

Quality Records Management Solution Datasheet

Quality Records is a set of documents recording specific information that relates to procedures or work instructions. Quality records are proof that an organisation is complying with its procedures and policies.

QMSRs' Quality Records module is a user-friendly solution allowing organisations to store and control their Quality Records. The records can be amended by the authorised personnel.

The module provides overview reports whereby users can view the all records as well as all overdue records.

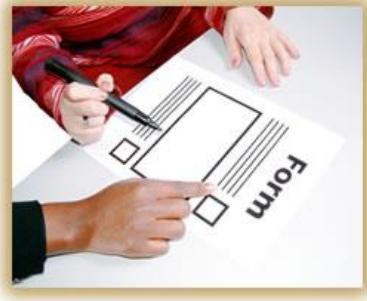
The record list provides a RAG status (Red, Amber and Green) for each record on the list.

The RAG status will highlight all records due for review in the short-term (Amber) and all documents that are already overdue (Red).

This feature can be used to prioritise the work or actions.

The software will ensure that only the latest version of each record is made available to users. Whenever a record is updated; the previous version is automatically archived.

The process and work instructions for quality record management is provided within the module.



Value Add to Customers

The module offers a powerful tool for managing and controlling all quality records in your organisation.

- Manage and control all your organisational records to satisfy any certification standard such as Quality Management Systems (ISO9001), Health & Safety, and Environmental Management System (ISO14001) and many more.
- No risk of using old version of a document, only the latest version is made available.
- Simple migration from your existing system.
- The most time and cost-efficient administrative system you can find for updating, approving and distributing your quality records.
- No stationary costs.
- Immediate distribution of new or latest versions of documents.
- Auto prioritising of activity using RAG status.

Features of the Quality Records Module

The module is feature rich and includes the follow features.

- Easy and simple access to all the functions in this module.
- Notification of RAG status – instant electronic notification of changes to quality record status.
- RAG Status – clearly defines the status of each document (Red, Amber or Green) for review.
- Document Search - advanced quality record search facility.
- Printing – reports can be printed, exported to excel, PDF or Image.
- Permission level – access to each quality record can be individually controlled.
- Archive – all deleted, cancelled or closed documents are automatically archived.
- Communication channel for discussion or sharing of information with originator, owner, user etc.
- Process – in-built flow chart to explain the methodology used within this module.
- User guides – work instructions built-in to the Process to help users use the system.

Quality Records is available as a standalone module or part of the fully integrated Quality Management System.