

Compliance Management

Manage your compliance at one central location



Do you want to see the status and effectiveness of compliance measures in one overview? Is your organisation committed to making standards transparent and manageable at all locations? The Compliance Management module was developed to centrally manage the obligations of your organisation and have immediate insight into the current status.

The module bundles relevant information, monitors timely follow-up on tasks and organises communication with stakeholders during the workflow. This enables your organisation to continuously focus on compliance. Just like the Training & Competence and Risk Management modules, it is proactive: your organisation continuously takes actions to reduce risks and be compliant.



Centrally manage the obligations your organisation must meet



Use workflow support during the follow-up on tasks: involved employees will be notified of tasks that require follow-up



Capture evidence for checks related to compliance at a central location, for example for audits

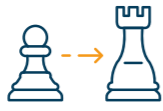


Functionalities

- **Flexible design**
Determine which employees will receive notifications at what point within the process and grant (reading) rights to objectives and measures.
- **References**
Refer to documents in the Document Management module to make relevant documents accessible within Compliance Management.
- **Attachments**
Add attachments to measures or objectives.
- **Workflow history**
The individual steps of documents are recorded in a log.



Capture both uniform and local methods centrally



Scalable, multilingual module which can be used worldwide



Get an instant overview of the status of the established objectives related to compliance



How does it work within my organisation?

The module makes compliance management a manageable business process with supporting workflow including roles and rights of employees.

The module assigns tasks to the right people based on this. You determine what standards and strategic objectives you capture in the software to allow for governance.

If you would like to move forward with Compliance Management, our first step will be working together on the best suitable design. There are many options for the configuration to choose from.

Compliance Management may look as follows:

- **Defining objectives**
A quality manager creates different domains and associated sub-domains within which he defines objectives. Examples of domains may be Environment, Safety and Energy. Examples of objectives are: certificates, meeting requirements concerning permits, or periodically carrying out inspections. He assigns control measures with corresponding deadline or expiration dates to each objective.
- **Implementing measures**
The quality manager assigns an owner to each control measure. This person, for example a department manager, is responsible for the implementation of the measure. He can assign the measure to employees who are informed about their tasks using workflow support.

Tasks may include (periodically) carrying out an inspection or test, or periodically reviewing a document.

- **Revising measures**
The quality manager or department manager periodically reviews whether the measure is still effective, for example by studying reports in which the progress of the objectives has been described. If this is not the case, he will implement measures that are more effective and simply capture them in the module.
- **Carrying out a test**
When an employee has carried out the test, he will capture this in the module. The module shows the status of each objective and task.
- **Analysis**
By generating reports, the quality manager knows how effective the measures are and can see where the organisation is not yet compliant, in one overview. He can set up these reports himself. The analysis tool also has the option to generate default reports with current overviews of operational matters, for example about how often the module is used and how many changes are made. The reports can be generated both manually and automatically at a set time. Regulators can use these overviews and reports for their control responsibilities.

You can use the compliance module to set up governance in all fields covered by legislation:



Working conditions

For example, health and safety legislation or a fire plan



Environment

For example, environmental permits or the Dutch Environmental Management Act



Safety

For example, emission reports



Corporate Social Responsibility

They are happy with Compliance Management



Wondering how Icologiq Elements can work for your organisation?

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

René Gijbers
IT-director VTTI

“With this module, we can create global reports of all important aspects related to safety and sustainability without taking away the freedom of employees. “



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.



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