



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

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.

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.
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 Audits 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.
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 owns.
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 detail of the 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 have a timeline of an event which tells the user what happened when. In other word a very high level audit trail that allows user to quickly understand the sequence of activities that occurred in the life cycle of Audit record.
Proposed Audit Approval	Audit owner/Lead Auditor has an option to use an approval process as a part of the Audit creation process prior to releasing it.

Capabilities	Benefits
Checklist	A checklist can be composed of a set of questions derived from any standards such as ISO, FDA, FAA, internal procedures, etc. A checklist is a tool that an auditor can leverage while conducting an audit. Every audit conducted in the system should have a checklist. A checklist questions can be very specific or broad depending on the Auditors preference. User can define a Checklist specific to an audit type, audit program or an audit.
Audit Type	The audit type 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. 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 and Type of Audit.
Audit Program	Audit Program allows Auditors to setup a yearly audit plan or schedule based on the organization's audit process/procedure. This allows auditors to proactively define their schedules and identify the dates, scope durations and other details for each audit in advance.
Audit	Audit allows auditors to conduct a planned or adhoc audits. This allows auditor to document the audit observations, findings and results. In this step, the lead auditor will confirm and update the audit. The auditee and auditor will agree on the objective, scope, criteria and start date of the audit process.
Observation	Every audit will have some observations found whether it is non-conformance or positive practices. These non-conformance needs to be tracked and monitored to completion. Each Observation can be categorized as Findings, Positive Practices, and Recommendations. The system also gives you the capability to create observations at an individual questions level. For each observation classified as Findings, will have an option to follow a predefined workflow or integrate with the CAPA module to address it
Findings Workflow	A pre-defined workflow which consists of a set of activities that the finding owner need to complete to address the Findings. Allow Task Owner to respond to the Observations assigned if an observation is categorized as Findings.
Security	In this step, the user can modify or enable the security per document. Security information is inherited from the audit type. Security can be enabled to setup authorized entities and view only entities specific to individual document. Entities can be added as an individual user or as a group.
Reference	In this tab, Audit owner can start creating a relationship with other Audit records. Relationship can be set as a 'parent/child' hierarchy as well as 'related' Audit documents.
Change Task Owner	Allows Audit owner and authorized entities to change the task owner should there be a need to do so. The built-in approval process allows the owner to utilize to approval for change task owner, if needed.
Effectiveness Review	Audit owner has the ability to pre-define the review cycle for each audit to perform a periodic review. When the review period is reached, the system will generate a task for the audit owner to complete the review process.
Follow	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 the user is following gets updated.