

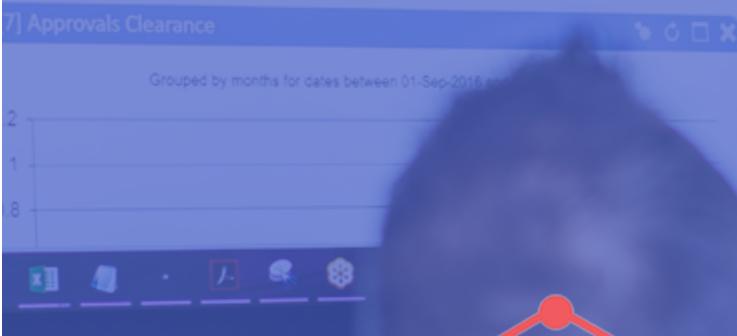
Audit management datasheet

Complete control over your audits and inspections



Qualsys

Learn how to save time and money by managing multiple audits quickly and efficiently



Qualsys's software and solutions help you plan, manage and improve processes for making your business fitter, faster and stronger.

We're familiar with many standards and regulations, including:



An effective management system takes more than a single software solution or achieving a certificate for the wall. It takes time, energy, commitment and investment.

Qualsys's software and solutions give businesses the tools and knowledge they need to effectively plan, monitor and improve performance.

We've worked with worldwide brands such as Sodexo, BT and Diageo, as well as hundreds of SMEs, to help them make good practice natural and invisible.

Founded in 1995, Qualsys Ltd is now one of the largest privately-owned governance, risk and compliance software providers in the UK.

Our software solutions are used every day in more than 100 countries across the globe, helping all kinds of businesses meet a wide range of standards and regulations.



www.qualsys.co.uk

Get in touch

Michael Ord
New Business and Marketing Director
+44 (0)114 282 3338
michael.ord@qualsys.co.uk

Brands we work with



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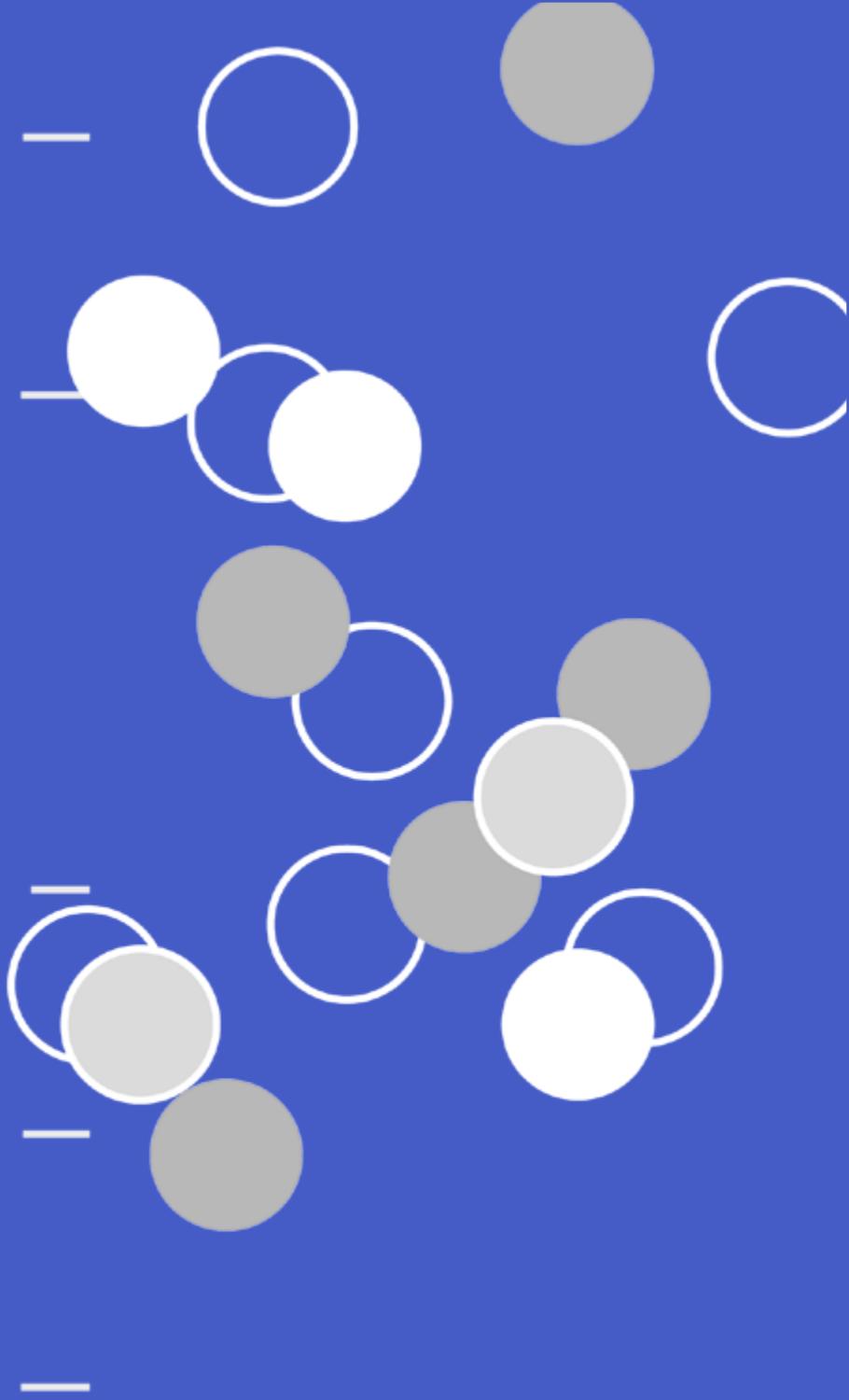
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“Being a global tier 1 supplier in the automotive industry, you have to comply with a lot of regulations and standards. We are now so big, with so many sites and our quality management systems were all separate. Our governance, risk and compliance management solution brings this all together.”

Valere Vastmans,
European Lead Auditor at Yazaki
Manager

Watch video

1.



1.

The compliance challenge

Auditing in heavily-regulated industries



Kate Armitage

Product Quality Assurance
Manager at Qualsys

Competing in the global market means complying with a host of regulations and standards. Audits are crucial in demonstrating your compliance and, more importantly, reducing risk.

But managing audits is ever more challenging. Spreadsheets and point solutions no longer do the job, particularly if your business extends across multiple sites and countries.

The more auditing you do, the greater the danger that the whole process becomes an overhead that does nothing to improve your business. You might complete your inspections but neglect to rectify the problems you found. And all that does is invite more mistakes and risk.

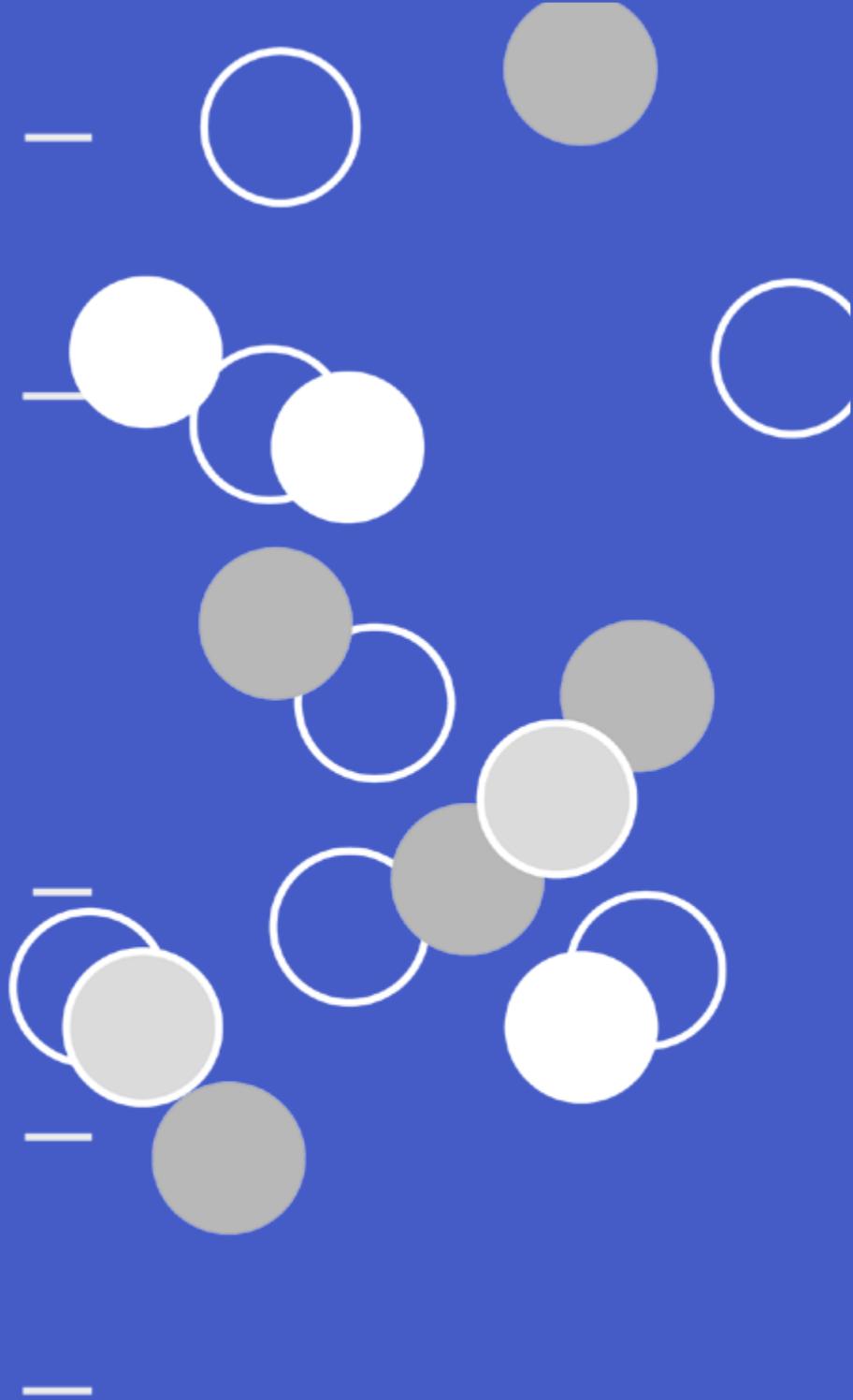
Lacking a strong, effective system for internal auditing is the cause most often cited for why high-profile businesses break down. This absence, for example, was highlighted as a key factor in the global banking crisis of 2008.

A regular and thorough auditing programme helps you identify and manage issues so you can truly understand the health of your business – giving you peace of mind that it's always improving.

“I wanted to implement a system for continuous quality improvement. I wanted to automate our documentation, training management and have automatic workflows when there is an issue.”

Lee Clack, Quality Systems Manager,
W. E. Rawson Ltd.

Watch video



2.

2.

Our audit management module

An introduction to our solution

Manage your entire auditing programme in a single, comprehensive, easy-to-use framework.

With our audit management module, you can plan, schedule and perform any type of audit or inspection, whether it's an audit of your internal processes, suppliers, health and safety procedures or quality of your product.

It makes managing audits so simple that you're helping to promote a proactive and positive culture throughout your organisation. And by understanding how your business is performing, you can take the action you need to improve.

“After introducing Qualsys’s software, we carried out more audits in four weeks than we had in the previous four years!”

Lee Clack, Quality Manager at W. E. Rawson Ltd

The system works in tandem with our Auditor app. Complete an audit in the app and generate instant reports in the module, allowing you to focus on fixing the findings and actions rather than spending days compiling a written report or spreadsheet.

Partnering with us

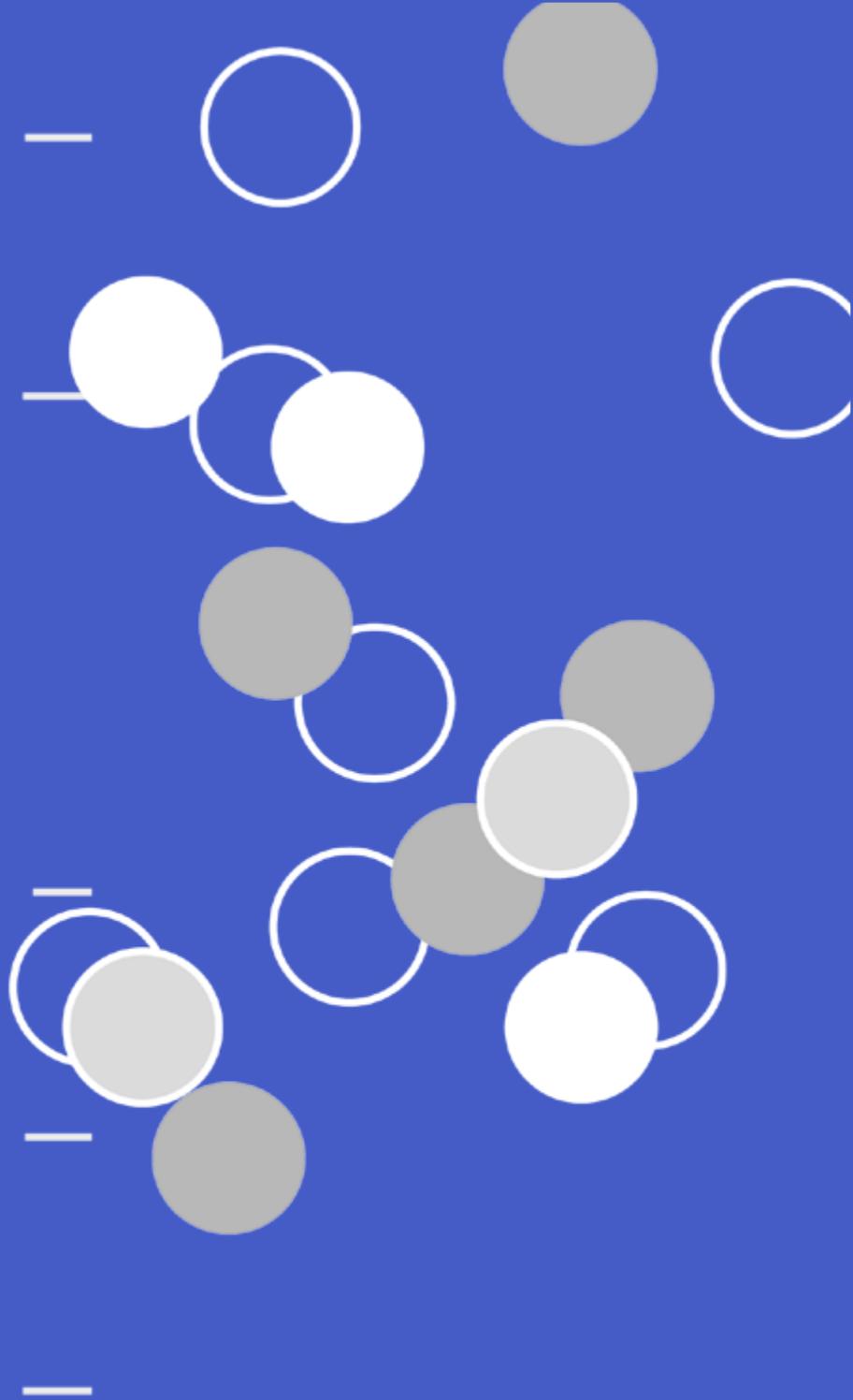
We know good audit management doesn't happen overnight – it takes time, energy and investment. At Qualsys, we're fully committed to helping you implement an efficient and effective audit management system, and we offer a best-practice configuration to ensure your success.

“Our GRC software reduces the cost of compliance with our international regulations. We have improved processes, more control and better visibility.”

Rob Gibson, Quality Systems

Manager at Sodexo

Watch video



3.

3.

How good audit management helps your business

Best-practice implementation

Our audit management module is a powerful, flexible and highly configurable solution that's trusted by global organisations across a range of regulated industries.

The module provides the following benefits:

- Create and store audit templates for re-use, allowing for consistent auditing and simple comparison and benchmarking.
- Resolve problems quickly, with closed-loop processes for recording findings, developing recommendations, and implementing action plans.
- Encourage collaboration between departments by assigning responsibility for audits section by section.
- Use workflows for better communication across departments and functional areas.
- Leadership teams can easily examine audit scores for non-conformities.
- Synchronise upcoming audits with Outlook calendars to help employees plan their time.
- Download audits to your mobile device so the audit can be completed anywhere, even without an internet connection.
- Support your compliance by controlling security permissions for your audit records – responsibilities are clearly defined and records can't be tampered with.

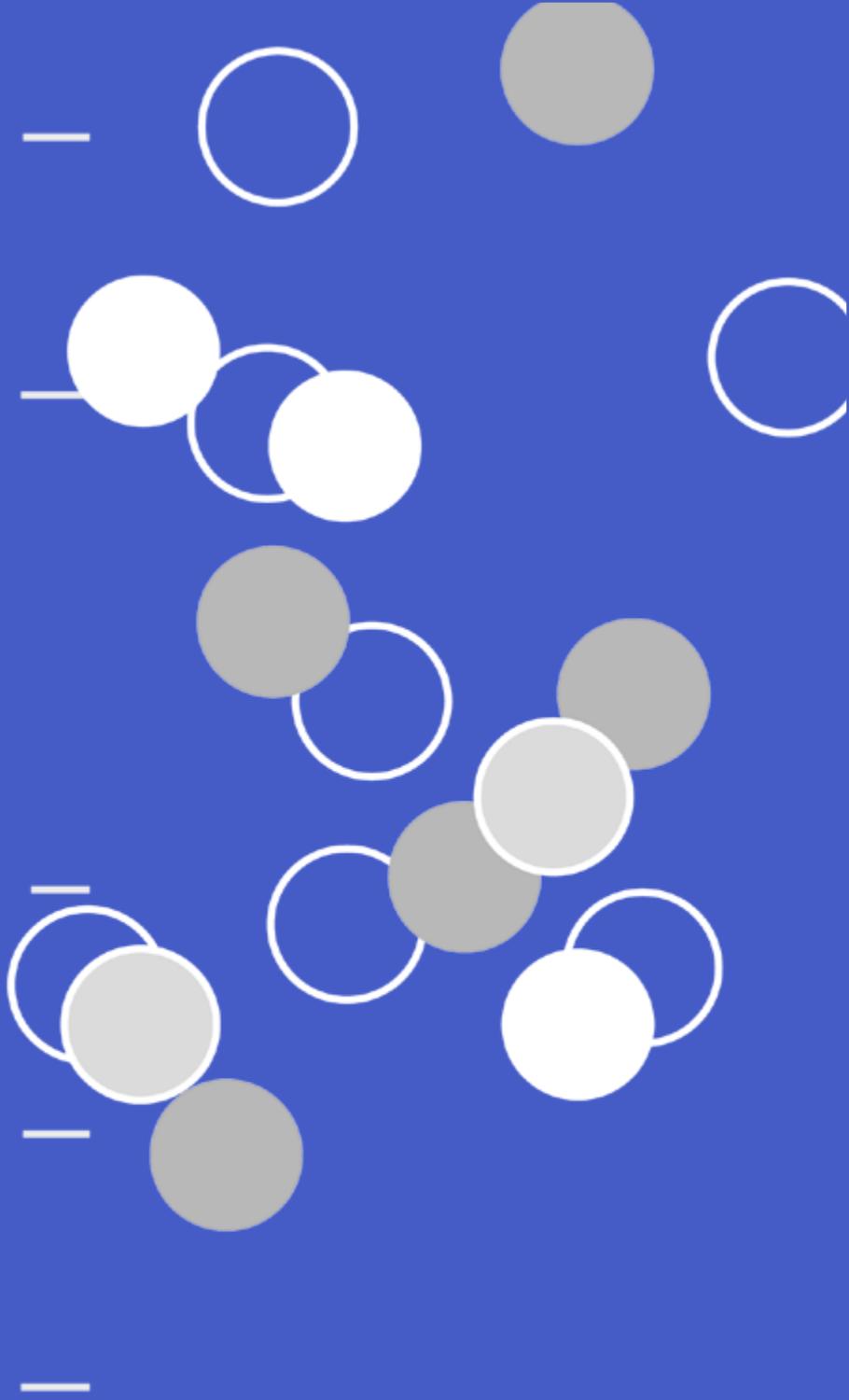
“With our supplier audit management system, I now receive an audit report instantly. The data is clear, correct and concise. Our auditing software copes with the whole audit and I was really suprised about that.”

Nigel Mangnall, Head of Quality at Compliance

Carillion Direct Sourcing

Read more

4.



4.1

Module features for general users

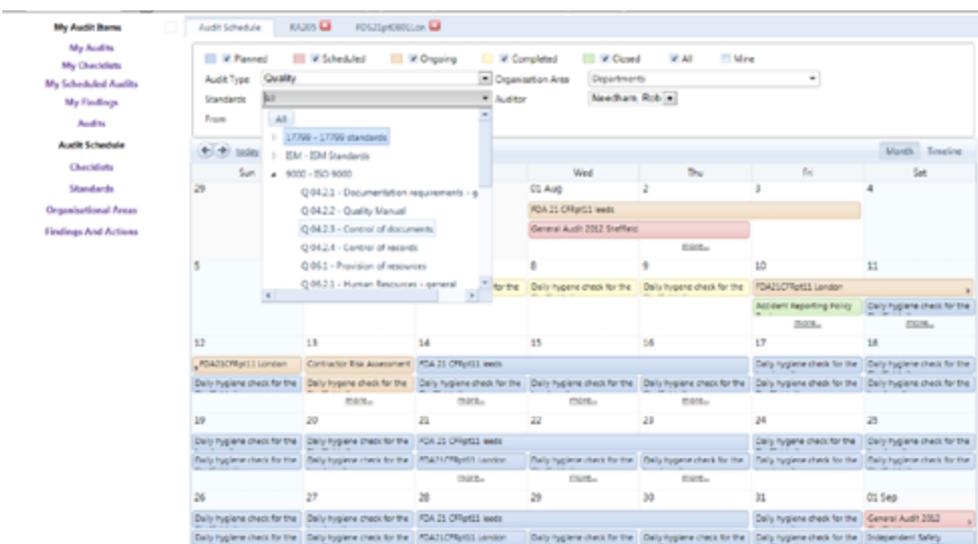
Demonstrating your compliance at every stage

Planning and scheduling

Schedule audits to take place on a regular or ad-hoc basis. Set milestone dates, or have audits that automatically recur. Check an auditor's availability before assigning them to an audit, and notify auditees that their inspection is looming.

Calendar

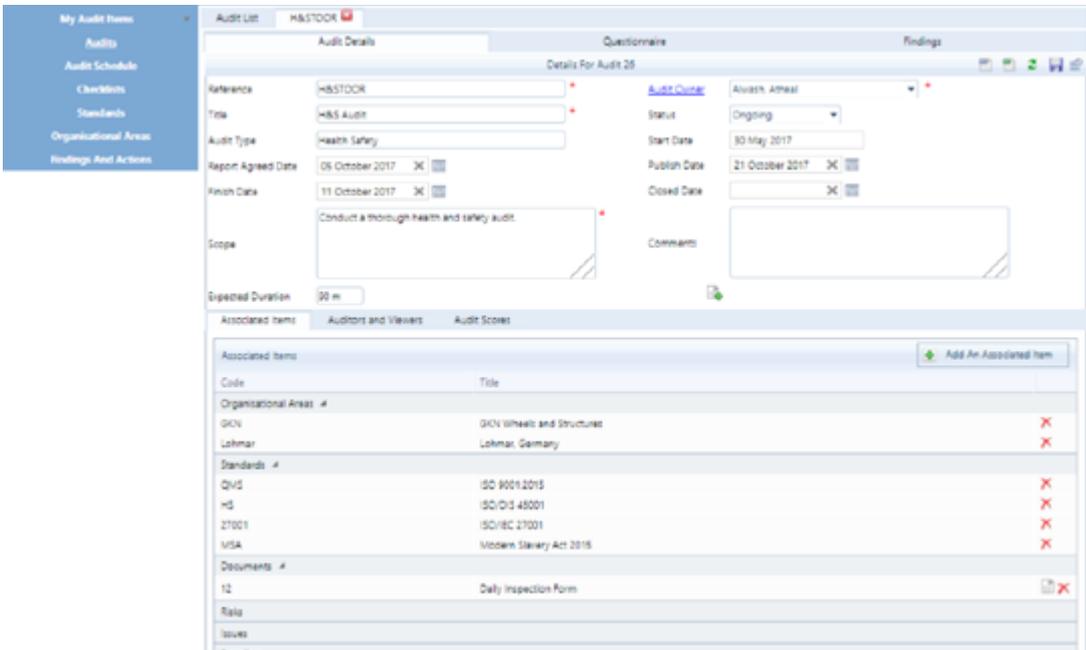
You see a calendar view of all audits held in the system, by day, week or month. What you see depends on your level of access. You can filter audits by type, department, standard or regulation, auditor or status (planned, scheduled, ongoing, completed and so on), or any combination of these.



Templates

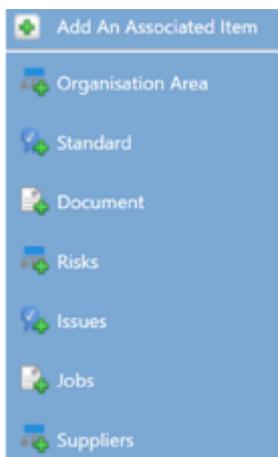
Ensure all your data is accurate and consistent by creating

templates for each type of audit you carry out. This produces meaningful metrics that track KPI performance over time.



Questions

The system stores your audit questions in a bank. Make questions mandatory or optional, and specify what response you need for each – this could be a date, a number, or a selection from a drop-down list.



4.2

Module features for administrators/audit managers

Audit management in a central system

Access

Make audit information visible only to users and/or groups of users you authorise.

Assigning auditors

The system stores training records and contact details of your auditors. When assigning responsibility for an audit, select from your list of auditors based on their availability and their record of current and past experience.

The screenshot displays the audit management interface. At the top, there are form fields for: Title (H&S Audit), Status (Ongoing), Audit Type (Health Safety), Start Date (30 May 2017), Report Agreed Date (05 October 2017), Publish Date (21 October 2017), Finish Date (11 October 2017), Closed Date, Scope (Conduct a thorough health and safety audit.), and Expected Duration (90 m). Below these fields are tabs for 'Associated Items', 'Auditors and Viewers', and 'Audit Scores'. The 'Associated Items' tab is active, showing a table with columns for Code, Title, and a status indicator (red X).

Code	Title	Status
Organisational Areas		
GKN	GKN Wheels and Structures	X
Lohmar	Lohmar, Germany	X
Standards		
QMS	ISO 9001:2015	X
HS	ISO/DIS 45001	X
27001	ISO/IEC 27001	X
MSA	Modern Slavery Act 2015	X

CAPA workflows and escalating action

Audit findings and follow-up actions are recorded in the system and must be completed to close out an audit. The system will automatically direct actions to the relevant people and notify them by email.

If necessary, you can introduce escalation routines to ensure vital actions are completed within your set timescales. The auditor can record as many findings as necessary against each audit and assign as many actions by as many users as needed to address or avoid problems.

The system gives you a view of all CAPA activity, which you can filter by status – outstanding or completed – and use to further analyse problem areas.

This Week

<p>Michael Ord updated Audit Checklist Section record with ID 967 - Insurances & Certifications and made the following 14 changes:</p> <ul style="list-style-type: none">• Set the Checked In At field to 10 Oct 2017 09:29• Set the Checked Out At field to 16 May 1901• Set the Checked Out By field to Michael Ord• Set the Is Complete field to False• Changed the Sequence field from 1 to 5• Changed the Sequence field from 6 to 4• Changed the Sequence field from 4 to 3• Changed the Sequence field from 3 to 2• Changed the Sequence field from 2 to 1• Changed the Title field from Health and Safety to Insurances & Certifications• Changed the Title field from Insurances & Certifications to Financial• Changed the Title field from Financial to Quality• Changed the Title field from Quality to Environmental• Changed the Title field from Environmental to Health and Safety <p>10 October 2017 09:29:47</p>
<p>Charles Hope created a new Audit Document record with ID 667 and set Document field to 2256 - SP4 - Human Resource Management</p> <p>10 October 2017 09:29:30</p>
<p>Charles Hope updated Audit record with ID 667 - Shortterm Group - Supplier Audit and made the following 3 changes:</p> <ul style="list-style-type: none">• Set the Is Released To Audit Team field to True• Set the Released To Audit Team At field to 09 Oct 2017• Set the Released To Audit Team By field to Charles Hope <p>10 October 2017 09:29:30</p>
<p>Charles Hope linked Supplier/Audit records 667 - Shortterm Group - Supplier Audit and 24 - Shortterm Group</p> <p>9 October 2017 21:08:52</p>
<p>Charles Hope updated Audit Document record with ID 667, changing the Document field from 2256 - SP4 - Human Resource Management to 2254 - SP2 - Procurement, Stores, Planning</p> <p>9 October 2017 21:04:56</p>
<p>Charles Hope created a new Audit Document record with ID 667 and set Document field to 2256 - SP4 - Human Resource Management</p> <p>9 October 2017 21:04:56</p>

4.3

Faster access to controlled information

For a global, mobile and remote workforce

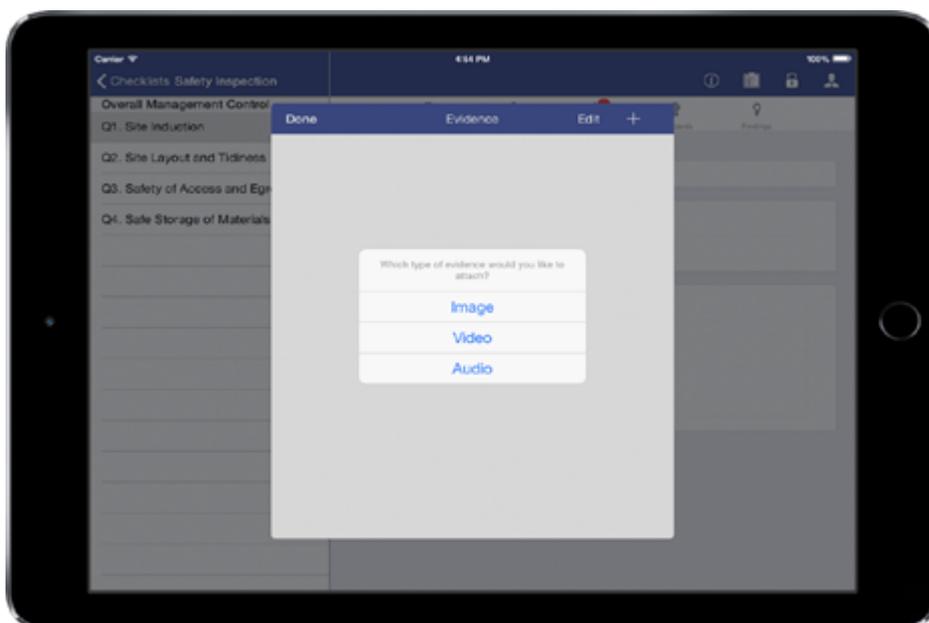
All actions in a To-Do List

The system automatically generates targeted To-Do List messages or actions, plus email prompts for reviewing, approving and archiving records held in the system.

Actions are triggered by dates and deadlines held in the database and compliance with requests is analysed and reported.

Evidence

Documents and photos in any format, such as Adobe PDF, MS Word and MS Excel, can be attached at any stage of the audit as supporting evidence.



All attachments are centrally stored for easy access.

Context-sensitive information

Users have access to context-sensitive help screens and a range of tools, including the ability to view their own details and broadcast messages to their colleagues.

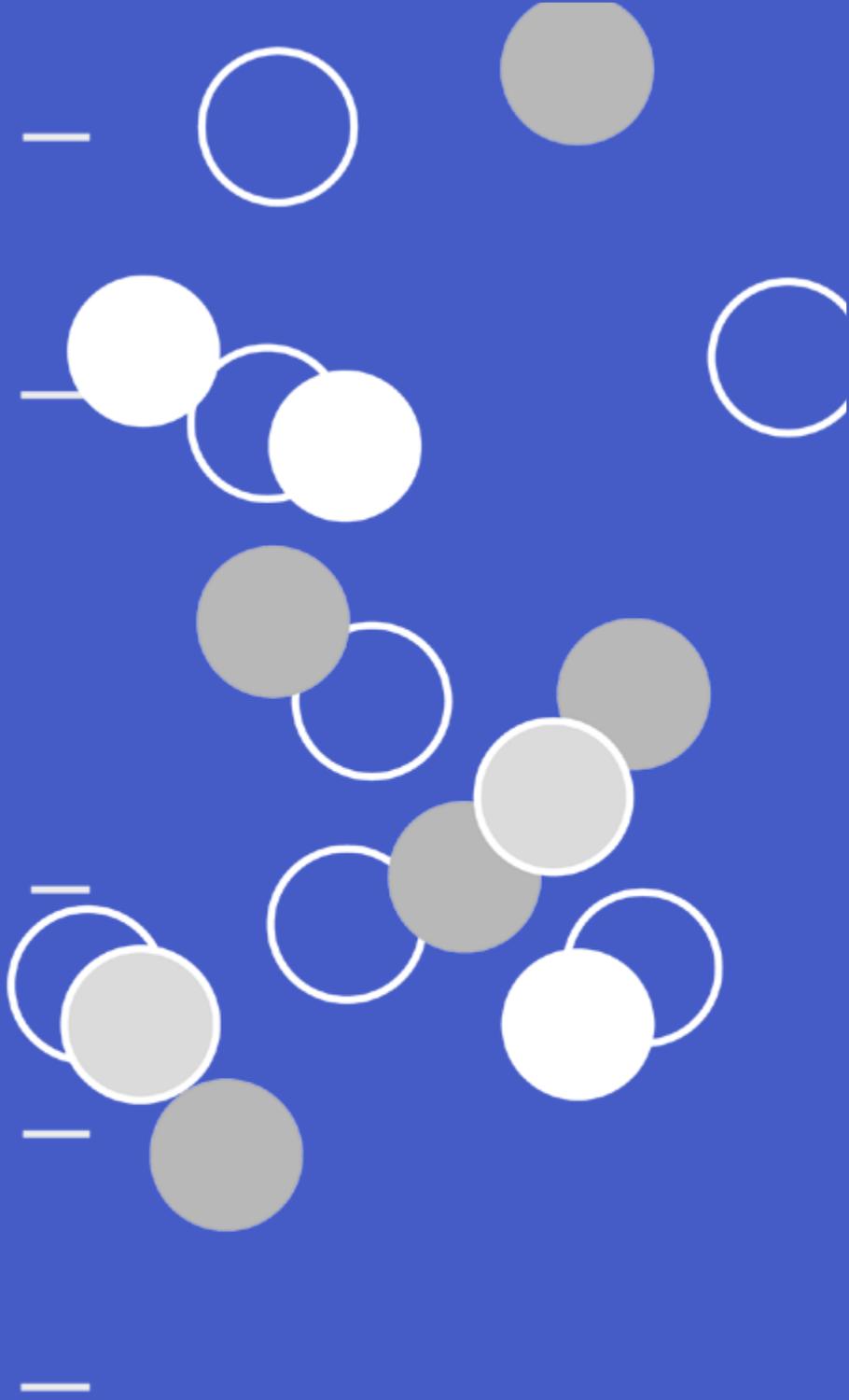
With one mouse-click, users can see the status of the audit they're viewing.



“We have a central system for all our ISO policies, procedures, records and training materials. It is accessible by all staff within the firm.”

Greig Robertson, Project Manager
Aberdein Considine

Watch video



5.

5.

Technical information about our GRC software

Details on integrations, APIs and hosting

Branding and customised phrasing

Add logos, colours and style sheets to ensure your management system emulates the look and feel of your website, extranet or intranet. Tailor phrases and labels to match your organisation's taxonomy.

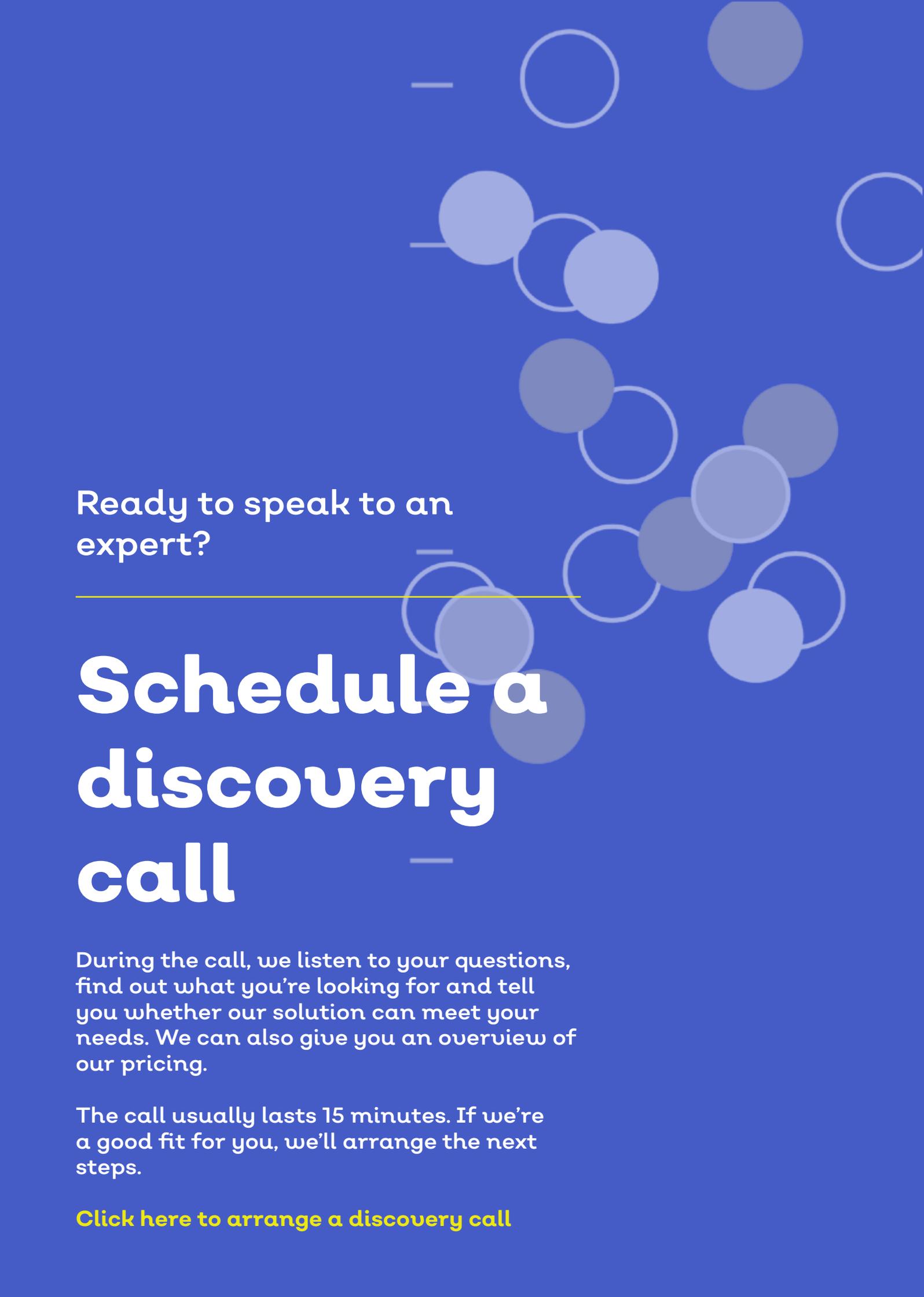
Hosting

We offer our software on a SaaS basis with your users accessing your system via a secure https website. Or, we can install the software on your network and integrate with your intranet, extranet or company portal as needed.

You choose the option that best suits your business's IT strategy.

Accessibility

Access the software via your laptop or PC using any commonly-used web browser, or via smartphone or tablet.



Ready to speak to an expert?

Schedule a discovery call

During the call, we listen to your questions, find out what you're looking for and tell you whether our solution can meet your needs. We can also give you an overview of our pricing.

The call usually lasts 15 minutes. If we're a good fit for you, we'll arrange the next steps.

[Click here to arrange a discovery call](#)