

Newsletter

FEBRUARY 2023

Valuable Client's Words

We enjoyed working with Infomatics' experienced and professional team of business consultants. They wasted no time in doing their analysis and providing us with the appropriate templates for our business. The whole certification process was smooth and painless. We highly recommend Infomatics to any business seeking ISO certification and business consultancy.

Jolian Ibrahim, CEO, VIA COMMS

**Quality is not an
act,
it's a Habit!**

Free HR Competency Training

Infomatics Consultancy is glad to provide you with Free training course (Competency HR Management System). This training will include:

- Framework for building Competency-based HR Management System.
- Developing Competency Model
- Types of Competencies
- Benefits of Using Competency Model
- Competency-based Interview Method
- Competency-based Career Planning
- Competency-based Training & Development
- Competency-based Performance Management



In this Newsletter:

- Using Color Coded Cleaning Tools to prevent cross-contamination
- Workplace Safety
- ISO 27005:2018 benefits
- Pest Control importance
- HR Competency Training

Using Color Coded Cleaning Tools to prevent cross-contamination



Professional cleaning methods have advanced in a variety of ways and are still developing today under regulators' close scrutiny. Food producers have always had to adhere to strict sanitation regulations, but many businesses now recognize the value of upholding current Good Manufacturing Practices (cGMPs) and the significance of keeping a facility clean and orderly.

An business can establish new standards of cleanliness that consistently advance food safety by putting the 5S lean manufacturing approach (Sort, Straighten, Shine, Standardize, and Sustain) into practice. For instance, separating tools for use with and without food will greatly decrease cross-contamination, but to guarantee consistency the instruments must be simple to recognize.



Although color-coding is nothing new, the recent epidemic has led to a comeback of this professional cleaning method since it makes use of the "visual factory" concept to show workers where equipment should or shouldn't be at a glance. To quickly spot misplaced instruments and thus potential contamination locations, choose sharp, contrasting colors. For instance, cleaning supplies used in bathrooms shouldn't be utilized anywhere else, therefore choosing a bright, colorful hue is advised.

5S is a cyclical methodology of standardization for continuous improvement. Maintaining correct procedures and changing ingrained behaviors can be difficult, the tendency is often to return to your comfort zone of the "old way" of doing things. Without sustainability, the achievements of the other pillars will not last long.

Infomatics Consultancy will help you in implementing and planning

Why is Workplace safety is important?

Workplace safety has become one of the main priorities for organizations across the world. Many countries require workplace safety standards and inspection in order to allow organization to proceed and work.

Having a safe workplace means having an efficient and productive employees and better outcomes. One of the most common causes of failure and accidents is employees fatigue and bad environment. To avoid that, companies usually look for guidelines that help to avoid this type of accidents that affect both, employees and management.

Safety in the workplace has a significant impact on many business KPIs. Then, why is workplace safety is important?

1. Ensuring that your employees arrive home after each workday in good health and safety is morally right.
2. You reduce absenteeism by protecting your employees, making your workplace more effective and productive.
3. According to research, employees who work in environments that prioritize health and safety are more productive.
4. Less disruption from illness and accidents implies less downtime, which helps your organization save money.
5. Legal compliance with health and safety regulations is required in some nations where they are considered criminal laws. Senior executives who violate the law may be prosecuted, fined, or even imprisoned.
6. You may need to show your dedication to sustainability and corporate social responsibility, which includes how you safeguard workers, in order to draw in investors.



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Why is Workplace safety is important?

7. Increasingly, customers want to buy products and services that are produced ethically – so you also need to think about the work practices throughout your supply chain and deal only with ethical suppliers that protect their workforce.

One of the most common ISO standards that is specialized in workplace health and safety is ISO 45001:2018. This standard will help your organization to reach the optimal stage of safety and will reduce costs caused by workplace accidents.

In Infomatics Consultancy, we have a team of specialized and expertise in this standard and will guide you to complete all requirements and have a safe workplace. For more information contact us.



PEST CONTROL TIPS – IMPROVE YOUR HYGIENE STANDARD



Pest Control continue to be a critical point to watch in any food facility, many facilities experienced an increase in pest control issues as rodents and other pests became more desperate and bolder in their search for food sources considering reduced foot traffic. Thus, we emphasize the importance of working with a licensed pest control partner and making prevention a top priority in your facility. As a start you need to research existing firms in market, make sure you pick the one with strong support, fast reaction to any situation that may arise at your facility (Before finalizing the agreement, carefully read contract terms to fully understand what pests and services are covered, as well as any guarantees that may be given). Even after you chose the firm you need to keep close eye and frequent evaluation (we recommend twice a year, or at least on yearly basis).

Beside that here are some points that will help you in keeping pest control working in your favor:

- Look for signs of a rodent infestation such as live or dead rodents, nests or gnaw and rub marks.
- Pay extra attention to machinery, kitchens, and bathrooms for signs of a cockroach infestation such as droppings or eggs.
- Carefully inspect storage areas where materials may be packed close together, providing cover for a multitude of pests.
- Inspect any shipments for pests before bringing packages and deliveries inside.
- Clean machinery and operations areas, such as employee break rooms and kitchens, daily.
- Keep trash bins closed and regularly remove garbage from inside and outside the facility.
- Keep food sources sealed because pests are attracted to food processing and service facilities where food is in abundance.
- It's important to discard any food that is expired, left uncovered or shows signs of infiltration, and to store any usable food items in sealed containers.
- On the exterior of the building, seal any cracks or holes, make sure, that all work facility areas are maintained, cleaned and protected



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- Keep close monitoring for location environment as in using CCTV
- Keep all insect killers frequently inspected and cleaned
- Assure proper reporting by staff for any pest notice
- Assure all entrances are protected by suitable tools as plastic or Air curtains

It is necessary to ensure that your kitchen has a proper pest control plan to guarantee kitchen's hygiene.

Infomatics Consultancy will guide you to select the best pest plan through our partners who are the best in the market. Pest control is one of the critical points to complete ISO 22000:2018. For more information contact us.

To identify organizational needs for information security requirements and to develop a successful information security management system, ISO/IEC 27005 provides guidelines for the construction of a systematic approach to information security risk management. Additionally, this international standard supports the ideas of ISO/IEC 27001 and was created to help with the effective implementation of information security using a risk management strategy.

ISO/IEC 27005 enables you to acquire the necessary skills and knowledge to initiate the implementation of an information security risk management process. Therefore, it proves that you are able to identify, assess, analyze, evaluate and treat various information security risks faced by organizations. Moreover, it enables you to support organizations prioritize risks and undertake appropriate actions to reduce and mitigate them.

Benefits of ISO/IEC 27005 Information Security Risk Management

- Acquired the abilities required to assist an organization's successful deployment of an information security risk management methodology.
- Acquired the knowledge necessary to appropriately oversee a process for managing information security risk and guaranteeing compliance with legal and regulatory standards.
- The capacity to lead a team responsible for risk management and information security.
- -The capacity to help an organization link its ISMS goals with its ISRM process goals.

The training provided by Infomatics Consultancy will help you to properly align organizations Information Security Management system with Information Security Risk Management process. Also, we help organizations to continually improve an information security risk management process which leads the organization towards achieving its objectives.



TODAY'S BUSINESS EXECUTIVES ARE CONSTANTLY SEARCHING FOR A COMPETITIVE ADVANTAGE. MANY CORPORATE LEADERS HAVE FOUND A FRESH, EFFECTIVE METHOD TO RETHINK HUMAN RESOURCE MANAGEMENT AS A RESULT OF THIS QUEST.

COMPETENCY BASED HUMAN RESOURCE MANAGEMENT IS WHAT IT IS CALLED. WHY IS A NEW OPERATING SYSTEM NEEDED FOR HR?

JOB ANALYSIS IS THE FOUNDATION OF ALL HR MANAGEMENT, JOB ANALYSIS IS THUS AN OPERATING SYSTEM FOR HR.

WHAT ARE COMPETENCIES?

WHILE THE TERM COMPETENCY IS SOMETIMES A TERM IN SEARCH OF A MEANING, THE REALITY IS THAT THE BEST WAY TO DEFINE A COMPETENCY IS AS A CHARACTERISTIC OF A SUCCESSFUL PERFORMER. COMPETENCIES RELATE TO THE PEOPLE WHO DO THE WORK, NOT, LIKE JOB DESCRIPTIONS, TO THE WORK ITSELF. COMPETENCIES LEAD TO SUCCESSFUL WORK RESULTS. ANYTHING CONTRIBUTING TO SUCCESSFUL WORK RESULTS IS THUS A COMPETENCY.

A COMPETENCY MODEL IS A NARRATIVE DESCRIPTION OF EVERYTHING THAT DESCRIBES A PERSON WHO IS SUCCESSFUL IN GETTING RESULTS BY DOING WORK.

COMPETENCY MODELS MAY BE OF TWO KINDS:

- ONE KIND DESCRIBES THE CHARACTERISTICS OF A PERSON WHO MEETS THE MINIMUM REQUIREMENTS. **AN EXAMPLE** MIGHT BE A PERSON PROMOTED FROM WITHIN.
- SELECTION MAY DEPEND ON PICKING SOMEONE WHO IS ADEQUATE.
- ANOTHER KIND OF COMPETENCY MODEL IS MUCH MORE IMPORTANT BECAUSE IT IS TIED TO PRODUCTIVITY IMPROVEMENT AND COMPETITIVE RESEARCH HAS SHOWN THAT NOT ALL PERFORMERS IN AN ORGANIZATION PRODUCE EQUAL RESULTS.

INFOMATICS CONSULTANCY IS PROVIDING A FREE HR COMPETENCY SESSION FOR YOUR ORGANIZATION, CONTACT US TO BOOK A DATE.



Our partners



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