



**BE CLEVER, WORK SMART**

Our integrated management system will  
Change the way you work. Work will  
be so much easier in future.  
Let us help you to become the  
best you can be!

The Isoglo Integrated Management System (IMS) is designed in Microsoft Office FrontPage. Only the person responsible for maintaining the IMS will require FrontPage to be installed on his or her computer. There is no need for separate expensive software for which licensing is required. The system operates like a website (intranet) that is centrally installed on the organisation's server from where all employees can access it.

# Integrate your Management



Have a place for everything and everything in its place. Every person in the organisation knows exactly what to do, how to do it and when to do it. New or temporary employees are instantly on board

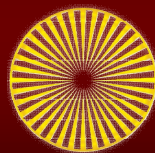


Everything in its place and a place for everything, never misplace files again.

New employees know exactly what to do and how to do it. The loss of an existing employee need not pose the difficulties it often does.

Policies, procedures, processes and records are easily accessible. Auditors find it easy to audit compliance with ISO or any other system.

Work becomes SO MUCH EASIER and much, much more efficient.



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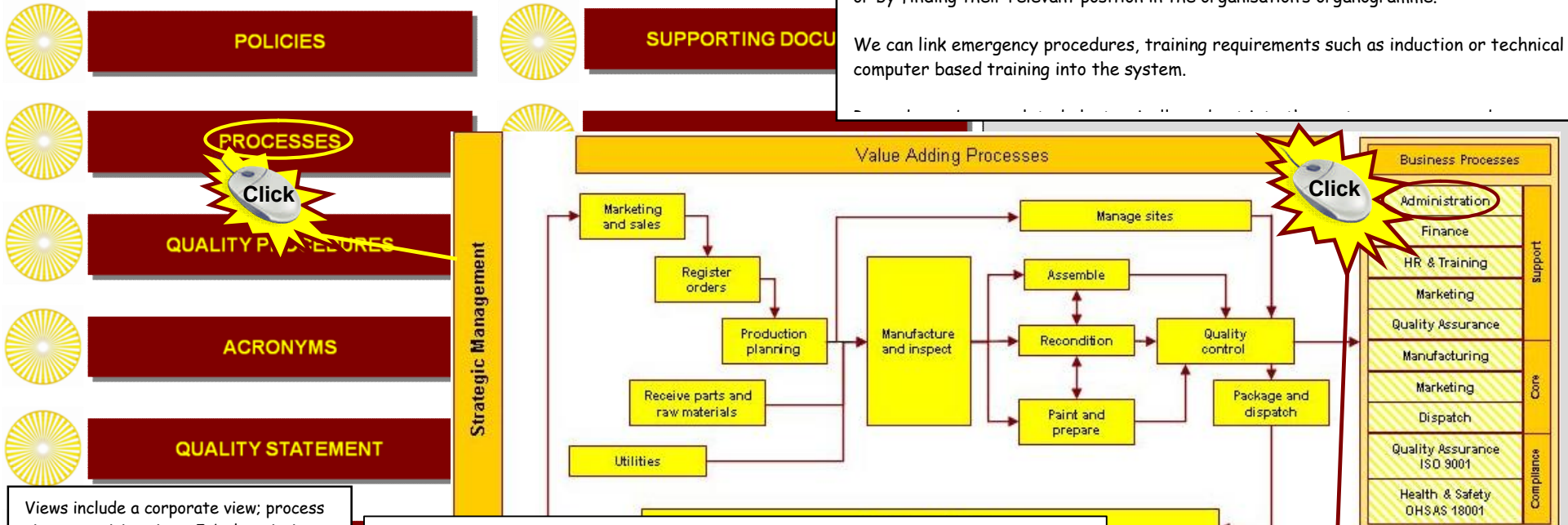


# WELCOME TO THE PERFECTO ENGINEERING QUALITY MANAGEMENT SYSTEM

Cleverly created links allow an employee to follow a process from procedure to standards. Employees know what to do, how to do it and how well to do it by simply following this easy to use, effective and time saving IMS.

Employees can follow links directly to departments, by following through a processes view or by finding their relevant position in the organisation's organogramme.

We can link emergency procedures, training requirements such as induction or technical computer based training into the system.



Views include a corporate view; process view or position view. Job descriptions and KPAs can be linked into the system. A training icon takes the employee to the relevant training he or she is required to complete and where appropriate this can be linked in and done electronically.

Click on the forms or records icon to open all the forms or records associated with the procedure. These can then be processed as required.

Where separate standards exist, they can be linked to the procedure.



## Perfecto Engineering

Asset Management Department:  
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ISO Reference	7.5.1.17.3.3.1 & 2.4.
Approved by	T Roos
Issue Date	13 February 2004
Revision Date	10 August 2006
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### INVENTORY MANAGEMENT PROCEDURES

#### 1. Stock take

##### 1.1 Objective

To identify the requirements and processes necessary to carry out a stock take of fixed assets. The procedure is to ensure the following internal controls are achieved:

- Existence – all Fixed Assets shown on the balance sheet shall physically exist.
- Ownership/Control – all Fixed Assets shown on the balance sheet shall be controlled by the Roche Group.

REFER
• 5.1.3, 5.1.4
• 5.1.4, 5.1.8

##### 1.1.1 Scope

- This procedure applies to all fixed assets controlled by the Roche entity.

##### 1.1.2 Definitions

##### 1.1.3 Fixed Asset

## PROCESSES

[Return to main index](#)



## INVENTORY MANAGEMENT

## TRAVELLING AND ACCOMMODATION

## INSERT PROCESS

## TO BE ADDED

Procedures can be written and/or be presented as process flow diagrams