has been utilised for the measures of targets and objectives for 2009.

roles and responsibilities

Roles and responsibilities are defined within the system for Managing Director ,Events Planner, Sustainable event Consultant, and Education and Event Planner, all roles are clearly defined with sustainability targets within them for promoting sustainability overall.

resources

Resources seen within "Organise This Resources" document and within listing for Positive Impact , there is clearly a wealth of information from contacts etc. but are just listed currently.

Opportunity from Improvement

The listing could be improved by including services provided ,proximity to venues, speakers specialist knowledge etc.

supply chain management

An event workbook was seen for Positive impact events for sustainability workshops in London Manchester and Chester and is managed in a project plan format and all have status logging all documentation and questionnaires for venues and suppliers .

communication

Communications is clearly strong within the company on how they manage their communications within the supply chain all records seen of communications with speakers and venues ,establishing sustainability profiles and communications with clients and attendees at workshops seen on the positive feedback on events and outcomes communicated seen to be very strong overall.

Minor Nonconformities Raised at Last Assessment

Ref	Area/Process	Clause
A217922/1	Financial Planning	9.3(d)
Details:	The financial planning of the two companies Organise This and Positive Impact need to be separated as one is profit generating and the other is not for profit	
Actions:	The two companies are now separated financially at account level and hence financial planning is separated for both companies and other than having the same MD the link is supplier/client.	
Closed?:	Yes	

Assessment Participants

On behalf of the organisation:

Name	Position
Charlie Banks	Event Planner

The assessment was conducted on behalf of BSI by:

Name	Position
Rod Barber	Team leader

Continuing Assessment

The programme of continuing assessment is detailed below.

Site Address	Certificate Reference/Visit Cycle	
Organise This Ltd T/A Positive Impact Paradise Wharf Ducie Street Manchester M1 2JN United Kingdom	SEMS 541942	
	Visit interval:	12 months
	Visit duration:	10.5 hours and alternately 7 hours
	Next re-certification:	01/08/2011

Re-certification by Strategic Review will be conducted on completion of the cycle, or sooner as required. The review will focus on the strengths and weaknesses of your Management System.

Next Visit Plan

Visit objectives:

The objective of the assessment to ensure the company are meeting the requirements of BS 8901:2009

Visit scope:

As detailed in the plan below

Date	Assessor	Time	Area/Process	Clause
27/08/2010	Rod Barber	09.00	opening meeting	
		09.15	changes to the system/company since the last visit/corrective action	
		10.00	internal audits and management review/maturity profile.	
		11.00	review of a recent event	
		12.30	lunch	
		13.00	competence and training	
		14.00	KPIs, targets, monitoring and measurement, performance against principles	
		15.00	report preparation	
		16.00	closing meeting	

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Notes

The assessment was based on sampling and therefore nonconformities may exist which have not been identified.

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