

Audit Management

To effectively improve
your organisation



Do you want to coordinate and manage the audit management process centrally? Audit Management helps to simplify and structure the workflow, and supports the cooperation between staff to carry out audits.

It is also a good tool to make bottlenecks transparent and improve your organisation. To coordinate this process and to effectively follow-up on the findings, the Audit Management module has been developed. The module supports the complete audit process within your organisation from planning, preparation and implementation to creating audit reports and follow-up on findings.



One solution for audit planning, recording, performance and improvement plans



Uniformly carry out audits throughout the organisation



Central storage of all audit data



Effectively carry out improvements by making the right people responsible

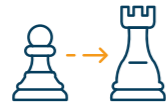


Functionalities

- Flexible design**
 Determine which employees will receive notifications at what point within the process.
- Audit calendar**
 View audits in the audit calendar with monthly or annual overviews.
- Duplicating audits**
 You can schedule a series of audits with this feature. The audit manager will only need to specify the details, for instance the scheduled audit date.
- Requesting audit**
 You can enable this feature to create commitment to the organisation. An audit request can be submitted by an employee and approved or rejected by the audit manager.
- Integration with other modules**
 Refer to documentation from Document Management or register and handle non-conformities in Complaints Management.
- Workflow history**
 The individual steps of documents are recorded in a log.



Workflow support by follow-up on tasks by sending notifications to employees



Scalable, multilingual module which can be used worldwide



Make audit management transparent through progress and KPI reports



Encourage involvement in the organisation



How does it work within my organisation?

Thanks to the workflow support, the module takes a large part of the administration involved in the audit management process out of your hands. Every user is granted (read) rights in the Audit Management module based on their assigned roles. Tasks are assigned to the right people, and they receive notifications about the status of the audit and their tasks throughout the workflow. It is possible to capture internal, external and certification audits in the module.

If you would like to move forward in setting up Audit Management, our first step will be working together on the best suitable design of the module. This ensures that the process support matches your organisation.

When conducting the audit, you can for example use the following steps:

- Audit Planning**
 The quality manager can create an annual or multi-annual plan. This contains the audits that will be carried out within that plan.
- Audit Preparation**
 The quality manager assigns a lead auditor to each audit. This person plans and prepares the audit. You can also create ad hoc audits or audits that are not part of the audit plan.
- Audit Execution**
 The audit is executed after planning and preparation. Auditors can record findings related to the audit in the module. Data can be linked to a finding. For example, the finding can be given a title and description. You can also classify the finding allowing for an analysis. You can assign the finding to a finding manager who will be responsible for following up on the findings and deploying actions.

- Audit Report and Completion**
 After completion, an audit report can be created using templates. These report documents can be directly linked to the audit. You can then have the audit closed by the quality manager or another responsible manager.
- Analysis**
 Gain insight into the status and progress of audits by generating various reports. Use default reports with up-to-date overviews of operational matters such as open findings, open tasks, the number of findings by location and the number of audits in an audit plan. Or set up analyses for the management to show the status of audits per location. Reports can be generated both automatically (at a set time) and manually.



Creating audit plans for all your internal, external and certification audits



Scheduling internal and external audits, including audits of clients and suppliers



Capturing findings



Assigning roles and rights



Audit reports and monitoring



Input for the improvement process of the Continuous Improvement module

They are happy with Audit Management



Wondering how Icologiq Elements can work for your organisation?

We would be happy to provide a solution! Contact our consultants for more information.

HM.Clause had a longlist of 34 software platforms from which they could choose. They chose Icologiq Elements. Erik Postma, VP Quality Assurance & Environment and Risk Coordinator at HM.Clause:

“The main reason for this choice is that Icologiq Elements works intuitively”, says Postma. “You don’t need days of training to understand the software.”

HM • CLAUSE



Modular

Icologiq Elements is a modular system which can be easily set up and extended with multiple modules. Start improvement actions in Continuous Improvement based on preventive actions or change documents in Document Management if that is part of the improvement.



Professional Support

During both the implementation and the period thereafter.



Global deployment options

The modules can be deployed easily at other locations (globally).



Immediate result

The module can be implemented easily and is ready to use.



Icologiq
Zuiderval 72, 7543 EZ Enschede
+31 (0)53 480 9090, info@icologiq.com

elements.icologiq.com