The Comprehensive Audit Management Tool You’ve Been Looking For

Audit programs can be a sensitive issue, involve large numbers of personnel, and require considerable communication and collaboration. Finally, there’s a tool that simplifies the task of managing audits through the entire lifecycle of planning through corrective action closure and helps you to obtain a greater return on your investment in this important activity.

The use of a ProcessMAP’s web-based software solution as a common platform for planning and execution of audit programs provides the foundation for clear communication, efficient allocation of resources, accountability for corrective actions, generation of clear and concise reports, and documentation of the entire process. This tool, which was built based on years of hands-on knowledge and experience, is a tool that facilities, audit team members, and management will all appreciate.

THE BENEFITS

**Easy and Informed Prioritization:** Prioritizing facility audits on the basis of historical or risk-based scoring is easy because ProcessMAP’s platform provides ready access the data necessary to support this critical decision process.

**Efficient Audit Project Management:** Because our software enables managers, audit teams, and facilities being audited to share a common platform, it serves as an important project management tool, facilitating efficient resource allocation, easy audit team management, and clear communication of schedules and budgets.

**Collaborative Corrective Action:** The instant web-based availability of information at all locations improves communication between auditors, facilities, and corporate managers, supports greater collaboration on corrective actions, and serves as a means for documenting the completion and closure of corrective action items.

**Improved Decision Support:** Decision making is enhanced because the common software platform enables the results of data mining, benchmarking, and trend analysis to be shared in real time between all stakeholders.

**Improved Transparency and Visibility:** Transparency and visibility are both very important to an objective audit program. ProcessMAP’s platform enhances these characteristics because it allows real-time access to information across the entire enterprise and over the complete audit lifecycle, eliminating the requirement for individuals to share individual elements of data.

**Easy Benchmarking:** Benchmarking across facilities is easily performed because all data is contained in a standardized format and in a central repository. Performance can be compared between facilities, divisions and various operating units allowing key stakeholders to quickly generate scorecards.

**Meaningful Reports:** Reports can be generated in a wide range of templates, providing information tailored to the specific needs of various stakeholders with different roles within the organization.

**Real-time Performance Information:** The overall audit program status and individual facility performance can be easily monitored because ProcessMAP’s software system automatically calculates and displays numerous leading and lagging indicators, such as open findings, closed corrective actions, and percent of action items closed on time. This simplifies efficient management of the entire audit program.
SOLUTION FUNCTIONALITIES

**Audit Program Management**
- Manage Multiple Protocol and Non-Protocol Driven Audit Programs Assign Facilities to Multiple Audit Programs(s)
- Customize the Audit Status life Cycle and Control Who has the Ability to Change an Audit’s Status
- Identify Date Ranges for Audit Programs
- Assign Audit Teams to Facilities and Identify the Lead Auditor(s)
- Control Access to Audit Program Information
- Capture Audit Question Responses
- Capture, Manage and Summarize Audit Findings
- Track CAPA Status (Open vs. Closed)
- Calculate Scores for Audits
- Import Findings and Protocol Questions
- Record an Audit Synopsis
- Upload attachments (Documents, Photos, etc.) to Audit Programs

**Findings/Non-Conformance Management**
- Capture Finding Details
- Identify a Finding’s Severity
- Assign Corrective and Preventive Actions Associated with a Finding
- Define Timeframe to Close Out Findings
- Upload Attachments (Documents, Photos, etc.) to Findings
- Track Question Results Over Time
- Identify Repeat Findings

**Corrective/Preventive Action (CAPA) Tracking & Management**
- Capture Corrective and Preventive Actions associated with findings
- Assign multiple Corrective and Preventive Actions to a finding
- Group CAPAs based on multiple findings
- Assign CAPAs to multiple users
- Set a fixed timeframe for CAPA closures
- CAPA integration with the Activity Management Module

**Task Management Functionality**
- Due Dates Tracking
- Ownership Assignment to one or more users
- Rules based E-Mail Notification
- Daily Reports on Tasks

**System Integration**
- Interfaces with SAP, PeopleSoft, Oracle HR, and Other Human Resources Systems
- Integrated Email Management for Lotus Notes and Microsoft Outlook
- Integrated with Data Mining Tool for Advanced Analysis

**Event-Based E-mail Notifications**
- Ability to Create E-Mail Distribution List Notifications Based on:
  - Creation of Findings or Action Items
  - Closure of Findings or Action Items
  - Exceeded Due Date
  - Distribute CAPAs to Third Party Certification Companies

**Question Bank / Category Development**
- Classify Questions Based on Audit Categories and Areas
- Categorize Questions Based on Regulations, Corporate Policies or Best Management Practice
- Track The Revision Status of Questions
- Identify Question References / Citations
- Identify Pre-Defined Findings and Corrective Actions

**Protocol Creation/Management**
- Create protocols
- Manage protocols Based on Regional/Operational Requirements
- Allows Creation of ad-hoc Protocols and Questions

**Reports**
- Audit Program Summary Reports
- Audit Details Reports
- Audit Status Report
- Key Statistics Reports
- Action Item Reports
- Finding and CAPA Report
- Top 10 Reports (Audit Areas, Categories and Finding Types)

**Metrics and Trending Charts**
- Top 10 Charts of:
  - Findings
  - Root Causes
  - Audit Areas
  - EHS Program Elements
  - Number of Findings per Site
  - Number of Open Findings vs. Closed
  - Open CAPAs vs. Closed
  - Percent of CAPAs Closed on Time

**About ProcessMAP**
ProcessMAP is the world’s leading cloud-based enterprise software platform that empowers organizations to become more efficient and intelligent in three key areas: Environmental Health and Safety (EHS) Management, Sustainability and Carbon Management (SCM) and Enterprise Learning & Compliance Management (ELC). ProcessMAP’s suite of web and mobile applications provides all key functionalities that are essential to drive world-class EHS management processes.

13450 W Sunrise Boulevard Sunrise, FL 33323, USA | Phone: +1.954.515.5040 | www.processmap.com