

Course unit title: Integrated management systems Zintegrowane Systemy Zarządzania			
Field of study: Management and Engineering of Production Zarządzanie i Inżynieria Produkcji			Course unit code: ZIP2.KK.BK.02
Type of course unit: obligatory	Level of study: study - II level	Form of study: Stationary studies	Year: I Semester: I
Teaching methods: Lecture, Tutorials, Laboratory, Seminar, Project		Number of hours/week: 1, 1, 0, 1, 0	Number of ECTS credits: ECTS 3

Course guide

I COURSE CARD

COURSE PURPOSES

- C1. Transfer to the students knowledge about the issue of implementation of integrated management systems.
- C2. Acquainting students with the issues of construction of various management systems, including industrial systems.
- C2. Acquainting students with the issues of auditing of integrated management systems.

INITIAL REQUIREMENT FOR THE KNOWLEDGE, ABILITIES AND OTHER COMPETENCES

1. Basic knowledge of the subjects: quality management, ecology of natural resources and environmental protection, occupational health and safety management.
2. Knowledge of analytical methods used in the management of companies.
3. Ability to work independently and in a group.
4. Ability to use literary resources and internet resources.

THE EFFECTS OF EDUCATION

EK 1 – Student has the basic knowledge relating to the issues of integrated management systems.

EK 2 – Student knows the essential components of structure of various integrated management systems.

EK 3 – Student knows the various assessment tools used for integrated management systems.

EK 4 – Student knows the methodology for conducting audits of integrated management systems.

EK 5 – Student is able to assess the existing integrated management system.

COURSE CONTENT

Teaching method – LECTURE

W1 – The essence of integrated management systems, advantages and disadvantages of the uses of IMS, purpose and reasons of implementation of IMS, standards of IMS, models of IMS	1 h
W2, W3 – Elements of Integrated Management Systems – Quality Management System	2 h
W4, W5 – Elements of Integrated Management Systems – Environmental Management System	2 h
W6, W7 – Elements of Integrated Management Systems – Occupational Health and Safety Management System	2 h
W8 – Elements of Integrated Management Systems – Information Security Management System	1 h
W9 – Food safety Management Systems – HACCP	1 h
W10, W11 – industrial management systems	2 h
W12 – Implementation and certification of IMS	1 h
W13, W14 – Auditing of IMS	2 h
W15 – Assessment of IMS	1 h

Teaching method – TUTORIALS

C1, C2 – Introduction to topic of IMS, definitions, standards	2 h
C3, C4 – Quality Management System: Model of QMS, elements of QMS, documentation of QMS, instruments of QMS	2 h
C5, C6 – Environmental Management System: legal documents relating to the environmental protection, Model of EMS, development and implementation of EMS	2 h
C7, C8, C9 – Occupational Health and Safety Management System: legal aspects of OH&SMS, Model of OH&SMS, standards of OH&SMS - PN-N 18000, OHSAS 18000, development of OH&SMS, occupational risk assessment	3 h
C10 – Information Security Management System: standards, elements of ISMS, threats, risks, security of assets	1 h
C11 – Food Safety Management Systems: legislation, production and hygienic practices, documentation of FSMS	1 h
C12, C13 – Auditing of Integrated Management Systems: audit plans, audit tools, audits documents,	2 h
C14, C15 – Assessment of Integrated Management System – case study	2 h

Teaching method – SEMINAR

S1 – The idea of IMS, elements of IMS	1 h
S2 – Standards in the field of IMS and various management systems, including industrial management systems	1 h
S3 – Quality Management System according to ISO 9001	1 h
S4 – The assessment of Quality Management System - instruments	1 h

S5 – Environmental Management System according to ISO 14001	1 h
S6 – The effect of EMS on environmental protection	1 h
S7 – Occupational Health and Safety Management System according to standards PN-N 18000, OHSAS 18000 – similarities and differences	1 h
S8 – Occupational risk assessment in organisations	1 h
S9, S10, S11 – Industrial management systems – selected branch industry e.g.: food industry, automotive industry, railway industry, aerospace industry, medical industry, petrochemical and gas industry	3 h
S12 – Auditing of IMS - legislation, audit plans	1 h
S13 – Stages in conducting of audits	1 h
S14 – Auditor competences	1 h
S15 – Ways of assessment of Integrated Management Systems	1 h

TEACHING TOOLS

1. – lecture with the use of audiovisual media
2. – Tutorials – problems solving with help of teacher and discussion in group
3. – Seminar – student speech and conducting the discussion - the use of audiovisual media

WAYS OF ASSESSMENT (F – FORMING, P – SUMMARY)

F1. – assessment of preparing to tutorials
F2. – assessment of the skills to apply the knowledge during tutorials
F3. – assessment of the preparation of topic to speak during seminar
F4. – assessment of the activity during the course
P1. – assessment of knowledge gained during tutorials – final test
P2. – assessment of the ability of presentation of the speech and holding discussion - seminar

STUDENT WORKLOAD

Form of activity	Average number of hours to complete the activity
Contact hours with the teacher	15W 15C 15 S 45 h
Getting Acquainted with the indicated literature	20 h
Preparing to tutorials	10 h
Preparing to seminar	20 h
Preparing to pass the course	10 h
Total number of hours	∑ 105 h
TOTAL NUMBER OF ECTS CREDITS FOR THE COURSE	3 ECTS

BASIC AND SUPPLEMENTARY LITERATURE

1. ISO 9000:2000: System zarządzania jakością. Podstawy i terminologia
2. PN- EN-ISO 9001 – Systemy zarządzania jakością
3. PN- EN-ISO 14001:2005 – Systemy zarządzania środowiskowego
4. PN-N-18000 – Systemy zarządzania bezpieczeństwem i higieną pracy
5. PN-ISO 19011 Wytyczne dotyczące audytowania zintegrowanych systemów zarządzania
6. A. Hamrol, W. Mantura: Zarządzanie jakością. Teoria i praktyka. PWN 2004
7. E. Skrzypek: Jakosc i efektywnosc. Wyd. UMCS Lublin 2000
8. Karczewski J.T.: Systemy zarządzania bezpieczeństwem pracy, ODDK Gdańsk 2001
9. Łuczak J., Matuszak - Flejszman A., Metody i technika zarządzania jakością, Quality Progress Poznań 2007
10. Wawak Sł., Zarządzanie jakością teoria i praktyka One Press, Helion 2002
11. A. Hamrol: Zarządzanie jakością z przykładami. Wydawnictwo Naukowe PWN, Warszawa 2008
12. D. Kuklińska, B. Łuczak: Aud[i/y]ty i aud[i/y]towanie: jak sprawić by przynosiły jeszcze więcej korzyści, Wydawnictwo Wyższej Szkoły Bankowej, Poznań 2007
13. B. Kuc: Audyt wewnętrzny: Teoria i praktyka, Wydawnictwo Menedżerskie PTM, Warszawa 2002
14. Nierzwicki W.: Zarządzanie środowiskowe, PWE, Warszawa 2006

LEADING TEACHER (NAME,SURNAME, ADRES E-MAIL)

1. dr inż. Edyta Kardas (ekonstan@wip.pcz.pl)

MATRIX OD REALIZATION OF EFFECTS OF EDUCATION

The effects of education	The reference of the effect to the effects defined for the entire program (PEK)	Course purposes	Course content	Teaching tools	Ways of assessment
EK1	K_W20, K_W21, K_W22, K_W35, K_U16, W_U21, K_U23, L_L02, K_K05	C1, C2	W1, C1 – C2, S1-S2	1, 2, 3	F1-F4, P1-P2
EK2	K_W20, K_W21, K_W22, K_W35, K_U16, W_U21, K_U23, L_L02, K_K05	C2	W2-W11, C4-C11, S3, S5, S7, S0-S11	1, 2, 3	F1-F4, P1-P2
EK3	K_W20, K_W21, K_W22, K_W35, K_U16, W_U21, K_U23, L_L02, K_K05	C1	W2-W11, C4-C11, S4, S6, S8,	1, 2, 3	F1-F4, P1-P2
EK4	K_W20, K_W21, K_W22, K_W35, K_U16, W_U21, K_U23, L_L02, K_K05	C3	W12-W14, C12-C13, S12-S14	1, 2, 3	F1-F4, P1-P2
EK5	K_W20, K_W21, K_W22, K_W35, K_U16, W_U21, K_U23, L_L02, K_K05	C1, C2, C3	W15, C14-C15, S15	1, 2, 3	F1-F4, P1-P2

II.ASSESSMENT FORM - DETAILS

	For grade 2	For grade 3	For grade 4	For grade 5
EK1 Student has the basic knowledge relating to the issues of integrated management systems	Student has no the basic knowledge relating to the issues of integrated management systems	Student is able to define the concept of IMS and can name the basic standards for IMS	Student is able to define the concept of IMS and can name and the basic and discuss generally standards for IMS	Student is able to define the concept of IMS and can name and the basic and discuss in detail standards for IMS
EK2 Student knows the essential components of structure of various integrated management systems	Student is not able to name basic systems included in IMS	Student is able to discuss generally basic systems including in IMS	Student is able to discuss in details basic systems including in IMS	Student is able to discuss in details basic systems including in IMS and identify similarities and differences between systems
EK3 Student knows the various assessment tools used for integrated management systems	Student is not able to name any assessment tools used for integrated management systems	Student is not able to name various assessment tools used for integrated management systems	Student is not able to name various assessment tools and discuss selected assessment tools used for integrated management systems	Student is not able to name and discuss various assessment tools used for integrated management systems
EK4 Student knows the methodology for conducting audits of integrated management systems	Student does not know the methodology for conducting audits of integrated management systems	Student is able to name the basic stages in conducting audits of IMS	Student is able to name and discuss generally the basic stages in conducting audits of IMS	Student is able to name and discuss in details the basic stages in conducting audits of IMS
EK5 Student is able to assess the existiiing integrated management system	Student does not know any methods to ases IMS	Student is able to name various methods to ases IMS	Student is able to name and discuss generally basic methods to ases IMS	Student is able to name and discuss in details methods to ases IMS and make such assessment for the individual case

III. OTHER USEFUL INFORMATION ABOUT THE COURSE (web site WIPMiFS PCZ)

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc.
2. Information about the location of the classes,
3. Information about the date of the course (day of the week/time).
4. Information about the consultation (time + place).