Support – Clause 7.1

Resources and Infrastructure

**Purpose and Scope**

To describe how the resources and infrastructure required to establish, implement, maintain and continually improve the effectiveness of the IMS and business operations are to be identified, provided and maintained.

**Associated Documents**

Asset Register (Mango)

PPE/Items module

**Procedure**

1. Resources include human resources and infrastructure, technology and financial resources.
2. The infrastructure and work environment needed to achieve conformity to product requirements is to be determined, provided, managed and maintained. This can include, as applicable:
   1. Buildings and associated utilities.
   2. Equipment including hardware and software.
   3. Information and communication technology.
3. The Management Team will provide the organisational infrastructure, technology and financial resources. They are to review the adequacy of the resources as part of BOD meetings. As new technology becomes available, the possibility of introducing it to improve the IMS is to be considered.
4. The Management Representative is to identify the resources required to establish and maintain the IMS.
5. The Management Team are to prioritise the financial resources available and allocate them to the various departments to provide the resources needed.
6. Each Department is to identify the resources required and to provide adequate support when planning work. They are to identify the infrastructure needed to implement and continually improve the IMS and meet requirements. The infrastructure to be considered could include, but is not limited to:
   1. Buildings and workspace.
   2. Hardware and Software.
   3. IT requirements.
   4. Communications.
7. The Management Team will determine and maintain an appropriate work environment needed to achieve conformity to the product or service requirements.

**Plant and Equipment**

1. Details of equipment used by employees are recorded in the PPE/Item module and on the asset register.
2. All repairs, must be carried out:
   1. In accordance with any regulatory and the original manufacturer’s requirements.
   2. By appropriately trained, qualified, competent and experienced personnel.
   3. All records of maintenance are recorded on the suppliers invoice

**Equipment License**

Microsoft Office Products used within the company are under the Microsoft Partner MAP programme or have been purchased from the supplier or, are open source.

*References:*

|  |  |  |
| --- | --- | --- |
| **ISO 9001** | **ISO 14001** | **ISO 45001** |
| 7.1 | 7.1 | 7.1 |