



QSET Consensia

Audit Management

Effective audit management is the key element of any management system

QSET Consensia Audit Management is a focused business tool that can be used by managers, auditors and outside regulators alike. It ensures that you are always up to date on what is happening, what actions need to be carried out and how effective the actions have been implemented. It functions as an indicator of your organization's general health and its compliance with regulatory requirements. How can you ensure that records are kept, and that recommendations are fully closed out?

QSET Consensia Audit Management allows you to:

- **Plan and schedule audits** including Quality, Environmental, Health & Safety, Customer, Suppliers and Third Party audits.

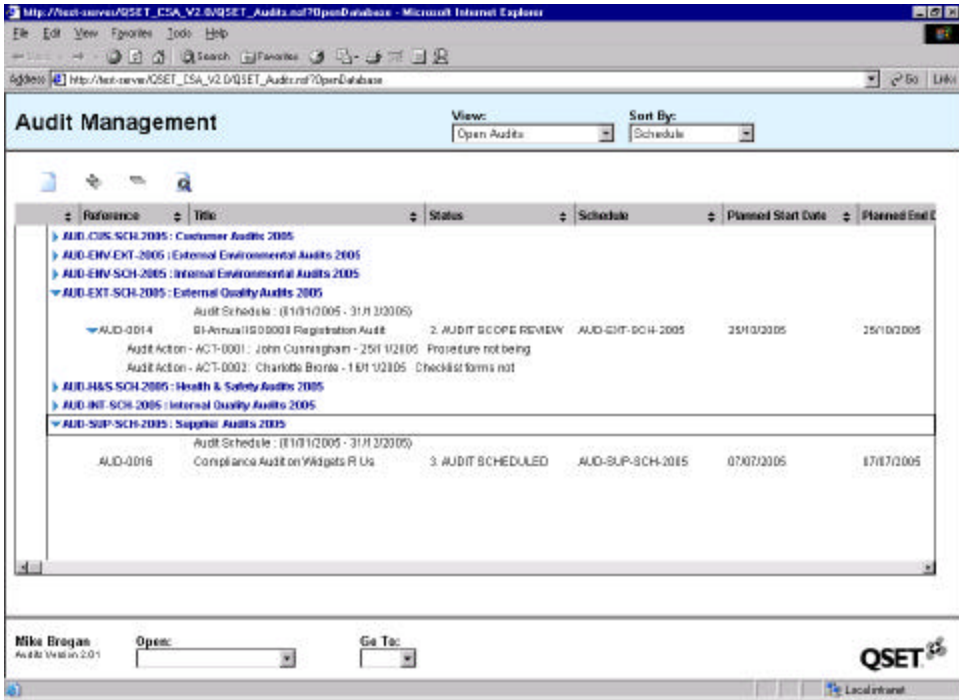
- **Assign Auditors and Auditees** including picking the best Auditors according to their background and the nature of the audit.

- **Reference relevant documents** such as procedures and regulations being audited, along with links to previous audit findings and pre-formatted audit checklists.

- **Review findings** either locally or from a distance. Also allow company "experts" to be part of the review team without totally immersing them in the audit.

- **Ensure closure** after the best plan of action has been outlined, the follow-up and review of the corrective action provides documented evidence of closure.

- **Review effectiveness** both in the results from the audits showing processes are improving over time, and the time taken to carry out the audits.



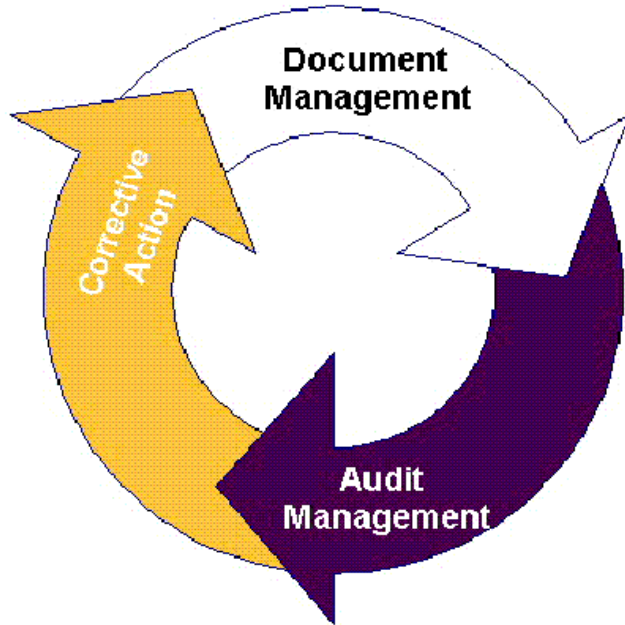
QSET Consensia Audit Management can benefit your organization through:

- **Defined Ownership**
By having an extremely visible system showing findings, non-conformances, suggested corrective and preventative actions and closeout time, the Audit Team can benefit in two ways: Firstly, Auditors can move away from being 'clipboard carrying inspectors' and more towards in-house experts, helping to improve processes; Secondly, unresolved issues can be rapidly escalated through the organization with a complete record of progress to ensure faster implementation of corrective actions.

- **Combined Scheduling**
By grouping audits from different functions, such as quality and environmental, together, Audit Teams can cover more of the company and interview key individuals at higher levels. They in turn can be assured that they are being audited in the most efficient way and that they will not have to repeat the process, lose valuable downtime, or answer similar questions from another team. Using this integrated approach to compliance management generates both time and cost savings throughout the organization.

- **Flexibility**
Create audit teams from the best people available, even using external help, such as consultants with specific industry experience. This maximizes the effectiveness of the audit and raises the quality of information in findings or suggested corrective actions.





➤ **Save on Audit Costs**

Using the Internal Auditing module and providing secure and defined access, audits can be outsourced, particularly at remote operation. This saves money on travel time and on maintenance of full-time audit teams on staff, while still obtaining similar, if not better, reports on the health of these sites from accomplished experts.

➤ **Standard Methodology**

Impose your common format for data capture and processing upon whichever consultants or experts you use for remote auditing.

➤ **Immediate Status Update**

Up to the minute feedback on the current status of all audits complete with timeframes detailing activity per audit. These metrics can be presented graphically using the QSET Reporting module, which enables the Audit Team and audited Departments to measure their performance.

➤ **Audit Remotely**

All records and documents are available globally through the implementation of QSET Document Management, as part of the Essential Suite. So auditors can carry out document reviews remotely. The result is saving on travel costs and minimal production time.

Features:

➤ **Reference Documents**

The ability to link key documents directly to the audit form, so that auditors have all the information at their fingertips, while preparing for the audit. Previous audit results are available to direct specific focus on previous areas of weakness.

➤ **Audit Checklists**

Allows interactive global teams to create audit checklists so that past problems are raised. Leveraging worldwide audit team experience can create direct inputs for checklist created for your German office.

➤ **Traceability**

Ownership and accountability is a feature of all documents in QSET Consensia with clear audit trails of people, review, comments, revision history as well as all cross-referenced documentation making audits simpler and easier to perform.

➤ **Accountability**

Clearly defined ownership of audits is shared between the Audit Team and those responsible for implementing corrective actions as a result of audit findings.

➤ **Clear Scheduling**

Straightforward layout allows you to schedule different types of audit (such as Quality and Environmental) in the most efficient manner. Scheduling can be completed centrally, locally or as a combination.

➤ **100% Web Based**

QSET Consensia Audit Management is Web enabled to allow you to read, write, and edit audits and actions through a web browser raising the accessibility of the system without increasing the burden on your IT department.

➤ **Security & Visibility**

QSET Consensia manages access to individual or groups of documents, based upon predetermined company hierarchies and authorization allowing you to decide what the viewer needs to see, even down to sections within an audit or action document.

➤ **Configurability**

Document templates can be created using your own titles, language and preferred format, including your company logos and colors. Unique numbering is assigned by simply hitting a button and even this can be configured to site or departmental level.

➤ **Pre-determined Workflow**

The logical flow of tasks presented in a graphical format can be adjusted to your company's precise needs, to ensure a single clearly defined movement of information throughout the system, to avoid confusion and aid understanding.

➤ **Alarms & Reminders**

Predefined alarms and reminders highlight deadlines and speed up processes. Alarms can be assigned to specific documents, to alert you when a reference document is updated or even read, helping to "tame the paper tiger", while still maintaining compliance.

For further information on QSET Consensia Audit Management go to www.qset.com

Other QSET Consensia Modules:

- ❖ QSET Consensia Entry Portal
- ❖ QSET Consensia Reporting
- ❖ QSET Consensia Action Management
- ❖ QSET Consensia Document Management

