

## Ensuring Compliance To Standards And Regulations



NonVerba's eInviso is a boon for those who need to run a regular and systematic audit programme in their organisations. It is designed to cover an audit regime comprehensively through the complete Deming cycle of Plan, Do, Check and Act. The software provides a complete set of features that allow organisations to schedule audits, conduct audits and submit audit reports, and verify and close corrective actions.

The roles of audit schedulers, auditors and auditees are segregated but it is possible for auditors become audit schedulers.

Audit checklists or questionnaires can be created in standard Excel templates, which when uploaded will automatically create online versions of the questionnaires. Similarly, while on an audit, the auditor does not require to be online to fill in the audit questionnaire. He/she may fill in the Excel version of the questionnaire and later upload it to the system, which will automatically store the data in the database.

Alerts and colour codes keep people informed of upcoming/overdue audits and corrective actions.

Comprehensive reporting helps management to have a constant finger on the pulse of the organisation's audit regime.

## Product Benefits

### ● General

- Addresses the complete audit regime life cycle
- Structured along the lines of the well known PDCA framework
- Access and views to users based on capabilities and access rights provided
- Designed to ensure to eliminate the pain of managing an audit programme and a boon to the audit programme managers

### ● Plan

- Easy to maintain audit schedules
- Complete calendar view of ongoing audit programme supports progress follow up
- Notifications and colour coding ensures high level of awareness of current plan status by all – auditors, auditees and audit programme managers

## Product Benefits

- **Do**
  - Three varieties of audit questionnaire / check list template allow for utmost flexibility in questionnaire / check list design
  - Easy to add an audit questionnaire to the database by merely uploading the audit questionnaire in Excel template format
  - Option to enter audit report in an online audit questionnaire/check list or in an Excel template which can then be uploaded to import the information into the database
  - Easy to raise corrective actions reports from the audit questionnaire. Also allows recording of comments and good practices
  - Ability to raise a corrective action report against a single or multiple check list questions provides a degree of flexibility
- **Check**
  - Notifications to auditees, line managers and audit programme managers on audit report submission enables follow up on undertaking of corrective actions
  - Easy to locate and view full audit reports as well as individual corrective action requirements
  - Comprehensive management information reporting on the performance of the audit programme. This relates to the performance against the audit calendar and also compliance with the requirements for which the audit is being done
- **Act**
  - Ability to assign corrective actions directly to those responsible for them and setting target dates for completion ensures accountability
  - Flexibility to assign corrective actions to suppliers and contractors
  - Auditees can record feedback on completion of corrective actions and request verification and closure from the auditor
  - Ability for auditors to record their comments upon verification and closing of corrective actions

## Product Overview

The product's full functionality is covered under the following areas:

### Audit Scheduling

- Persons charged with scheduling audits can set up an audit schedule for a given area for a given type of audit – e.g. an H&S audit
- While scheduling they can assign auditor(s) and auditee(s) to the audit
- They may also modify or cancel an audit schedule

### Auditor Portal

- Auditors receive notification for audit schedules assigned to them. They are able to view their schedules online
- They are able to start the audit only on the appointed day
- They may use the Excel based audit questionnaire or go online to use the online version

## Product Overview

### Auditor Portal

- On completion of the questionnaire and submission the system triggers an alert to the auditee to review the audit report and carry out any corrective actions if non-conformities have been raised
- Once the auditee completes the corrective actions the auditor receives a notification to verify and close the corrective actions
- Auditor then closes the corrective actions online

### Auditee Portal

- Auditees receive notification for audit schedules assigned to them. They are able to view their schedules online
- They receive notification for undertaking corrective actions when their audit reports are submitted by their auditors
- They may undertake the corrective actions themselves or assign them to their colleagues or service providers. In either case they should complete within the target date of completion
- Once corrective actions are completed they are able to close these actions, which automatically send a notification to auditor to verify and close

### System Administration

- The system administration portal allows the system administrator to manage organisation data, upload audit questionnaires for each audit type, and manage system users, their access levels and capabilities and manage configuration settings
- Upload audit reports on behalf of auditors, if required

## Functional Specifications

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### Scheduler Capability

Create Audit Schedules	Schedules may be created for a single audit type or multiple audit types at one go. Flexibility to set frequency of audit based on time period or on number of days. System automatically creates recurring schedules based on the date of first audit and frequency selected
Assign auditors and auditees	Flexibility to assign one or more auditors and auditees to an audit
Maintain Audit Schedules	<ul style="list-style-type: none"><li>• Alter audit dates</li><li>• Alter auditors and/or auditees</li><li>• Cancel audits</li></ul>
View Audit Schedule	Ability to view audit schedules that have been created

### Auditor Capability

View Current Audit Schedules	Ability to view all current audit schedules for which he/she is the auditor
Do Audit	<ul style="list-style-type: none"><li>• Ability to conduct audit by running through a questionnaire</li><li>• Questionnaires can be Yes/No, free form or grade type</li><li>• Questionnaire captures non-conformances, best practices and comments for each question</li></ul>
Offline/Online Questionnaire	Audit questionnaire can be filled in offline in a standardised Excel template and uploaded to the database. Additionally, the questionnaire can be entered online on a web form and submitted. Flexibility to fill partially offline and the remaining online
Verification and Closing of non-conformances	Closing non-conformances once auditees have taken action on them. Verification comments can be recorded and then reported
Ad hoc Audits	Ability to add non-conformances for ad hoc audits

## Functional Specifications

### Auditor Capability

View Audit Reports

Ability to view submitted audit reports

View MIS Reports

Ability to view a host of MIS reports to review status of scheduled audits, status of corrective actions, dashboards on key performance indicators (e.g. how many non-conformities were raised for a given area during a year). Reports are viewable for areas to which access to the auditor has been provided

### Auditee Capability

View Current Audit Schedules

Ability to view all current audit schedules for which he/she is the auditee

View Audit Reports

Ability to view submitted audit reports inclusive of corrective actions to be undertaken

Undertake Corrective Actions

Corrective actions can be undertaken by self or be assigned to other staff members or service providers. Target dates for completion of actions are also set by auditee. Once action is complete auditees can declare this to be completed, in which case the auditor is alerted by email notification for verifying and closing the corrective action

View MIS Reports

Ability to view a host of MIS reports to review status of scheduled audits, status of corrective actions, dashboards on key performance indicators. Reports are viewable for areas to which access to the auditee has been provided

### System Administrator's Capability

Manage organisation data

Create and manage organisation hierarchy

Manage users

- Create and manage users and their roles
- Manage user access rights and capabilities

Manage Audit Types

Create various audit types and upload audit questionnaires

Manage configuration settings

All configuration settings including alert intervals are set by the system administrator

Upload Audit Reports

Upload Excel based audit reports on behalf of auditors

## Functional Specifications

### MIS Reports

Comprehensive List Of MIS Reports

Audit Time Requirements

Audit Variance Summary (YTD) By Audit Type

Audits Planned & Completed By Month & YTD

Escalated Corrective Actions - Detailed

Key Areas of Deficiency

Level Of Non-compliance - Best Performing Area

Level Of Non-compliance - Worst Performing Area

Location Comparison Summary Report

Performance Analysis - By Audit Completion – By Auditee

Performance Analysis - By Audit Scores - By Auditee

Performance Analysis - By Audit Scores - By Auditor

Corrective Actions Analysis

Resource And Cost Requirements – For Conducting Audits

Audit Score Analysis

Suppliers / Service Partners - Key Areas of Deficiency

Suppliers / Service Partners – Corrective Actions Details

Trend Analysis Reports For Corrective Actions

Awards &  
Nominations



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