

Proving Compliance and Protecting your Reputation

Organisations are increasingly obliged to operate to a host of regulatory and voluntary standards to maintain their market position. Comprehensive audits are essential for compliance to these standards and to ensure management, employee and customer confidence in your business processes.

The audit process all too often creates a significant overhead without contributing to business improvement. MyEQMS.com Audit Manager simplifies the planning and running of any type of audit. Workflow-enabled functionality drives the audit process and automates corrective actions derived from audit findings. The cost of audit is minimised and extensive management reports build a platform for business improvement.

Benefits

- Audit schedules are quickly and easily maintained
- Corrective and Preventive Actions rapidly address problems
- All standards are consistently managed in one place
- Audit analysis enhances understanding of your processes
- Customers have confidence in your processes
- Certification bodies have confidence in your processes
- You have confidence in your processes

Audit Manager Features

Audit Control

myEQMS.com Audit Manager allows users to schedule audits, record milestone dates, determine audit types, define the scope of the audit and record results. Audits are linked to organisational areas, specific document sets and/or particular standards, for subsequent enquiry and analysis. Your template audit checklists and reports are stored in a library and attached to each audit for completion.

The Audit Manager attaches training and contact details of your auditors. Auditors are assigned to each audit by an Audit Manager selected from the list of auditors using a record of their current and past audit activity.

Audit Scheduling

The Audit Manager sees a calendar view of all audits held in the system. A daily, weekly and monthly view is available. A filter can be used to restrict the view to a particular audit type or audits belonging to a specific auditor. Audits can be set to recur after the required interval.

Audit Workflow

Audit findings and follow-up actions are recorded in the system. Actions are automatically routed to an owner. The status of any action is visible and reported on by the system. If required, the Audit Manager can introduce escalation routines to ensure the completion of critical activity.

Audit Categorisation

Audit Manager allows you to categorise your audit types (health and safety, environmental, supplier etc), auditor types (internal, external, supplier, customer etc) and log the standards you are measured against. Audit Manager is flexible and holds details of any standard. If the standard itself is published on the Internet a hotlink provides immediate access to the current version. The categorisation of audits drives the outputs and ensures the quality and usefulness of system reports. Over time patterns and trends will emerge that guide the process of business improvement.

Audit Metadata

Audit Metadata allow you to create your own fields for inclusion and completion in your Audit records. You can create fields that require date, text, numeric values, simple yes or no responses, or a combination of these. This means that you can record precisely the data that you need based on your existing audit processes and audit checklists. All data is collated for subsequent analysis and reporting.

Security

Security features allow you to present individually tailored views of audit details. Some audits may be visible to all users; some may be restricted to individuals or groups with appropriate permissions.

You can devolve audit management responsibility to individuals or groups by giving them administrative access to the Audit Manager module or specific audit management privileges. Users will only be able to update or edit audits that you give them permission to. Those Users, in turn, may devolve responsibility for elements of their audits to other individuals or groups. Such permissions include options for read only and the update of records.

Reports

You have access to a wide range of standard reports. All aspects of audit, findings and corrective action status are reported on.

Tools and Help

Users have access to context-sensitive help screens and a range of system tools. The precise tool-set varies depending on the permissions of the user but include the ability to view their user details, broadcast messages to groups of colleagues and organise user groups for giving permissions to view and/or update records.

To Do List

Audit Manager automatically generates messaging and/or e-mail prompting audit activity and corrective actions stored in the system. Actions are triggered by dates and deadlines held in the Audit Manager database and compliance with requests is analysed and reported.

The myEQMS.com Web Service

Your myEQMS.com Web Service is completely secure. Powered by EQMS software, myEQMS.com allows you to run your entire Quality System on the Web. No software and no hardware to purchase. Pay by monthly subscription and manage your ISO9001, ISO4001, OHSAS18001, ISO17799/27001 systems online via your internet browser. Always-on access from any location worldwide, secure access control and integrated back-up combine to provide total assurance of business continuity and eliminate reliance on overworked IT departments.



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