



MAGNUM CONSTRUCTION SERVICES INC.

CORPORATE MANAGEMENT SYSTEM MANUAL (IMS)

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1. PURPOSE

This manual defines the **Integrated Management System (IMS)** of *Magnum Construction Services Inc. (MCS)*, combining the company's commitment to **Quality (ISO 9001)**, **Health & Safety (ISO 45001)**, and **Environmental (ISO 14001)** performance into one cohesive framework.

Its purpose is to:

- Establish standardized corporate processes for planning, executing, and controlling all operations.
 - Ensure compliance with applicable laws, regulations, and client requirements.
 - Provide measurable objectives for continual improvement and operational excellence.
 - Demonstrate to clients, regulators, and certification bodies Magnum's capability to deliver **safe, sustainable, and high-quality projects**.
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2. SCOPE

The IMS applies to all MCS operations, including:

- Corporate offices, regional branches, and field job sites.
- Construction, design-build, preconstruction, and infrastructure services.
- Employees, subcontractors, suppliers, and consultants working under Magnum's control.

This manual covers the **entire project lifecycle** — from bid and mobilization through close-out and warranty.



3. REFERENCES

This IMS integrates the requirements of:

- **ISO 9001:2015 – Quality Management Systems**
 - **ISO 45001:2018 – Occupational Health & Safety Management Systems**
 - **ISO 14001:2015 – Environmental Management Systems**
and incorporates compliance with:
 - **OSHA 29 CFR 1926/1910, EPA Clean Air & Water Acts, and applicable state/local regulations.**
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4. CORPORATE CONTEXT

4.1 Organizational Context

Magnum operates in the U.S. and Caribbean construction markets, specializing in concrete, structural, and turnkey solutions.

Key external factors: economic conditions, supply-chain volatility, and regulatory changes.

Internal factors: leadership capability, workforce competency, technology adoption, and corporate culture.

4.2 Interested Parties

- Clients and Owners
- Employees and Subcontractors
- Regulatory Bodies (OSHA, EPA, Local Authorities)
- Financial and Insurance Institutions
- Communities and Environmental Stakeholders

4.3 IMS Boundaries

The IMS governs all activities under Magnum's operational control, including corporate decision-making, procurement, field operations, and subcontractor oversight.

5. IMS STRUCTURE

Magnum's IMS is organized into four tiers:



Tier	Description	Document Type
Tier 1	Corporate Manuals & Policies	(e.g., Governance Charter, Ethics Code, Executive Policy Statements)
Tier 2	Management System Procedures	Process documents defining “how” policies are implemented
Tier 3	Work Instructions & Forms	JHAs, ITPs, Inspection Logs, Permits
Tier 4	Records & Evidence	Completed forms, reports, and verifications

All documents are controlled through the **Records Management & Document Control Policy (MCS-ADM-04)**.

6. LEADERSHIP & COMMITMENT

- The **Executive Director / CEO** ensures the IMS aligns with corporate strategy and resources.
 - The **Corporate Quality & EHS Director** oversees implementation, training, and certification maintenance.
 - All department heads are responsible for compliance within their functions. Leadership reviews IMS effectiveness during the **Annual Management Review Meeting**.
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7. PLANNING & RISK MANAGEMENT

7.1 Risk-Based Thinking

Magnum applies proactive risk assessment to all operations, integrating safety, quality, and environmental perspectives.

Risks and opportunities are documented in the **Corporate Risk Register**.

7.2 Objectives & Key Performance Indicators (KPIs)

Typical corporate KPIs:



- **Safety:** Total Recordable Incident Rate (TRIR < 0.50)
 - **Quality:** Rework Rate < 1%
 - **Environment:** Waste Diversion > 80%
 - **Client Satisfaction:** > 90% positive feedback
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8. SUPPORT

8.1 Competence & Training

All employees receive onboarding, job-specific, and refresher training. Records are tracked via the **Safety Training Roster**.

8.2 Communication

Internal and external communications follow the **Corporate Governance Charter (MCS-CORP-03)** and **Executive Policy Statements (MCS-CORP-04)**.

8.3 Documented Information

All IMS documents are electronically maintained under version control and backed up daily.

9. OPERATIONAL CONTROL

Operational processes are defined through approved **Management System Procedures**:

1. Project Planning & Execution Procedure
2. Procurement & Subcontractor Management Procedure
3. Quality Control and Inspection Procedure
4. Environmental Management Procedure
5. Health & Safety Management Procedure
6. Non-Conformance & Corrective Action Procedure
7. Emergency Preparedness Procedure
8. Client Communication & Change Management Procedure

Each procedure includes inputs, outputs, responsibilities, and performance indicators.



10. PERFORMANCE EVALUATION

10.1 Monitoring & Measurement

Audits, inspections, and KPI tracking ensure IMS effectiveness. Results are summarized quarterly in the **Corporate Performance Dashboard**.

10.2 Internal Audits

Performed semi-annually by trained auditors. Findings feed into the **Corrective Action Register (CAR)**.

10.3 Management Review

Held annually to assess IMS performance, compliance, and improvement opportunities.

11. IMPROVEMENT

- Non-conformities are documented, analyzed, and resolved within defined timeframes.
 - Root-cause analysis is conducted for recurring issues.
 - Lessons learned are shared across all divisions.
 - Preventive actions are implemented and verified for effectiveness.
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12. DOCUMENT CONTROL & RECORD RETENTION

- Each IMS document has a unique code, revision, and approval signature.
 - Records (training, audits, incident reports, inspection logs) are retained for **minimum 5 years**.
 - Document updates follow controlled change approval through the **Document Control Coordinator**.
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13. ANNEXES

Annex A – IMS Process Map (illustrates interaction between Quality, Safety, and Environment)

Annex B – List of Controlled Documents



Annex C – Corporate Objectives & KPI Matrix

Annex D – Risk Assessment Matrix

14. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate Quality & EHS Director			