

ISO Management and Tracking system



ISO 9000

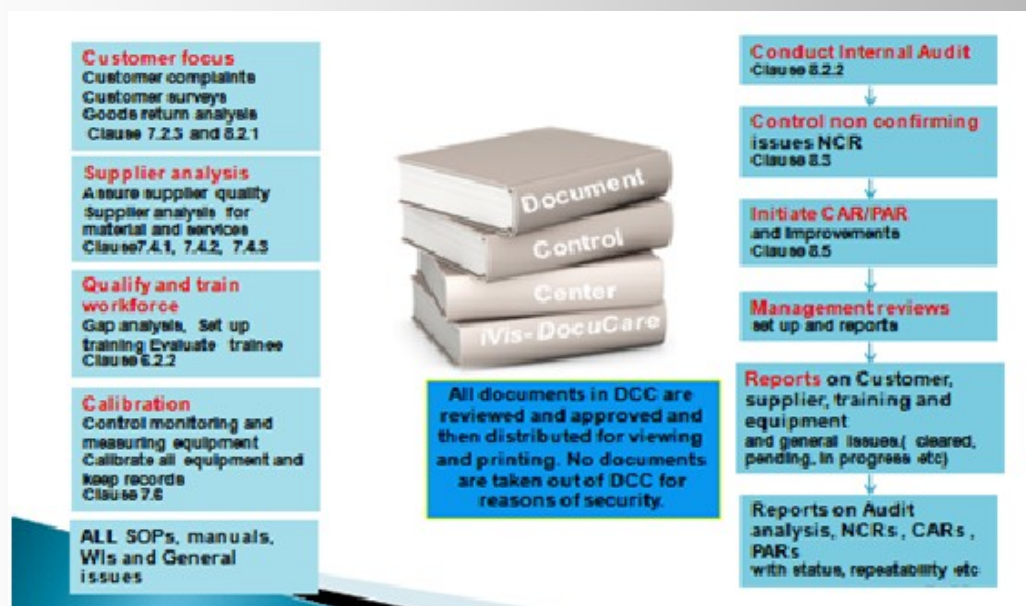
ISO 14000

OHSAS

ISO MTS is a software used to manage ISO 9000, ISO 14000 or OHSAS for organizations. It has a document control center to store all documents and records. It creates and monitors Customer complaints, surveys, vendor analysis, employee competency and equipment calibration. It runs AUDITS, creates NCRs, CARs, PARs and management reviews. It can be used as

- ◆ an assessment tool for ISO
- ◆ an implementation tool for ISO
- ◆ an audit tool with complete workflow to handle ISO Management

ISO MTS - Components



ISO MTS - WORKFLOW

CREATE TEMPLATES & MONITOR	DOCUMENT CONTROL CENTER	AUDIT MANAGEMENT & WORKFLOW
Customer complaints and surveys	Store SOPs, WI and other document and records	Audit Plan(annual), checklist and personnel involved
Vendor performance	Provide revision control for every document	Conduct Audits
Equipment calibration	Have Role based security for view, print etc	Create NCRs
Employee competency	Audit trail provided	Create CARs and PARs
General problems	Retention policies executed	Management reviews
Reports on all activities	Large files, drawings and AutoCAD files can be stored	Reports on all activities

1. TEMPLATES & RECORDS

Creation of Customer Satisfaction and complaints records 7.2.3 and 8.2.1

Creation of Records for assessments of suppliers 7.4.1, 7.4.2, 7.4.3

Creation of Records of training and education 6.2.2

Records of the calibration of any measuring equipment used 7.6

Records of Quality checks (optional)

Records of RM quality checks are provided

Records of in Process quality checks are to be maintained

Records of Finished goods with NG reports will be given

Records of general problems and complaints with NCR, CAR, PAR etc.

2.AUDIT MANAGEMENT & WORKFLOW

Audit Plan Set Up (Annual)

Set up Audit teams with Auditors (external and internal) and auditees

Generate annual Audit plan for all departments

Send plan to all relevant persons for approval

Set up audit process for each team with checklist.

Set Up Audit Detail

Set up the details of audit like Aim of audit, multiple items can be put in

After audit details of audit can be put in the same form

Solutions, comments etc can be provided

Set Up NCR

The process of findings about NCR can be done

The template consists of action to be done(single or multiple)

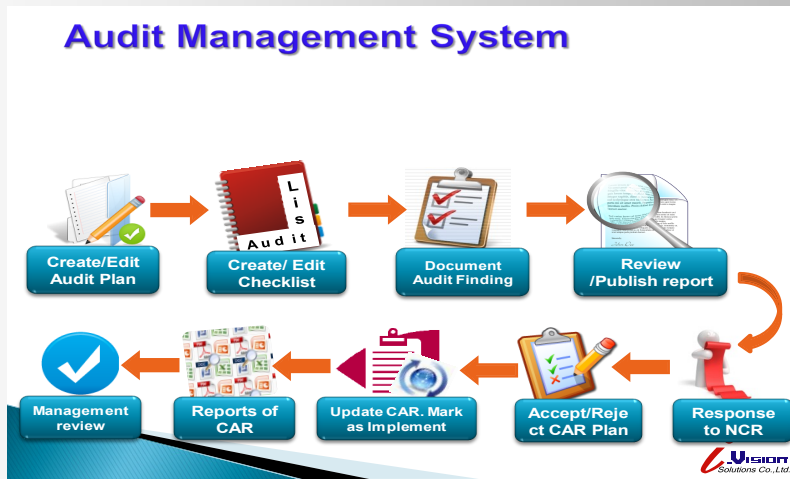
The template also has dates for starting and finish and all the steps

Creation of CAR and PAR

CAR and PAR is created for every Audit or NCR

CAR and PAR will have details type of issue, Recommendations for the issue

Various dates for completion and follow up and tracking the progress



Management Review

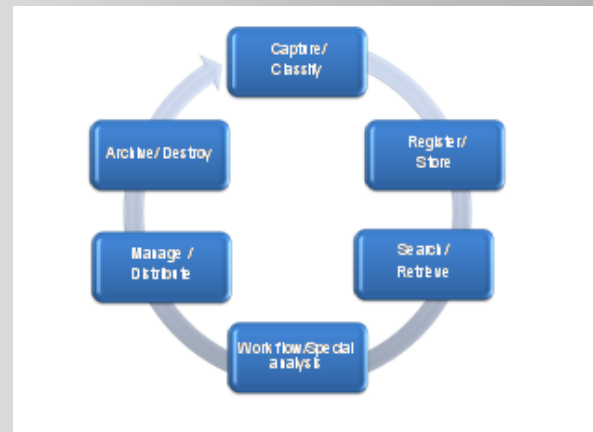
Management review can be set up as a audit plan for the year or can be ad-hoc
 At the time of setup every item or CAR/PAR can be reviewed and comments given
 Any further action can be recorded and used for future action

3. DOCUMENT CONTROL CENTER

Document Control Center provides document and record control as per ISO standards.

It manages reviews and approvals, auto revision and retention control for all records and documents. It also manages the Life cycle of all documents.

DCC has a very high level of security and a audit trail is provided for all actions on DCC



According to ISO standards the following requirements have to be met for controlling the documents and records. DocuCare meets all of the requirements

- ◆ Set up roles and rights of users and sensitive documents in different cabinets, folders etc
- ◆ Set up review and approval systems for different type of documents
- ◆ Set up security for document viewing, printing, forward etc
- ◆ Ensure Documents must be approved before they are distributed.
- ◆ Ensure Documents must be reviewed/ updated/re-approved on a periodic basis.
- ◆ The correct version of document (s) is identified and made available at point of use.
- ◆ Identify, control and monitor documents from external sources.
- ◆ Prevent the accidental/unintended use of obsolete documents. (older revision)
- ◆ Documents can be printed or forwarded only if authorized
- ◆ Audit log to be maintained for every action done on DCC
- ◆ Security to be maintained on a need to know basis and an audit log to be maintained
- ◆ And many more features like revision control, retention, audit trail, archival of documents etc .

BENEFITS OF ISO MTS

- ◆ Document Control Center to keep all documents
- ◆ Review and approval of all documents
- ◆ The latest revision of documents is always available
- ◆ Old documents are stored as history
- ◆ High Role based security.
- ◆ Security is provided at folder level.
- ◆ View, printing etc under control
- ◆ Audit trail provided
- ◆ Creation and monitoring of customer complaints
- ◆ Creation and analysis of supplier performance
- ◆ Creation and monitoring of Calibration information
- ◆ Creation and monitoring of competency information
- ◆ Creation and execution of audit plan and audits
- ◆ Monitoring NCRs, CARs, PARs and management reviews
- ◆ Reports on all parameters to ensure a continuous improvement system

HIGHLIGHTS OF ISO MTS

ISO MTS with its modules for DCC, generating records and handling work flow for Audit, NCR , CAR, PAR and many reports helps you to manage your ISO, not only for re certification but to do the Continuous improvement cycle for the benefit of the organization.

Every problem and issue is tracked and taken care of. Each problem has a corresponding NCR, CAR and PAR. Problems that are not solved are highlighted for the management to take further action. ISO MTS is a important software tool for all organization who want the continuous improvement.

ISO MTS is a software developed to manage and monitor the ISO needs of an organization. It can handle ISO 9000, ISO 9004, ISO 14000, OHSAS and with some modification other standards like ISO 22000. Risk management, ISO 31000, HACCP and traceability software are custom designed for clients.

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