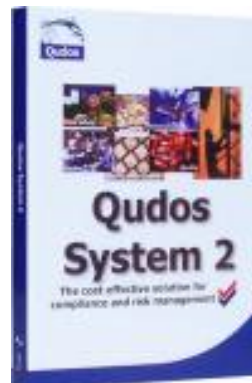




**Both large and small organisations face ever-increasing compliance requirements. Now Qudos System 2 offers a very cost-effective, integrated solution.**



### Application

To efficiently and effectively operate a compliance and risk management system: Suitable for addressing ISO 9001 Quality, ISO 14001 Environment, OHS, and many other compliance requirements – just configure to suit!



Qudos System 2 has a well-proven Modular design for the core elements common to all compliance management systems:

- **Document management**
- **Issues management**
- **Corrective / Preventive action**
- **Internal Audits**
- **Meetings/Management review**
- **Training/Employee development**
- **Risk Assessment**
- **Performance measurement.**

For single-user or LAN (local area network) use with the applicable licence. (For multi-site applications, ask about **Qudos System 3**).

The following briefly summarises how each module can help you:

### Documents

It is becoming ever more important to have fast but controlled access to up-to-date documents. Qudos System 2 makes it easy! Each record in the '**Master document list**' displays a number, type, title, revision number & date of issue. New document categories may be created to suit your requirements. It also links to **any** Windows application for viewing actual files.

**With a network licence, this enables instant and accurate electronic document distribution – drastically reducing what is a significant overhead for many organisations**

Track the '**Revision history**' of a document...What changed, When, Who authorised it, and Why.

For any physical copies that you do maintain, log '**Copy holders**' for each document listed. This can make arrangements a lot easier when you recover or recall the document.

## Actions

This is the real engine room of the application - a module that offers great benefits by helping you effectively and systematically deal with problems and grasp opportunities. You may generate an '**Action Form**' for a Nonconformance, Incident, Accident, Customer complaint, Request for Information, Suggestion or other opportunity for improvement. It may relate to any topic e.g. Product quality, Customer service, Health & Safety, Environment etc. (The categories are entirely user-definable).

Actions and follow-ups may be planned, recorded, dated and costed (optional). PIN security to lock off authorisations.

The '**Actions List**' displays a summary and outline of all requests. The Find tool and filter options help you quickly find any item on the list. Powerful, user-defined query and report facilities enable you to analyse trends, investigate problem areas, and produce custom lists and printouts.

## Internal audits

Without being updated, all management systems have a tendency to degrade over time – as changes to methods, personnel and other factors take their toll on the system's relevance and usage. For that reason, compliance management standards require a program of internal audits to verify that the system continues to be effective.

Qudos System 2 has a powerful module for implementing such an **Audit Schedule**. Includes facilities to: Plan & schedule audits, Allocate auditors and contacts, Prepare checklists, Record audit results and comments. The software cleverly allows you to replicate audit checklists - for a consistent approach and greater efficiency. To help you drive real benefits, your audit records may be linked to Action Forms to assign responsibility, plan and track corrective / preventive actions resulting from the audit.

## Meetings

Meetings are important to the running of any modern organisation - but the generation, copying and distribution of invitations / agendas / minutes can be a burden that sometimes outweighs the benefits achieved from the meeting. With Qudos System 2, the management of your meetings can become more streamlined than ever before. Schedule and plan meetings of **any** type (e.g. quality, project, safety, finance, sales) by choosing from default agendas - or creating a one-off custom agenda. As with many components of this remarkable application, we provide various default agendas but they are entirely user-definable.

Generate printed details and agenda in seconds. **Meeting Minutes** are automatically formatted according to your agenda – ready for you to record discussions, action points, the responsible person, and deadlines. Generate printed minutes in seconds OR attach to an email as an RTF file. Minutes may be emailed to named recipient and/or all attendees. By the time meeting attendees return to their desk or place of work, they can already have received the minutes and any action points assigned to them! With a network licence your minutes can instantly and automatically be made available to authorised people.

## Human Resources

Compliance standards, legislation, and good business practice require organisations to maintain levels of employee training, competency and awareness. Qudos System 2 has a People module with tools to help. It includes facilities for planning and recording '**Individual Development Plans**' to plan and review the progress of each employee. You may also set objectives, standards, and assessment criteria.

Keep all your **Training records** up to date - Courses, details of Courses held, Training providers and their contact details, and Employee Attendance.

## **Risk**

There is a growing trend towards conducting a conscious assessment of risk prior to undertaking a project or business venture. The Risk module offers an elegant solution that combines plain-English training material with a neatly structured database. The enables you to quickly and easily plan, perform and record risk assessments with a high level of consistency. Uses the well-established matrix method of:

### **Likelihood x Consequence = Risk Level (for a given Hazard or threat)**

To get you started, all levels, codes and descriptors are provided - For flexibility, they are all user-definable! There is a free-text area for control measures, and a selectable Final Risk Level.

Qudos System 2 also allows you to integrate your assessments into the management of risks. Up to 100 separately tracked Action plans (for planning control measures) may be generated for each risk identified. A powerful tool for implementing risk-based, decision-making into your organisation!

## **Performance Measurement**

A key component of any compliance management system is to measure performance against relevant criteria – to guide preventive, corrective and improvement actions, and prioritise resources where they may be of greatest benefit. In Qudos System 2, the Benchmark module will help you measure the relative performance of products, services, or business units internally or externally. It may be used for:

- Benchmark exercises
- Supplier assessments
- Customer surveys
- And much more...

Its uses are limited only by your imagination!

### **Other significant features include:**

A complete set of **SAMPLE PROCEDURES** covering the use of each of the modules - control of documents, internal audits, improvements, meetings, employee training, individual development planning, risk assessment and benchmarking. The procedures are in MS Word format, and may be customized to suit individual requirements. This set provides most of the compulsory procedures required by ISO 9001:2000, and can easily be customized to suit your own business rules.

**'GUIDE TO QUALITY MANAGEMENT'** A full copy of the electronic book that provides a real insight into quality management - basic concepts, standards, main issues, the 8 principles, avoiding the traps and developing your system.

A series of **TRAINING PRESENTATIONS** and explain the theory and practice of many aspects of quality and compliance management. These presentations will help you to implement, check and further improve your system with enthusiasm and confidence.

## Key Benefits

- Includes the **key components of any compliance management system** in one package
- Enables systems for various compliance issues to be **easily integrated**
- Records stored in a database allows for **easy queries and data analysis**
- Systematically flag and **deal with problems** and exceptions
- Practical solution to **better document management**
- Facilitates **risk-based decision-making**
- **Long history** of usage and refinement
- **No equal competitor** at anywhere near the same price
- **Extensive reference material** for training and system development
- Structure allows a great deal of **user-configuration**

## Version

2.22 - Released December 2005

## System requirements

Minimum: Pentium 3 or above IBM compatible PC with: CD drive, SVGA monitor, Keyboard, Mouse, Microsoft Windows 98 (or above) installed, Minimum 64MB RAM, 150MB Free Hard drive space.  
e-book requires Internet Explorer 5+ or equivalent web browser, email features require a fully MAPI-compliant email package and internet / network connection, sample procedures require MS Word or equivalent.

## Media & Packaging

Data CD in DVD case.

## Availability

**Available now** – directly from Qudos and national distributors & approved resellers. Worldwide.  
Available with a single-user licence or range of network licences.

Single-user licence:

Australia - \$AUD 990 including GST +\$16.50 delivery

Export - \$AUD 900 + \$AUD105 for courier delivery

Prices are correct as of 15 February 2006.

Prices and content are subject to change without notice. Check the Qudos web site or with your approved reseller for updated information.

For prices and ordering network licences, contact Qudos, or an approved national distributor / reseller.

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Details may change without notice.