



The Intelix Audits Management Module is a powerful, highly efficient and 100% web based solution for the challenge of enterprise audit scheduling, tracking, notifications, and data collection reporting. It is a database driven work flow management system with 100% browser based functionality.

The Intelix Audits Management Module enables the tracking of scheduled or random audits and inspections for a single location and at regional and corporate levels.

Audit Tracking Features

- ▶ **Manage compliance and management system audits** with automated tracking and notification of who is responsible for doing what, when, where, and how
- ▶ **Increase your efficiency** utilizing the online capture of audit results and follow-up actions.
- ▶ **Easily delegate tasks** and requirements through automatic, escalating email notifications.

1. Manage audit requirements

- a. Scheduling
- b. Tracking
- c. Task notifications
- d. Record keeping
- e. Roll up reporting
- f. Dashboard display

2. Attach and manage documentation

- a. Checklists
- b. Audit plans
- c. Records
- d. Any MS Office or other document file type

3. Report, track, and manage nonconformance, corrective and preventive actions

- a. Single click access to reporting forms
- b. Forms trigger follow up workflow
- c. Follow up completion of tracked audits

Audits Management Highlights

- ▶ 100% web based
- ▶ Multi-site database allows roll-up reporting
- ▶ Capture audit details
- ▶ Schedule audit dates
- ▶ Auto scheduling by frequency
- ▶ Auto notification to auditors
- ▶ My Tasks Menus
- ▶ Manager's Dashboard
- ▶ Graphical performance display
- ▶ Compatible with any email system
- ▶ Trigger and track NCR's and C/PAR's
- ▶ Monitor follow-ups
- ▶ Attach records and reports
- ▶ Enterprise wide roll-up summaries
- ▶ Configurable security access
- ▶ Escalating notifications
- ▶ Oracle or SQL Server database support
- ▶ Scalable to unlimited users
- ▶ Integrates with existing ERP or other databases
- ▶ Onsite or online training
- ▶ ASP or in-house installations
- ▶ Superior and personal support

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Performance Management

- ▶ Satisfies audit, nonconformance, and corrective / preventive actions requirements of the **ISO 9001:2000, ISO 14001 and OHSAS 18001** standards
- ▶ Great for a single department or location, yet **scalable** to address multiple locations, business units, regions, and global operations
- ▶ Graphical **Manager's Dashboard** summarizes audits, nonconformances, and corrective / preventive actions in real-time
- ▶ **Escalating email notifications** inform managers of missed or incomplete actions ensuring that nothing falls through the cracks

Summary Reports

- ▶ **Integrated custom report generation**
- ▶ **Export all incident data** to various file formats such as .xls, .doc, PDF, and HTML
- ▶ **Comprehensive data mining tools** that provide unprecedented trending and analysis of findings

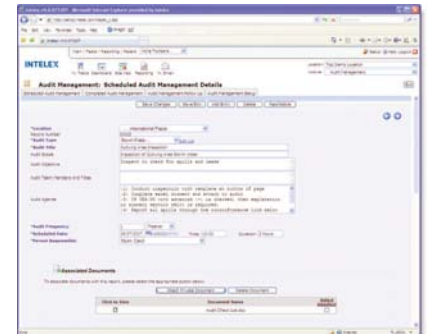
Legacy-System Integration

- ▶ **Integration** with MS Office and complete compatibility allow you to work with any document format.
- ▶ **External database integration** lets you utilize existing databases without having to re-input data.
- ▶ **Universal e-mail support** enables integration with any e-mail system ensuring complete compatibility



Security Features

- ▶ **Protect confidential audit records** by restricting access to authorized employees.
- ▶ **Security views** provide control access for supervisors, managers and departmental / regional staff.
- ▶ **Administrator access control** lets you set administrator access to editable versions of audit records while controlling general access to read only versions.



Easily view and access audit details including type, scope, objective, results, and required follow-up actions, all from a single screen.

System Customization Features

Get the most out of your system by customizing it with:

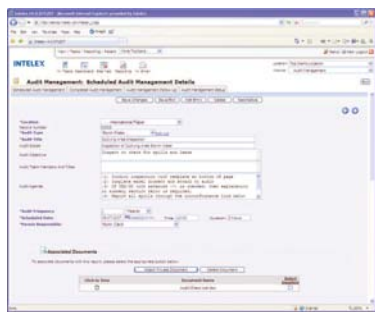
- ▶ Configurable views which let you control information based on work group, location or management responsibility
- ▶ Custom formatted message text.
- ▶ Configurable field names and captions.
- ▶ Configurable form layout.
- ▶ Configurable default values.
- ▶ Configurable field validations.
- ▶ Configurable field properties: mandatory, read only, update only, etc.
- ▶ User defined selection lists (Unlimited table entries with appropriate linkages)

The following is an example of the work flow capabilities within the Intelix Audit Management Module. This workflow is highly configurable to be specific to an organization. Please contact Intelix for a free needs assessment.

Step 1.

Audit Scheduling and Assignment

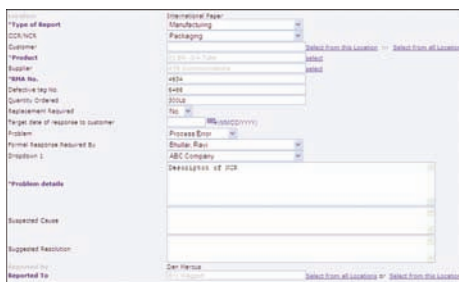
Audit requirements can be captured, scheduled and assigned to appropriate locations, workgroups and personnel. File attachments can be added through document control functionality.



Step 4.

Enter NCR's or C/PAR's

Nonconformances and/or corrective actions can be entered directly from the audit detail screen and then tracked through to completion. Persons responsible for follow-up actions receive notification via email and follow-up workflow is recorded.



Step 5.

Completion of Follow-Up Activities

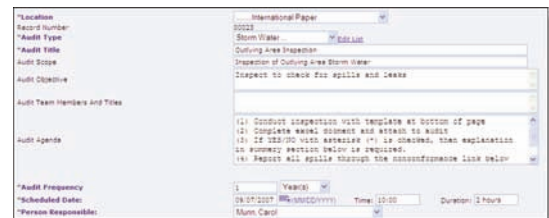
All NCR's and C/PAR's entered as a result of an audit are tracked through to closure, with auto workflow, approvals and sign off. All findings are linked to the audit that they relate to.

Step No.	Step Description	Person Responsible	Target Date	Date Completed	Completion Notes
00001	Design a new identification card and assign it to each measurement equipment. This card should contain unique identification mark (according to marking system), name of equipment, producer, interval of calibration, place of origin, last calibration date, calibration body and person responsible.	Slobodan Radovic	Thursday, January 23, 2003	Wednesday, January 22, 2003	The new identification card is designed and attached to each measurement equipment. Record of calibration are stored and will be kept for one year in the office of the production manager.

Step 2.

Audit Tracking and Notifications

The Intelix System will track audit due dates, and trigger auto email notifications to those responsible for completion. Audit notifications include single click access to details screens.

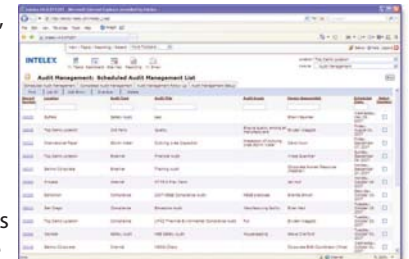


Step 3.

Record Audit Completion and Audit Findings

Once notification has been received and an audit has been completed, the user can access the audit details screen, attach documents, and record the completion results. The following information will be collected:

- ▶ Audit completion dates, person responsible
- ▶ Checklist or audit questionnaire response
- ▶ Findings, nonconformances and corrective actions
- ▶ Assign follow-up actions
- ▶ Reschedule or schedule follow-up audits

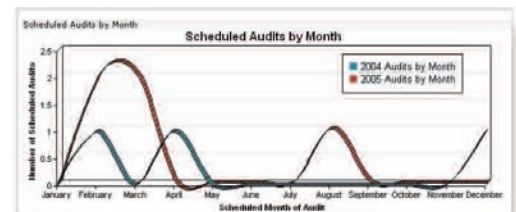


Step 6.

Corporate Report Generation

Full access and system administrator users can generate reports summarizing detailed and aggregate audit information. Reports can be generated at the end of each month summarizing audit information.

Tools are also available to analyze, trend, and report on NCR's and C/PAR's.



Additional Systems and Modules

The *Intelex Audit Reporting Module* is available stand-alone or fully integrated with any of *Intelex's* other Modules and Systems.

Intelex offers complete, cutting edge solutions for Enterprise Performance Management. The Intelex System features an entirely web based interface and functionality that addresses users at all levels of the organization.

Managing processes and business performance requires a comprehensive approach. Organizations must carefully consider and control activities to ensure all stakeholder expectations and regulatory requirements are met. The Intelex System has been designed to enable organizations to implement and maintain a comprehensive approach to continual improvement with the tools that drive process efficiency, due diligence, and performance monitoring.

The Intelex Management System has Modules structured per International Management System Standards such as the ISO 9001:2000 Quality, ISO 14001 Environmental and OHSAS 18001 Safety Management System Standards. Though not all organizations using the Intelex system need to pursue these Management System frameworks, all users can benefit from the proven approach set by these standards.

Intelex's web based Management System solutions are extremely flexible, enabling you to utilize any of the Modules available as stand-alone systems, or combine multiple Modules to form your own tailored Management System solution.

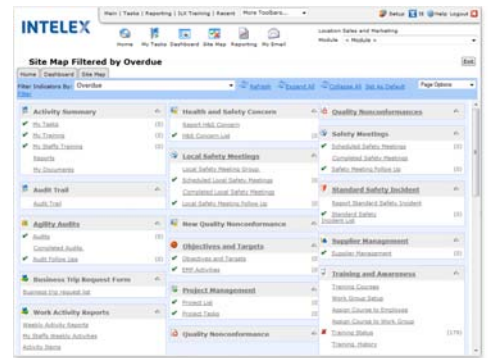
Pre-configured systems include the:

- Intelex Safety Management System incorporating OHSAS 18001.
- Intelex Environmental Management System incorporating ISO 14001.
- Intelex Quality Management System incorporating ISO 9001:2000.

Contact us today and see how Intelex can help you with your environmental, quality, safety, or general Business Performance Management needs.

Intelex Platform Features

- ▶ 100% web based interface
- ▶ User specific activity management
- ▶ Organization wide data roll-up and reporting
- ▶ User specific performance dashboards
- ▶ Security and user specific views
- ▶ Multilingual support
- ▶ In house installations
- ▶ Scalability
- ▶ Database integration
- ▶ Customization services



The *Intelex Dashboard* provides a 60,000 ft. overview of all data managed within the *Intelex System* and its various Modules. Completed tasks are indicated and outstanding issues are flagged.

Additional Modules Available*

- ▶ Document Control
- ▶ Training Management
- ▶ Nonconformances, Corrective/Preventive Actions
- ▶ Permits & Related Activities
- ▶ ISO 14001 Implementation
- ▶ ISO 9001:2000 Implementation
- ▶ Maintenance, Measurement & Monitoring
- ▶ Safety Incident Reporting
- ▶ Environmental Incident Reporting
- ▶ Quality Nonconformances & Product Defect Tracking
- ▶ Supplier Management
- ▶ More!

To view all available Modules visit www.intelex.com/modules

*Any of the Modules can be selected and combined to form a unique Management System solution.