

Dynamic Solutions

Data management specialists

Tel: 0408 293 340

Email: info@dynamicssolutions.com.au

Web: www.dynamicssolutions.com.au

Compliance Management System

Compliance Management System provides businesses with a capability of managing:

- Documentation: catalogue documents such as policies, procedures and training manuals
- Training: ensuring employees have the correct qualifications for their job description
- Auditing: ensuring business operations are conducted in accordance with correct policies and procedures

Documentation

Documents

- Catalogue documents such as policies, procedures and training manuals

Training

Courses

- Course code
- Course name, Version
- Modules, Assessments

Qualifications

- Qualification
- Attainment/Expiry dates

Scheduling

- Course
- Session number
- Start/End dates
- Location
- Delivery method
- Provider

Employees

- Employee number/USI
- Name
- Gender
- Date of birth
- Region, Location
- Contact details

Auditing

Audits

- Reference number
- Start/End dates
- Ranking
- Title
- Audit type/Audit theme
- Auditor

Findings

- Reference number
- Finding date
- Ranking
- Description
- Finding

Recommendations

- Reference number
- Recommendation
- Due date

Reporting

Reports

- Comprehensive built-in reporting capability