



Management Systems Registration

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Advancing Business Excellence



Management Systems Registration

Choosing Your Registrar An Approach to Success

Advancing Business Excellence

Agenda

- **Definition of Registrar**
- **The Rules**
- **Your Expectations**
- **Selecting Your Registrar**

What is a Registrar

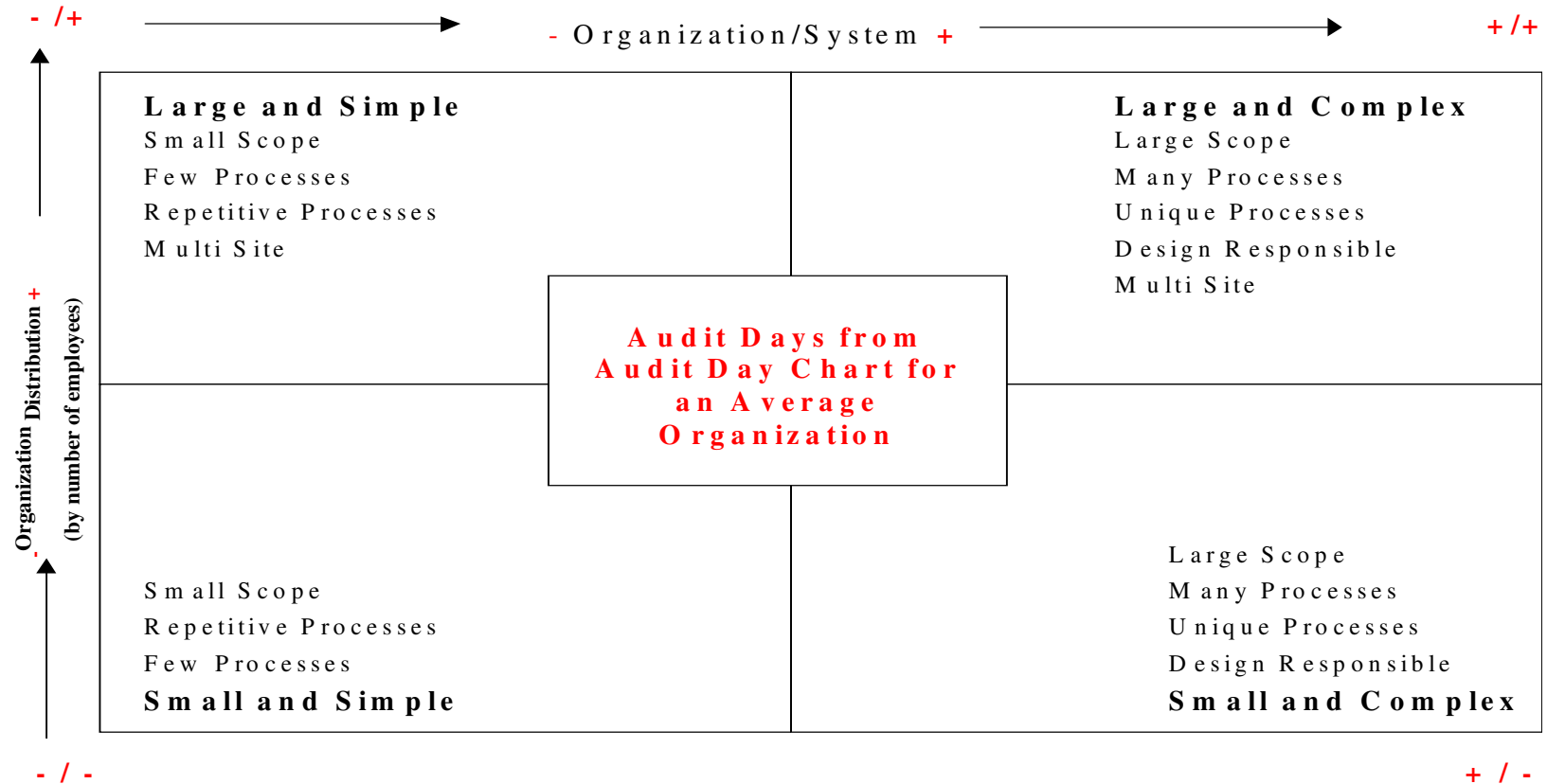
- **A Registrar is a supplier of services for your company.**
- **As a supplier we are responsible to meet customer expectations.**

The Rules

- **TS16949 Second Edition**
- **Guide 62**
- **Guide 66**

- **Transfer Requirements**
- **Registration Process**
- **Non- Conformances**
- **Auditor Requirements**
- **Man-day requirements**

Guidance Factors



Your System

Your Decision

Defining Your Expectations

Defining Your Expectations

- **Expectations should be developed by the entire management team**
- **Expectations should be based on goals of your management system**
- **Expectations should be developed to include long term goals**

The 5 Step Approach

- **Select 10 Registrars**
- **The Survey**
- **The Evaluation**
- **Request Quotation**
- **Final Evaluation**

The Selection

Selecting 10

- **There are over 150 Registrars available**
- **Get suggestions from other suppliers and customers**
- **Web search**
- **Quality Digest**

The Survey

- **Based on predetermined expectations develop a questionnaire for the Selected 10.**
- **Email Questionnaire.**
- **Set an undisclosed response time.**
- **Companies who fail to meet the response time fall of the list.**

Service Survey Suggestions

- **Additional services available**
- **Technical assistance**
- **Auditor availability**
- **Auditor selection**
- **Scope Extensions**
- **Additional Standards**

The Evaluation

- **Assign a weighted value based on importance to your organization. 1 being low 10 being high.**
- **Weights should be determined by Management Team.**
- **Assign a response value to each registrars response. 1 being low 5 being high.**
- **Tabulate the results.**



Management Systems Registration

			REGISTRAR A		REGISTRAR B	
	QUESTION	Weight	Rating*	Weighted Rating	Rating*	Weighted Rating
1	What additional services does your company provide	5	5	25	1	5
2	Auditor Availability	10	5	50	5	50
3	Scope Extension	4	3	12	2	8
4	Additional standards	6	5	30	5	30
5	Technical Assistance	5	5	25	4	20
6	Auditor Selection	5	5	25	4	20
7	Cost Breakdown	5	5	25	5	25

Request Quotation

- **Narrow your field based on weighted scale.**
- **Email completed RFQ.**
- **Ask for the information in the format you require.**
- **Set an undisclosed response time.**
- **Companies who fail to meet response time falls of the list.**

Final Evaluation

- **Add cost factors to weighted chart.**
- **Negotiate!!!!**
- **Meet with top 2-3 for formal presentation.**

**Thank you for listening...
Questions?**
