

Module data sheet

Audits

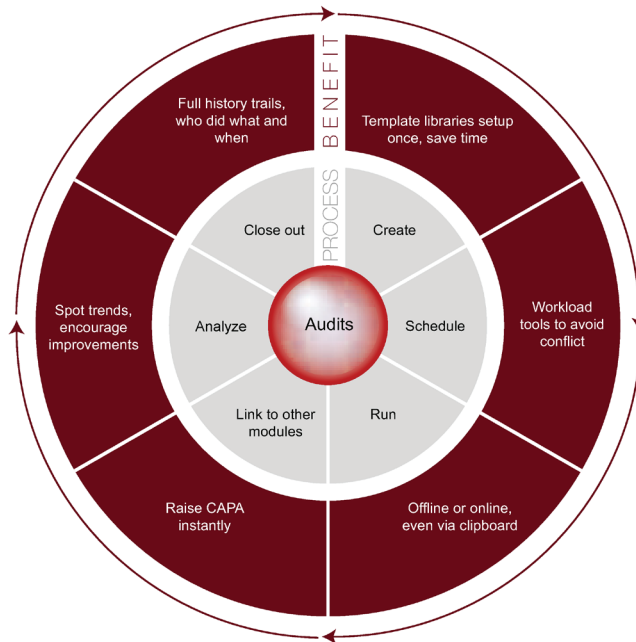
Audits are a fundamental part of the commitment to a quality or any other compliance system.

Whether planning, scheduling, or running any kind of audit, *Workbench* software greatly simplifies this process. Its flexibility means even the most unusual or complex audit can be set up logically and quickly.

Built-in scheduling allows the timing and cost of audits to be planned.

The Audits process

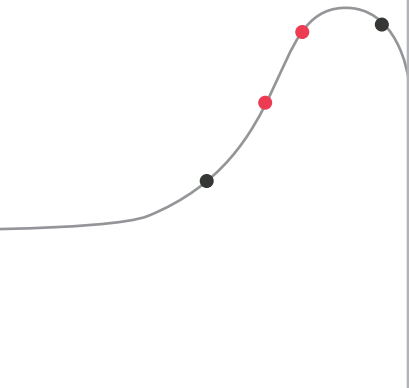
(page 1)



Benefits

Demonstrably maintain standards

- Build up a sound history of audits and results to establish a provable level of expertise; this can generate great customer confidence in your business processes.
- Administer all standards (Quality, Environmental, Health and Safety) using the same software.
- Ensure a consistent auditing approach and compile a proven and reliable audit history.



(page 2)

Minimize compliance costs

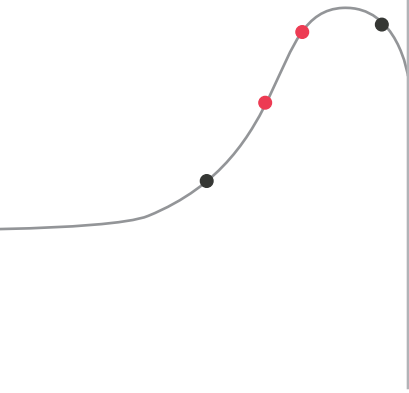
- Schedule audits easily and quickly.
- Use audit templates to 're-use' common checklist items to avoid 're-inventing the wheel'.
- Easily refer back to previously entered results for any given audit as a cross-check for the current process.

Features

- The Audits module links to the Document Control and Personnel modules for easy cross referencing and to the Nonconformities module for reporting discrepancies and setting up corrective actions.
- The Audits module allows different individuals or groups to access and edit the audit and to view its results. Unauthorized personnel can therefore be prevented from viewing audit schedules where this is contrary to company policy, or where an audit is to be carried out on an 'unseen' basis.

Audit templates

- Templates are user-definable; they take the drudgery out of repetitive tasks by storing information that can be called up and used again as a basis for many different audits.
- Future audits based on a template can accept its 'default' attributes or be edited to accommodate new ones.
- Items for audit can be recorded individually or can be grouped into categories allowing the delegation of different areas to separate auditors - or to have different auditees assigned to them.
- All items for checking can be stored in the Library module so that future audits already have the foundation for a built-in checklist.
- Checklists may be printed off for recording results in the field.



(page 3)

Scheduling and running audits

- Audits can be automatically scheduled to run at any time and with any frequency.
- A comprehensive calendar shows all scheduled audits whether planned, running, or completed.
- The Audits module allows editing at any time, even when running the audit; approved personnel can therefore make additions or alterations to items or areas to be checked as the audit progresses.
- Audit results can be recorded in three ways: a simple pass or fail rating, a numeric score, or a result description defined by yourself.
- Previous runs of audits are stored by the system, allowing easy comparison of results.