




**Conduct
Audit**

**Manage
Audit
Programs**

**Manage
Reuse
Checklist**

As we know, regulatory requirements are changing and becoming more stringent, and the cost to remain compliant is growing. At the same time, auditing your processes is becoming increasingly complex given the number and types of audits that need to be conducted. Qualityze Auditing Management software (QAM) complements your established audit processes and empowers you to improve them, reduce costs and identify operational and compliance risks by effectively managing your full audit lifecycle.

Audit Plan

The audit plan is an important step in the auditing process. It serves the auditors to define the objective, scope, criteria, location, and the establishment of overall audit strategy.

The audit management system of Qualityze helps to streamline the audit plan. You can use the Audit Type template to define information such as,

- Title, Scope of the audit
- Objective of the audit
- Audit Criteria, Checklist
- Lead Auditor, Audit Team
- Location, Type of Audit
- Owner and others

Audit Management enables auditors to establish distinct evaluation criteria for the various types of audits that they perform. Checklists can be created using Microsoft Excel and imported into the solution. This simplifies the process of adding, merging, revising, and approving audit checklists, and ensures that auditors reference up-to-date standards during each audit.

Audit Management enables you to organize and approve effective audit plans across your organization. You can create audit programs to help manage audit schedules and resources—reducing time and labor costs throughout the auditing process. The ability to copy previous audit programs for reuse during the next planning cycle facilitates a consistent audit process and significantly reduces the time needed to create an audit plan.

Audit Schedule

The audit schedule is a specification of the planned activities that will occur over certain period (e.g. yearly, half a year). Most of the company will develop an annual schedule usually for internal and supplier audit program.

In Qualityze, Audit Program (AP) will help you to setup a yearly plan for internal and supplier audit program in conjunction with Audit Type. In the Audit Program, you can define,

- Auditors and the auditees
- Audit Start/End date
- Predefined audit questionnaire
- Audit standards
- Audit Criteria and others

Prepare and Execute Audit

In this step the lead auditor will confirm and/or update the audit. The auditee and auditor will agree on the objective, scope, criteria and start date of the audit process. In Qualityze, once the Audit Type, Audit Program is developed, the system will automatically notify you in advance for you to prepare for the audit.

Track Findings

During the audit, observations are recorded and nonconformance needs to be tracked to completion. Observations are categorized in three terms:

Findings, Positive Practices, and Recommendations. The system gives you the capability to define these observations at an individual questions level also. When you categorize observation as Findings, you have an option to follow the workflow to address it. Every Findings is assigned a unique number for you to keep track off until it is closed.



Qualityze Audit Management Solution Ensuring ISO 9001 & Regulatory Compliance

Capabilities	Benefits
Industry Best Practices	Implement your Audit with an industry-proven processes to improve your product and process quality
Centralized Audit Database	Track all your quality Audit records in a validated system with detailed audit trail for a regulatory environment
Risk Assessment	Assess the risks through audits to evaluate the need for CAPA using audit observations.
Electronic or Digital Signature	An electronic signature for every action and decisions performed. Includes the name of the signatory, the date and time of signature execution
Dashboards & Reports	Users can create any number of Dashboards and reports.
Iconic Color Code Managed Workflow Process	The color-coded icons quickly help the user know "WHERE AM I" in the managed workflow process.
Proactive Input Validation	Proactive input validation helps guide the user while reducing errors on later steps
File Attachments	Multiple files of any type can be attached to an Audit and files are identified by steps of the process
Automated Dynamic Workflows	Dynamic workflow configuration allows user to create variations of workflow for every Audit
Follow or subscribe to your important quality records	Follow feature allows user to keep track on progress of the Audit that they are interested in, even though they do not own or have any active task. The system will create an alert on the dashboard anytime the Audit records that they are following is updated.
Notes for important reminders	Allows user to create a 'sticky note' to the self in the portal. Use it as a personal reminder or to remind yourself of work that needs to be done for an Audit Record or a specific task.
Alerts & Notifications	A content change notification service that provides information in the homepage anytime any type of updates occurs to an Audit records that the user own.
Portal Page	Dynamic portal page provides a quick overview of all the tasks for a user to complete. Approval, Task Completion, Alerts, Notes, Followed Audits and observations that the user owns are all displayed in the portal page.
Task List Approval	With task list approval, approver will have the capability to approve right from the task list without having to go into the details of the Audit record.
Outlook Email Approval	With this feature, approver do not have to sign into the application to approve. User can simply reply back with words like 'APPROVE', 'APPROVED', 'REJECT', or 'REJECTED', as a response.
Chronology	Every Audit records has a timeline of an event which tells the user what happened when. In other words, a very high level audit trail that allows user to quickly understand the sequence of activities that occurred in the Audit life cycle.



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