

Information Security Management Systems

ISO Consultancy | Project Management | Knowledge Base



Spødan 
www.spedan.co.uk



WORKING WITH SPEDAN

Welcome to Spedan Ltd. We support our Clients with all aspects of ISO management systems. From micro-business to multi-retailer, we will work with you to ensure that you gain the very best from your Information Security Management (ISMS).

OUR COMMITMENT TO YOU

Our business is set up to meet a growing demand from businesses that need to maximise the opportunities and rigour that an effective ISMS management system can bring them.

We know that running a business is hard, and your management system should bring you confidence, compliance and a competitive advantage.

- **Qualified and Recognised by the Industry**
- **Bespoke, Personal Service focussed on getting you great results**
- **Full programme of CPD accredited training**
- **Skilled at integrating Quality with Environmental, Health and Safety and Information Security**

CHOOSE YOUR ISMS SERVICE

NOT SURE WHERE TO START?	GAP ANALYSIS
PAGE 4	

SET UP FROM SCRATCH?	IMPLEMENT
PAGE 5	

NO RESOURCE TO MANAGE?	MAINTAIN
PAGE 6	

“ We needed to develop an Information Security system to win a contract ”

We are a small business and were worried about the amount of additional paperwork that could be added with an Information Security business. The guys at Spedan really helped us to understand the requirements. We tightened up some issues which we hadn't considered, and integrated the ISMS with our Quality systems. Now we're on top of it, and our customers are very happy.

Greg Giddings, Send and Receive

ISMS MANAGEMENT

ISO 27001 is an internationally recognised and trusted standard for ISMS Management. Meeting the criteria of the Standard confirms your commitment to a continual improvement process for ISMS performance as well as compliance with legislation.



BENEFITS OF ISO 27001

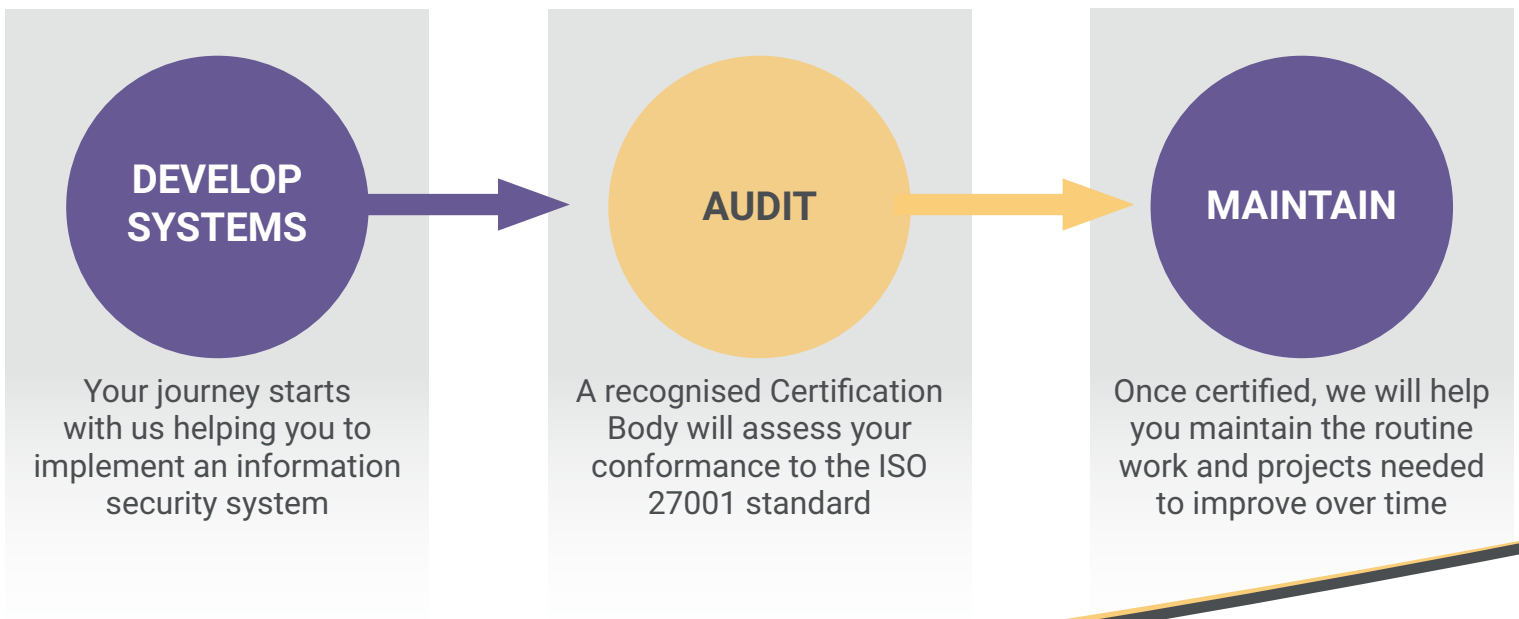
The ISO 27001 standard provides a practical framework for managing your ISMS issues; the standard focuses you on ensuring that your risks and legal compliance are covered, before moving you on to improving your performance in areas that will benefit your business the most.

Effective use of the standard significantly helps your organisation by embedding a culture of challenge and continual improvement.

- **Confidence that your Organisation knows and meets it's legislative requirements**
- **The ability to demonstrate your ISMS credentials to Customers and Stakeholders**
- **A governance framework to manage and enhance ISMS performance into the future**
- **A system to maximise ISMS opportunities relevant to your business**

HOW TO GET AN ISO 27001 CERTIFICATE

Once you have setup your information security management system you will need an independent certification body to audit your system and award your ISO 27001 Certificate. We are recognised consultants by the market-leading UKAS accredited Certification Bodies, BSi and NQA.



GAP ANALYSIS

If you need to set up a management system, we can help you to plan your project. Our Gap Analysis will identify exactly what you need to do and ensure that you focus your resources correctly. Perfect if you are aiming to do the work yourself, or carrying out a feasibility study!

Our experience with ISO 27001 shows that most businesses are unaware of the legal issues and necessary management practices that are needed to ensure good ISMS performance. Even fewer will have explored the opportunities open to them to improve ISMS performance to gain a competitive advantage.

We will review your existing management practices to identify where these meet the requirements of ISO 27001:2013. We will be able to identify what you need to develop and implement to meet the full requirements, and create an effective action plan for you to follow.

Your Gap Analysis will follow a bespoke programme covering all aspects of your business, including the Management and operational processes, suppliers, customers and your staff.



Benefits of a Gap Analysis

- Provides clarity on your legal requirements
- Provides a clear and prioritised action plan to start developing your Management System
- Introduces you to the requirements and benefits of good ISMS management
- Identifies how the ISMS requirements could be integrated with your Quality systems

IMPLEMENTATION

We will support you from the very beginning of your journey to implement an ISO 27001 management system, through the process of certification and on going surveillance. Use our experience to make the process easy and beneficial for your business.



We will take you through the full process of setting up an ISMS management system, onwards to having the system Certified, and then maintaining the system into the future. We will work with you to understand your business and ensure your ISMS system fits your business and your goals.

Our experience shows that many businesses are exposed to legal requirements, and either don't manage the issues adequately and if they do, don't record or document necessary records. Therefore, our approach ensures that existing good practice is captured and built on in your new ISMS management system.

Depending on the level of support that you need, most implementations will take between 3 and 6 months to achieve certification. Of course, if you need things faster, we can usually facilitate this, but let's talk it through.



Benefits of a Spedan Implementation

- Wide range of experience in setting up new systems
- 100% pass rate in all new Management System Certifications
- Business focussed systems that bring tangible benefits
- Full training and support



MAINTAIN YOUR SYSTEM

If you have a system in place, but need additional resource to ensure that it is effective and kept up to date, we can support you. Our bespoke maintenance plans are designed to ensure that you maintain the key activities of the system and ensure it adds value to your business.

We will work with you to identify routine actions such as internal audit and management review to ensure your management system is operating as you expect it to; efficiently and effectively!

On top of that, we also carry out a full review of your operations against legislation to ensure that you are meeting your compliance requirements.

We will collate your requirements and build an effective action plan to put in place the appropriate decisions and actions you make in relation to your effective ISMS management system.

Depending on the level of support you want, we can action and monitor the projects that need to take place. We can support any external audits that are made on your business; whether from a Customer or a Certification Body.



Benefits of having Spedan maintaining your system

- Bespoke maintenance programmes
- Effective internal audits and business focussed management reviews
- 100% success rate on Surveillance and Recertification Audits
- Full training and support

“

We needed to develop an Information Security system to win a contract

”

We are a small business and were worried about the amount of additional paperwork that could be added with an Information Security business.

The guys at Spedan really helped us to understand the requirements. We tightened up some issues which we hadn't considered, and integrated the ISMS with our Quality systems. Now we're on top of it, and our customers are very happy.

Greg Giddings, Send and Receive

Spedan Ltd
Exchange House
494 Midsummer Boulevard
Milton Keynes
MK9 2EA

Telephone: 01908 255 525
Customer services: chris@spedan.co.uk

SUPPORTING YOUR STANDARDS

We work across a number of sectors including Agri-Food, Electronics and Electrical Engineering, Business Services, Manufacturing and Waste & Recycling.

Quality | Environmental | Health and Safety | Information Security



SM003 Version 1 Feb 2017

