



SE Audit

Audit Management

Sustain Compliance by Streamlining Your Audit Program



Overview

The effective management of audits is essential to any quality management program. Good audit management helps to proactively ensure quality by measuring and improving processes, procedures, and marketed services and products. Furthermore, supplied products and services can be audited to ensure quality adherence throughout the entire value chain. Early detection and prevention through audit activities is the key to lowering product defects, thereby resulting in higher customer satisfaction. The main objectives of this process are to verify: the compliance system management adopted by the organization with the provisions

planned; whether the system in question is effectively implemented and maintained; as well as the compliance with the regulatory requirements applicable to the organization.

The SE Audit simplifies the planning and running of any type of audit. The workflow-enabled functionality drives the audit process and automates corrective actions derived from audit findings. This minimizes the audit administration costs and offers extensive management reports to build a platform for business improvement.

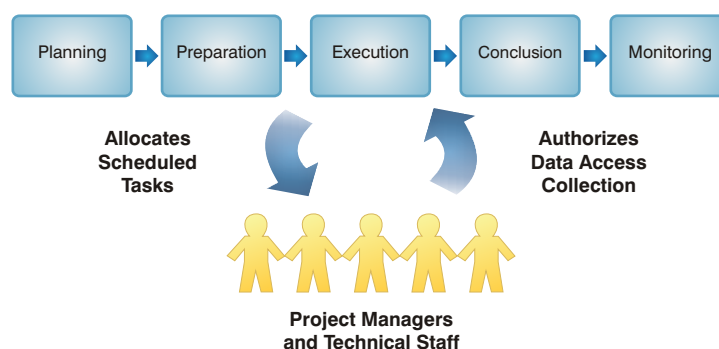
Here are some of its powerful features:

- Registration of compliances requirements with suggestions; audit criteria requirements; clients; certifying agencies; auditees; audit team for criteria requirements.
- Registration procedures, areas/departments, through the interface with the SE Process.
- Record of evidence identified during the audit.
- Attachment of any document (text, spreadsheets, presentations, charts and images).
- Record of events such as: best practices, opportunities for improvement, observations and nonconformities highlighted during the audit.
- Various query types, audit reports and schedules.
- Pareto, bar, line and pie charts, etc.
- Specific tool that allows users to generate reports and customized charts, available through an interface with SE BI.

Benefits Highlight:

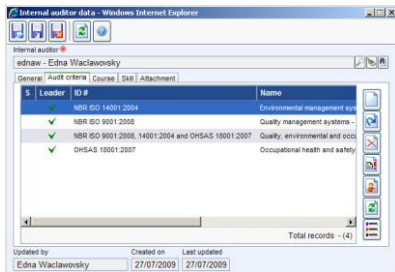
- Customer self-service – secure Web-based operations.
- Reduced general expenses to complete audits activities.
- Collaboration skill enhancement through real-time access to information.
- Elimination of delays and inefficiencies inherent to audit planning.
- Reduces the circulation of documents and forms.
- Increases the productivity and effectiveness on the audits carried out.
- Accurately identifies compliances requirements that affect the organization's management system.

Team Workflow

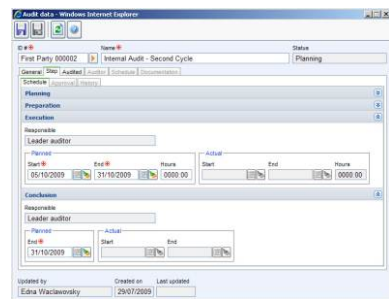




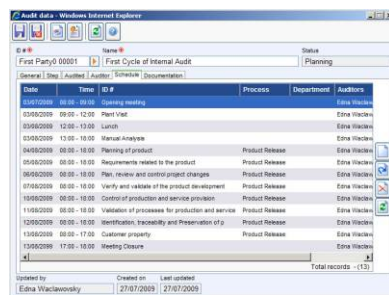
Features



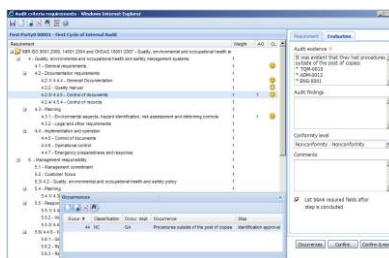
Auditor Record



Audit Step



Audit Schedule



Audit Criteria Requirements

SE Audit is a flexible, complete and robust solution that integrates the different steps (planning, preparation, execution, conclusion and monitoring) required to ensure a successful quality audit, since automates the audit process to:

- Allow for the efficient deployment of qualified resources.
- Provide easy and effective management of multiple audits.
- Aggregate reliable data for analysis and problem solving.
- Permit multiple audits, auditors and audit types.
- Schedule auditors based on certification, so you will never send out the wrong auditor.

Audit Planning

Users are allowed to describe objective, scope, audit criteria, duration of each of the steps, processes, areas/departments and auditees, audit team, and attach pictures or documents involved in the audit process, whether they are stored on the SE Document or not.

Audit Preparation

During this stage the organization will be able to edit the information saved during the previous step, as well as schedule the auditor's agenda, allowing for the following: identified auditors to schedule, specify and construct audit requirements and to perform the audit on its scheduled time. Audit schedules and the checklists can be viewed by the auditors, auditees and other approved personnel.

Audit Execution

During the Audit Execution stage, the organization will register audit records and results, evidence, findings, conformity level and comments for each audited requirement; audit occurrences, such as: best practices, opportunities for improvement, nonconformities, etc., through the interface with SE Action; positive and negative points, recommendations, conclusions, results and punctuations for audit criteria, process and/or area/department, as previously defined.

Audit Conclusion

In this step, the person in charge of the audit conclusion may include comments and feedbacks about the whole audit process, and will be able to view and print these reports.

Audit Monitoring

SE Audit allows the person in charge to monitor the audit process view, change, cancel/reactivate, delete, save and reopen/return to the previous step and also monitor registered occurrences that may be viewed, modified, deleted or canceled at any time, according to the user's pre-configured access level.