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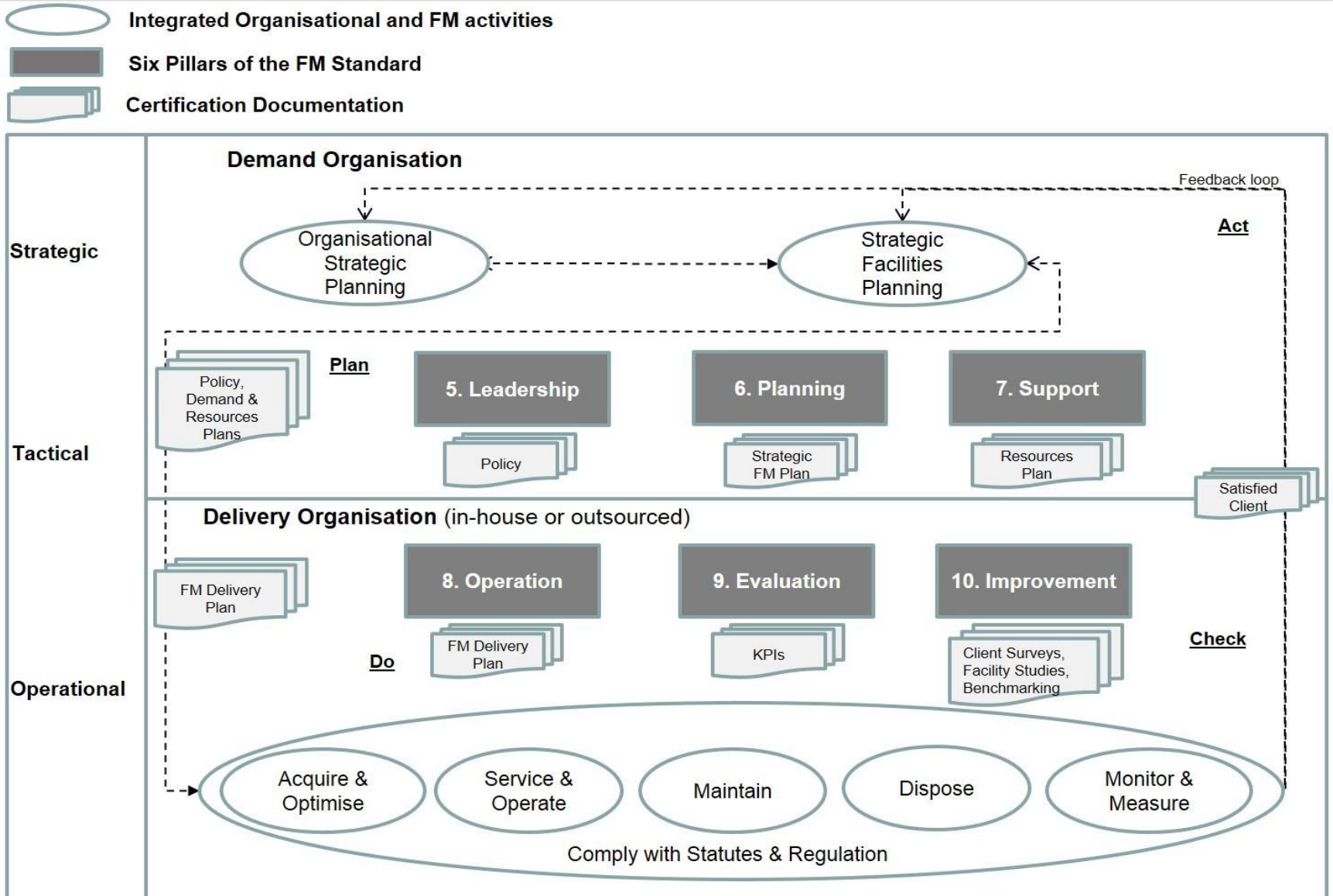SAFMA Self Declaration Process

Introduction

- Reasons for Introducing the Self Declaration Process

- SANS 1752 versus ISO 41000

- The Benefits for Companies Participating

Outline of Process

- Diagram of Process

Flow Diagram

Questions to Answer

1. Leadership:

Does the organisation have a policy which defines FM in terms of:

1.1. Senior Management's commitment to ensuring Strategic Facilities Management Strategy (SFMS) is implemented and continuously monitored?

1.2. Senior Management's commitment to establish the FM structure?

1.3. Senior Management's commitment to provide resources (systems, finances, all other than HR)?

1.4 Clear appointment and delegation of responsibilities for FM?

1.5 An FM communications plan (both internally and externally)?

Questions to Answer

Has the Applicant demonstrated existence of the following within their organisation?

1.6 A process of integration and alignment of the SFMS into the core business?

2. Planning and Support:

Does the Strategic Facilities Management Plan (SFMP) contain the following?

2.1. A clearly defined FM Strategy?

2.2. A defined planning horizon, with a regular review process?

2.3. A risk assessment of the business objectives, that includes the FM strategies?

Questions to Answer

2.4. An FM Demand Plan based on the business objectives (e.g. business geographic locations, space requirements, etc.)?

2.5. An assessment of current facilities, (e.g. suitability, condition, utilisation, expectations, etc.)?

2.6. An FM Demand Gap Analysis (how the gap is planned to be addressed)?

2.7. A Life Cycle Plan and Maintenance Plan (Planned Preventative, Corrective, Unplanned, etc)?

2.8. An FM Resource Plan?

2.9. A comprehensive Financial Plan?

Questions to Answer

3. Operations Plan:
Provide documented proof that your Operational Plan covers the following:

3.1. A comprehensive list of all service requirements

3.2. Process for planning, implementation and control within the
    following categories:
   – Hard Services
   – Space Services
   – Soft Services
   – Health and Safety

3.3. Are there Service Level Agreements in place for all services?

Questions to Answer

4. Quality Management and Performance Evaluation of the SFMS:

4.1. Is the SFMS properly monitored and measured?

4.2. Provide documented proof on the methods and metrics for monitoring and measuring

5. SFMS Performance Improvement Plans:

5.1. Provide proof that there are continual improvement plans in place

Thank you
and
Questions?