



Annex SL

The management system standard

Background

Although recent trends have seen a move toward integrated management, many organisations often have established multiple management systems. Thinking about your own organisation, you might have for example, management systems in place for safety, environment, security and quality.

For each of these management disciplines (and several others), ISO has developed a management system standard. Although the technical content of each standard may be different according to the relevant management discipline, ISO have developed a high level framework structure (Annex SL) which provides the generic clause titles, text, common terms and core definitions for a management system standard to be developed.

What is Annex SL?

In simple terms then, Annex SL is a high level structure for all future development of ISO standards to follow. It applies to every ISO standard, meaning that they will all have the same structure.

What does Annex SL look like?

The high level structure requires the following clauses:

1. Scope
2. Normative references
3. Terms and definitions
4. Context of the organisation
5. Leadership
6. Planning
7. Support
8. Operation
9. Performance evaluation
10. Improvement.

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1. Scope

This outlines the objectives of the management system and should be aligned with the context of the organisation (clause 4) requirements.

2. Normative references

Details of the reference standards relevant to the particular standard.

3. Terms and definitions

Any terms and definitions relevant to the specific standard, as well as any other related standards.

4. Context of the organisation

This consists of four sub-clauses:

- 4.1 Understanding the organisation and its context
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the management system
- 4.4 The management system

5. Leadership

This consists of three sub-clauses:

- 5.1 Leadership and commitment
- 5.2 Policy
- 5.3 Organisation roles, responsibilities and authorities

The new high level structure places explicit emphasis on leadership, whereby top management will need to demonstrate their involvement and engagement with the relevant management system. This includes:

- Ensuring integration of the management system requirements into the organisation's business processes
- Promoting awareness among interested parties
- Assuring the management system achieves its intended results
- Supporting other management roles to demonstrate their leadership

The ISO definition of top management is "person or group of persons who direct(s) and control(s) an organisation at the highest level".

6. Planning

This consists of two sub-clauses:

- 6.1 Actions to address risks and opportunities
- 6.2 Management system objectives and planning to achieve them

This clause covers strategic actions to address risks associated with threats and opportunities, including:

- Management system objectives and planning actions to achieve them
- General controls
- Compliance obligations
- Specific risks associated with threats and opportunities
- Evaluation and review (continual improvement).

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7. Support

This clause consists of five sub-clauses:

- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication
- 7.5 Documented information.

Organisations need to look at the support required to meet the goals and objectives of the management system.

8. Operation

- 8.1 Operational planning and control.

This clause addresses processes required to implement and maintain the management system. Overall process management covers the criteria to control processes as well as how to manage change.

9. Performance evaluation

This clause has three sub-clauses:

- 9.1 Analysis and evaluation
- 9.2 Internal audit
- 9.3 Management review

10. Improvement

This clause has two sub-clauses:

- 10.1 Non-conformity and corrective action
- 10.2 Continual improvement.

The improvement clause looks at ways that organisations should address non-conformities and strategies for improvement against the management system objectives on a continual basis.

Annex SL in relation to new ISO standards

The upcoming ISO 45001 (occupational health and safety management) standard will be reflective of Annex SL, containing all of the previously mentioned clauses and sub-clauses.

The recently launched ISO 14001:2015 (environmental management standard) also follows the Annex SL structure, and therefore will be closely aligned to ISO 45001.

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ISO 45001 (Occupational Health and Safety Management Standard)

Dates for your diary

When?	What?
July 2014	1st committee draft (CD 45001) published and subsequently unapproved
June 2015	2nd draft (CD 45001.2) approved with comment
October 2015	Completed text for ISO/DIS 45001 submitted
November 2015	DIS edited and made available to national standards bodies for translation period (2 months)
January 2016	DIS ballot for review and approval
April 2016	Ballot closes for analysis
June 2016	PC 283 meeting to progress ISO 45001 publication
October 2016	ISO 45001 publication (subject to outcomes of above stages)

We'll help you on the way to a smooth transition

Now that you know the structure of Annex SL, you can start preparing for your transition to ISO 45001 today.

At the British Safety Council we've been working hard behind the scenes to make your transition to ISO 45001 as smooth as possible. Although the new standard will not be available until at least October 2016, you should start preparing for your transition as soon as possible.

We've developed a variety of resources to support you with this process, including:

- Webinar updates
- Transition workshops
- Audit and legislative update workshops
- Email updates when new information becomes available.

What you can do next

1. Sign up for updates at www.britsafe.org/iso45001
2. Attend our transition workshop on Tuesday 8 December 2015 (more dates to be announced)
3. Familiarise yourself with Annex SL
4. Talk to our ISO 45001 experts by emailing iso45001@britsafe.org or join our regular webinars.



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be injured or
made ill at work.**

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