

# AUDITING MODULE



MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
<b>Use of Microsoft Word for Report Templates</b>	Forms merge into MSWord documents templates allowing customer to use existing formats.
<b>Meets ISO 9000 requirements for Internal Auditing</b>	Follows standard ISO audit process.
<b>Multiple Site Assignment</b>	User definable.
<b>Tied to TMS User Table</b>	Lead auditors, auditees, auditors & attendees pulled from existing TMS user table.
<b>E-mail integration</b>	For notification of action items – links to the section of forms requiring action.
<b>Optional Electronic Signature for Assigned Action Items</b>	Replaces handwritten signatures for moving to a paperless environment.
<b>Free Format Text capabilities for color, font sizes &amp; types</b>	This capability exists throughout the system.
<b>Tied to TMS Permissions Table</b>	Assignment of access rights of users
<b>Audit Preparation &amp; Planning</b>	Plan the specific audit and strategy. Review customer requirements, expectations and audit objective, references, audit exclusions, start & end dates, select team & identify roles.
<b>Audit Checklist/Worksheet</b>	<p>Identifies specific audit requirements, area/departments to audit, method of verification and standard to audit. Identifies audit data collection plan. Identifies Audit Sampling</p> <p>Ability to copy prior audit information from similar audits to streamline the development of the audit plan.</p> <p>Ability to add unlimited items for auditing. Ability to check sort audits by number of times the audit had findings vs. the number of times a particular audit question was asked.</p>
<b>Opening Meeting Report</b>	Assignment of standards audited, date of audit, location of audit, meeting conducted by, agenda, attendees and meeting summary.
<b>Audit Performance</b>	Collect & analyze data using audit checklist.
<b>Audit Results</b>	<p>Enter results, access performances, and identify non-conformances, observations and opportunities for improvement and any comments.</p> <p>Ability to attach external documents for verification. Documents are uploaded onto a protected webserver. Almost all document types are acceptable for uploading for example .jpg, pdf, tif, doc, xls, etc.</p> <p>Ability to review historical data on past non-conformances when evaluating and entering audit results</p>

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<b>Closing Meeting</b>	Assignment of strong points, specific audit observations, opportunities for improvement, and assignment of audit frequency. Supporting information can be added.
<b>Corrective &amp; Preventative Action Assignment</b>	Specific action items established with description of findings major or minor, responsible party assignment, response due date, corrective action plan, preventative action plan, verification using corrective/preventative action review.
<b>Communication of Findings with Supplier/and or Customer</b>	The ability to assign activities to suppliers and customer for automatic response to non-conformances. Information is stored with audit. System reports communication progress by number of non-conformance, communication in progress, closed or accepted response to non-conformance.
<b>Executive Summary</b>	Assignment of risks, assess performance, certification and other audit summary information.
<b>Reports</b>	<p>Ability to run reports that displays non-conformances by:</p> <ul style="list-style-type: none"> <li>Site</li> <li>Customer or Supplier</li> <li>Type of non-conformance</li> <li>Start Date</li> <li>Close Date</li> <li>Status</li> <li>Functional Areas</li> <li>Findings</li> </ul> <p>Reports also display non-conformances by functional area and findings.</p>
<b>Checkout functions</b>	Complete standalone auditing allows for the ability to checkout and performs audits off site when internet connection is slow or unavailable. Checking in the audit sends notification to the Audit Manager that a new audit has been uploaded and ready for review.
<b>Automatic notification</b>	When activities are created for response to audit findings, automatic reminders can be sent on a scheduled basis to help streamline the completion of required responses.
<b>Forms Data</b>	Ability to add additional forms with flexible data input to the audit process
<b>Communication Module</b>	Ability to capture communication between auditor and auditee for user defined findings or opportunity for improvement. Activities are created and pinging notices can be automatically sent for reminders.