

# AUDIT MASTER

New In Version 4

## E-mail Capability

Send out e-mails to appropriate team members instantly from Audit Master. E-mails include all the necessary information for your team members to be aware of upcoming audits, audit results, and associated corrective actions.

## Audit Notification System

The all new audit notification system runs in your taskbar and provides alerts about audit related events and tasks.

## All New User Interface

Audit Master version 4 has an entirely new easy-to-use user interface, including a new record search tool and color highlighting of coming-due and over-due records.

## New Built-In Reporting System

All new reports are clearer, more detailed, easier to configure and more powerful than ever before. Improved reports make Audit Master version 4 the ideal tool for audit tracking.

## C/A 7 Integration

Audit Master version 4 will integrate with C/A 7 to allow users to create corrective actions based on the results of audits. This powerful integration capability means better productivity and faster responses to audit results.

## Windows XP, Vista, and 7 Ready

The all new Audit Master is fully compatible with all versions of Windows XP, Vista and 7. Maximizing Operating System compatibility has been a major customer request which we have put a lot of focus into.

## Easy Upgrade from AM3

Audit Master version 4 includes a very easy upgrade path from Audit Master 3, even AM3 databases that were integrated with C/A 6, so none of your data will be lost or require re-entry.

Audit	Description	Lead Auditor	Location	Scheduled	Completed	Notes
00001	ISO Assessment	Jim Johnson	Company	1/28/2013	1/29/2013	ISO Assessment - Re
00002	Software Programming	Brian Hesser	Computer Lab	1/31/2013	1/31/2013	Procedures outlining
00007	Calibration Lab	Audie Thoma	Calibration Lab	2/5/2013	2/5/2013	Audit to prepare for
00006	Housekeeping	John Doe	Main Plant	2/13/2013		Customer from NASA
00004	Safety Audit	Joe Safety	Building 2	2/13/2013		Safety Audit to assu
00003	Inventory Control	Jill Hawthorne	Main Plant	2/18/2013		Inventory NASA supp
00005	Engineering/Laboratory	John Doe	Engineering Lab	3/4/2013		Corporate ISO-9001
00002	Software Programming	John Doe	Computer Lab	3/18/2013		Procedures outlining
00004	Safety Audit	Tom Smith	Building 2	4/8/2013		Safety Audit to assu
00001	ISO Assessment	John Doe	Company	4/28/2013		ISO Assessment - Re
00007	Calibration Lab	Bill Frank	Calibration Lab	5/6/2013		Audit to prepare for
00005	Engineering/Laboratory	John Doe	Engineering Lab	6/3/2013		Corporate ISO-9001
00003	Inventory Control	Jim Johnson	Main Plant	6/10/2013		Inventory NASA supp
00006	Housekeeping	Jim Robison	Main Plant	8/13/2013		Customer from NASA

00001 - ISO Assessment

Lead Auditor: Jim Johnson  
Contact: Eric Johnson  
Location: Company  
Scheduled: 1/28/2013  
Completed: 1/29/2013

Total Items: 34  
Items Completed: 28  
Incomplete Items: 6

Findings: 17  
Passed Items: 23  
Failed Items: 11  
Open: 6  
Closed: 11

Item Details for 1-Are requirements understood by all staff and employees?

Item	Requirement	Observations
1	Are requirements understood by all staff and employees?	Many employees need training on ISO requirements.

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In addition to our extensive product suite, HGI offers a complete line of services to help any organization establish or improve its quality management operations. Contact us today for help with any aspect of your quality management system.

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# AUDIT MASTER

Whether you audit your own organization or other companies, Audit Master is the perfect system for creating and managing your audits and surveillances. Audit Master allows you to detail an audit's scope, establish auditing frequency, and log requirements and responsibilities for conducting audits in accordance with industry standards.

## Identify Areas for Improvement

When your organization takes a "continuous improvement" approach, process design and profitability benefit immediately from audit findings. Audit Master yields performance details for managers and their teams to focus on the areas that need to be addressed.

## Correct Problem Areas

Audits allow you to evaluate findings so that your team can focus on both immediate and long-term fixes for the problems that have been uncovered. An effective audit covers all aspects of the inspected process, reports on unsatisfactory elements, and generates both corrective actions and follow-up reviews to ensure problem resolution.

## Ensure Procedural Compliance

An effective auditing process examines the use of documentation on the job to determine if team members are using approved documents, and if they are using them correctly.

## Highlight Problem Areas

Audit Master allows your auditors to execute the surveillance process so that it focuses on those areas that traditionally experience problems, or have had audit issues in the past.

## Streamline Audit Scheduling

Whether performing a one-time audit, an annual procedure, or a recurring audit driven by a business process, Audit Master streamlines your audit scheduling and allows you to effectively assign and notify team members of their responsibility.

## Document Corrective Actions

Findings generated by your auditors often languish while awaiting action, especially when managed in a paper-based program. Audit Master improves responsiveness by creating an automated process that links findings to corrective actions.

## Create Historical Data

Project managers will tell you, "The biggest problem is that we don't know where errors were made in the past." Auditors will tell you, "Read the audit!" The historic data provided by an effective auditing process archives audit results and findings, and it allows teams to learn and improve from past experience.

## Support Management Review

Audits are an essential tool in the execution of any control program. They provide a detailed review of each process element, allowing your team to evaluate current performance and to scrutinize previously identified problem areas.

## GET AUDIT MASTER

AND

## GET A HANDLE ON:

- In-house Audits
- Supplier Audits
- Audit Scheduling
- Audit Follow-up
- Audit Review/Tracking

## FEATURING:

- Customizable fields
- Adjustable data entry sequence
- Password protection
- Advanced reporting
- User Workgroups
- Sophisticated sorts and filters
- Fast and specific searching
- HTML Help
- Straightforward setup and use

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