POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Preparation and Implementation of Integrated Management Systems

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Course

Field of study	Year/Semester
Safety Engineering	2/3
Area of study (specialization)	Profile of study
Integrated Management of Safety in Organization	general academic
Level of study	Course offered in
Second-cycle studies	Polish
Form of study	Requirements
part-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
0	0	0
Tutorials	Projects/seminars	
10	10	

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

Anna Mazur, Ph.D., Eng.

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Faculty of Engineering Management
Institute of Safety and Quality Engineering
ul. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Agnieszka Misztal, Ph.D., D.Sc., Eng.
Professor at Poznan University of Technology

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Prerequisites

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The student has knowledge of the basic concepts of quality management, environmental and health and safety management as well as the basics of organization and management. The student is able to verify and evaluate phenomena occurring during the implementation of processes carried out in organizations and interpret and describe observations and observations. The student is aware of the importance of work safety, its impact on the environment and the quality of processes, products and systems.

Course objective

Presentation of the knowledge necessary for the theoretical and application skills of designing and implementing an integrated management system in a production or service organization.

Course-related learning outcomes

Knowledge

- knows the principles of conducting risk analysis in quality management systems, occupational safety and the environment; understands the differences (P7S_WG_05),

- knows the principles of process design used in quality management systems, occupational safety and the environment (P7S_WG_07),

- knows the basic methods, tools, information technologies that allow them to be applied when integrating quality, environmental and occupational safety management systems (P7S_WK_03),

Skills

- can take into account technical, social, economic and organizational aspects when integrating management systems (P7S_UW_03),

- can simulate the integration of management systems at the policy, objectives and documentation levels (P7S_UW_04),

Social competences

- recognizes cause-and-effect relationships, is able to set priorities in actions undertaken to carry out tasks and projects (P7S_KK_01),

- is aware of the impact of management system integration on business process planning in organizations (P7S_KO_01).

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:
- classes: evaluation of current progress in the implementation of tasks, for each task the student receives a partial assessment,
- project classes: assessment of current progress in the implementation of the project, for each stage the student receives a partial grade.

Summative rating:
- classes: arithmetic average of the partial grades obtained for the performance of individual tasks,

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- project classes: assessment for the project task carried out, taking into account the progress in its implementation.

Programme content

Tutorials:

Integration of management systems: opportunities and barriers. Integration conected with policy and objectives. Documented information in quality management systems. Documented information in environmental management systems. Documented information in occupational health and safety management systems. The difference in maintaining and maintaining documented information. Document management in integrated management systems.

Projects:

A risk-based thinking as one of the pillars of quality, environment and safety management systems. Impact of a risk-based approach on an organization's business processes. Risk management in quality, environment and work safety management systems.

Teaching methods

Case study, exercise method, situational method, demonstration method, project task.

Bibliography

Basic

1. Gołaś H., Mazur A., Misztal A. (2016), Model doskonalenia przedsiębiorstwa przez zarządzanie ryzykiem zgodnie z ISO 9001:2015, Problemy Jakości 10, 9-14.
2. Jasiulewicz-Kaczmarek M., Misztal A. (2014), Projektowanie i integracja systemów zarządzania projakościowego, Wydawnictwo Politechniki Poznańskiej, Poznań.
3. PN-ISO 45001:2018-06, Systemy zarządzania bezpieczeństwem i higieną pracy. Wymagania i wytyczne stosowania, PKN, Warszawa.
4. PN-EN ISO 14001:2015-09/Ap1:2018-11, Systemy zarządzania środowiskowego. Wymagania i wytyczne stosowania, PKN, Warszawa.
5. PN-EN ISO 9001:2015-10/Ap1:2017-08, Systemy zarządzania jakością. Wymagania, PKN, Warszawa.

Additional

1. Gołaś H., Mazur A. (2010), Wdrażanie systemów zarządzania jakością, Wydawnictwo Politechniki Poznańskiej, Poznań.
2. Golas H., Mazur A., Gruszka J. (2015), Improving an organization functioning in risk conditions in accordance with ISO 9001: 2015, In: Advances in Computer Science Research (p. 257 - 261), Springer, Cham.

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Breakdown of average student's workload

	Hours	ECTS
Total workload	40	2,0
Classes requiring direct contact with the teacher	20	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	20	1,0

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[1] delete or add other activities as appropriate