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Overview

Standards enhance safety and efficiency

- Provide structure and guidelines
- Ensure consistency in operations
- Facilitate continuous improvement

Key areas covered in this presentation

- International standards (ISO 45001, ISO 22301)
- Operational practices (Emergency Response, Planning, Training)
- Evaluation and improvement processes



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Main Topics

Nine critical areas in Facilities Management standards

- ISO 45001 and ISO 22301
- Emergency Response and Planning
- Training and Performance Evaluation
- Compliance Evaluation and Internal Audits
- Continual Improvement

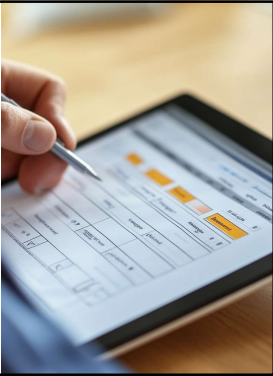


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ISO 45001 - Introduction

ISO 45001 is the international standard for Occupational Health and Safety Management Systems

- Provides framework for improving employee safety
- Reduces workplace risks
- Enhances health and well-being at work



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ISO 45001 - Key Components

Leadership and worker participation are crucial

- Top management must demonstrate commitment
- Workers should be involved in decision-making

Risk management and continuous improvement are fundamental

- Proactive identification and control of risks
- Regular performance evaluation and improvement



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ISO 45001 - Implementation Steps

Implementing ISO 45001 is a structured process

- Learn the standard and assess current practices
- Develop implementation plan and train team
- Put plan into action and continually improve




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ISO 22301 - Introduction

ISO 22301 is the international standard for Business Continuity Management Systems

- Helps organizations prepare for disruptive incidents
- Ensures quick recovery and continuity of operations
- Enhances organizational resilience



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ISO 22301 - Key Components

Understanding the organization is fundamental

- Identify critical business functions
- Assess potential impacts of disruption

Developing and testing continuity procedures is crucial

- Create detailed response and recovery plans
- Regularly exercise and update procedures



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ISO 22301 - Implementation Steps

Implementing ISO 22301 requires systematic approach

- Identify critical functions and assess risks
- Develop strategies and create procedures
- Train team, test plans, and continually update



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Emergency Response - Basics

Effective emergency response is critical in Facilities Management

- Protects lives and property
- Minimizes impact of emergencies
- Ensures quick return to normal operations



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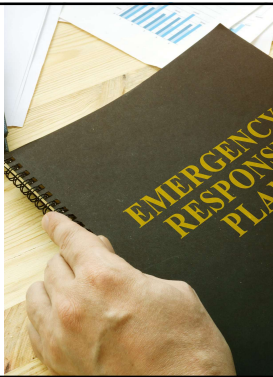
Emergency Response - Key Elements

A comprehensive emergency plan is essential

- Covers various potential emergencies
- Assigns clear roles and responsibilities
- Includes communication and evacuation procedures

Regular training and equipment maintenance are crucial

- Ensure team readiness through drills
- Regularly check and update emergency equipment
- Maintain clear evacuation routes

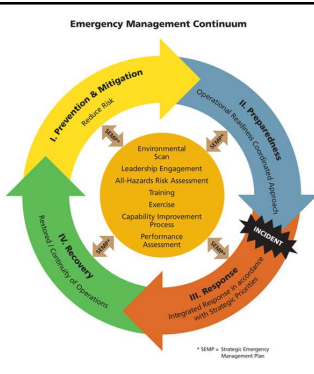


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Emergency Response - Creating a Plan

Developing an emergency response plan is a multi-step process

- Identify risks and create procedures
- Set up communication systems
- Train team and practice regularly



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Planning in Facilities Management

Effective planning is fundamental to Facilities Management

- Ensures efficient use of resources
- Helps prevent problems before they occur
- Aligns facility operations with organizational goals



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Planning - Key Components

Comprehensive planning covers multiple areas

- Maintenance scheduling and budgeting
- Space management and resource allocation

Risk assessment is an integral part of planning

- Identifies potential hazards
- Helps develop mitigation strategies



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Planning - Steps to Create a Plan

Facility planning is a structured process

- Assess current state and set goals
- Develop schedules, budgets, and allocation plans
- Identify risks and create action plans



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Training in Facilities Management

Training is crucial for effective Facilities Management

- Ensures staff competency and safety
- Improves operational efficiency
- Enhances compliance with regulations



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Training - Key Areas

Safety and technical skills are primary focus areas

- Safety procedures and emergency response
- Equipment use and maintenance

Compliance and soft skills are also important

- Regulatory compliance training
- Communication and teamwork skills



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Training - Creating a Program

Developing a training program requires systematic approach

- Identify needs and set objectives
- Choose methods and create materials
- Conduct training and evaluate results



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Performance Evaluation

Regular performance evaluation is essential in Facilities Management

- Measures effectiveness of operations
- Identifies areas for improvement
- Demonstrates value of Facilities Management to organization



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Performance Evaluation - Key Components

Data collection and analysis are fundamental

- Gather relevant performance data
- Analyze trends and patterns

Benchmarking and feedback are crucial

- Compare performance to industry standards
- Share results with stakeholders

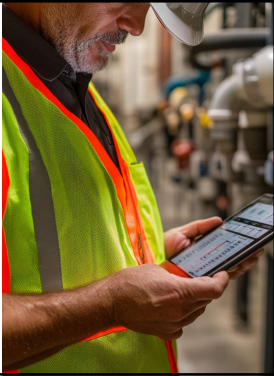


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Performance Evaluation - Steps

Performance evaluation is a structured process

- Choose KPIs and set targets
- Collect and analyze data
- Compare to benchmarks and plan improvements



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Compliance Evaluation

Comprehensive approach to workplace safety and security

- Prevents legal issues and penalties
- Enhances safety and operational efficiency
- Improves organizational reputation



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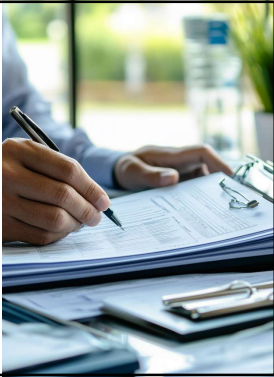
Compliance Evaluation - Key Components

Documentation and regular checks are essential

- Maintain records of compliance efforts
- Conduct regular inspections

Corrective action and reporting are crucial

- Address non-compliance issues promptly
- Report compliance status to management



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Compliance Evaluation - Steps

Compliance evaluation follows a systematic approach

- Know regulations and create checklists
- Conduct inspections and document findings
- Address issues and plan for improvement



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Internal Audits

Internal audits are valuable tools in Facilities Management

- Identify areas for improvement
- Ensure compliance with policies and procedures
- Prepare for external audits



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Internal Audits - Key Elements

Planning and preparation are crucial

- Develop audit plan and criteria
- Select and train audit team

Conducting the audit and follow-up are essential

- Perform audit and document findings
- Report results and implement improvements



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Internal Audits - Conducting an Audit

Internal audits follow a structured process

- Plan audit and prepare checklists
- Conduct audit and document findings
- Report results and follow up on improvements



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Continual Improvement

Continual improvement is key to excellence in Facilities Management

- Enhances operational efficiency
- Improves safety and compliance
- Increases stakeholder satisfaction



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Continual Improvement - Implementation

Implementing continual improvement is an ongoing process

- Set goals and measure current performance
- Analyze issues and develop action plans
- Implement changes and monitor results



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Summary and Conclusion

Standards and best practices are crucial in Facilities Management

- Enhance safety, efficiency, and compliance
- Require ongoing commitment and effort

Implementing these practices leads to excellence

- Creates culture of continuous improvement
- Positions Facilities Management as strategic asset to organization



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