

Management System Declarations

Overview

November 2021



MSDs

Overview

Presentation Contents

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MSDs Overview

◆ Initial checklists

1. Quality Management Implementation Guideline (QMIG)

The purpose of this guideline is to verify that members have a system in place that manages the quality of their work.

2. Risk Management Implementation Guideline (RMIG)

The purpose of this guideline is to assist members in managing risk both at the project level and in the business.

Recently updated and will
be available on the CESA
Website early 2022



MSDs Overview

◆ Initial checklists

3. Sustainability guideline and checklist

The purpose of this guideline is to assist members with managing their projects and business in a sustainable way.

4. Business integrity management guideline (Oct 2009)

The purpose of this guideline is to ensure members always act with integrity in their business.



MSDs Overview

◆ Initial checklists

QMIG was based on FIDIC's' interpretation of ISO 9001:2008 and needed to be updated to the ISO9001:2015 based interpretation.

An external consulting auditor was appointed by CESA to revise the checklist.

Revised checklist considered cumbersome (over 100 questions).

CESA identified a need of the industry to confirm member firms were implementing a quality, integrity and sustainability system.



MSDs Overview

◆ Identification of FIDIC guidelines

The following guidelines were identified by the CESA QRS committee as good references for these management systems:

- Quality: FIDIC Guide to the interpretation and application of the ISO9001:2015 standard for the Consulting Engineering Industry (copyright 2017)
- Integrity: FIDIC Guidelines for Integrity Management in the Consulting Industry Part I & II
- Sustainability: FIDIC Project Sustainability Management Applications Manual Second Edition 2013



MSDs Overview

◆ Development of MSDs

The FIDIC guidelines were referenced and the following MSDs were developed as follows:

- Quality MSD: Developed using the revised checklist from the consulting auditor and referencing the FIDIC guideline.
- Integrity MSD: Developed from new with reference to the FIDIC guideline.
- Sustainability MSD: Developed from new with reference to the FIDIC guideline.



MSDs Overview

◆ Development of the MSDs

The MSDs went through various rounds of review by the CESA QRS committee. Various members completed the checklists as if they were member firms and commented on where the checklists could be amended.

A guideline on completing the MSDs was developed for reference by the member firms (Procedure: CESA Management System Declarations (MSDs)).

CESA then appointed their website developer to convert the MSDs from being paper based to being an online form to be filled in.



MSDs Overview

◆ Development of the MSDs

CESA decided to make the completion of the MSDs mandatory to address the need of confirming member management system status.

The MSDS were then linked to the Annual Declaration.

A requirement for providing evidence for the answers given in the MSDs allows for later verification by CESA to confirm members are doing what they say they are doing.

This results in assurance that CESA members have all three management systems in their company at varying levels of development.



MSDs Overview

◆ Accessing the MSDs

The MSD's are accessed through the Member Page on the CESA Website at the same location as the Annual Declaration.



COVID-19 Bulletin Board



CESA – “Your partner in enabling consulting engineering excellence”

Consulting Engineers South Africa (CESA) is a voluntary association of Consulting Engineering firms with a member base across the country totalling in excess of 580 companies. CESA is the custodian of the well-being of the industry supported by member firms who employ approximately 19 000 people.

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Typical structure of online MSD

Documentation Requirements: Describes example documentation requirements that a member needs to provide upon request from CESA on an adhoc basis, for its MSD to be verified.

Additional Guidance: This section contains additional information which is applicable to some projects and phases. It assists the member to ensure that the documentation aligns with the FIDIC guidelines.

No.	Ref1	Ref2	DECLARATION	LEVEL OF SYSTEM DEVELOPMENT				
Please consult the 'Procedure: CESA Management System Declarations (MSDs)' for guidance on how to complete the Management System Declaration. Click here to view the Procedure.				YES	NO	N/A	If yes, have evidence for verification	If NA, give justification
INTEGRITY MANAGEMENT IN BUSINESS STRATEGY, PLANNING AND LEADERSHIP				5		6		7
1	2	3	Has top management documented an integrity policy statement which considers the strategic objectives of the organisation? 4 <i>The integrity policy should be developed in consultation with middle and senior managers and should outline the concept and objectives with regard to integrity management. The strategic objectives of the company should be considered as these can impact on the policy e.g. working with governments or in countries which have significant reputations for corruption. When new lines of business or new countries of operation are identified, the policy statement should be reviewed and updated accordingly.</i>				(e.g. documented Integrity Policy)	

1 MSD Question number

2 Paragraph reference in FIDIC Part 1

3 Paragraph reference in FIDIC Part 2

4 MSD Question and additional information

5 Answer: Yes, No or N/A

6 Ensure evidence is available if Yes

7 Provide justification if No

MSDs Overview

◆ Optimisation

The first round of MSDs was completed in 2021. The percentage of members that completed the MSDs was low, however, CESA are investigating ways to increase the numbers in 2022 such as:

- Current webinar
- Issuing member certificates only to those who have completed the MSDs.

Good feedback was received from the industry, particularly on the sustainability MSD which led to the co-option of a sustainability specialist to assist in the revision of the MSD for 2022.



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