

# compliance monitoring

RECORDS CHECKS ACCURATELY AND PERMANENTLY

## OVERVIEW

Monitoring controls and maintaining records play a vital role in protecting your organisation's people, property and assets. Effective monitoring helps keep down costs, improve productivity and mitigate legal risk. Time lost through injury to staff and equipment down-time represents a direct cost to your business, as do criminal prosecutions for non-compliance, injury to staff or customers and the potential for civil claims against your organisation.

Regular checks and maintenance are key features of a company's health & safety policy. In many industries they are a legal requirement. PRIME Compliance Monitoring presents an easy to follow format for recording controls and checks necessary to comply with health & safety policies and insurance requirements.

## HIGHLIGHTS

- Comprehensive, easy to complete checklists
- Daily Site Summary to show which checks are due
- Accurate and Instant Management Information
- Permanently stores records
- Easy access to outstanding fault reports
- Automatic alerts and notifications
- Performance Monitoring

## HOW IT WORKS

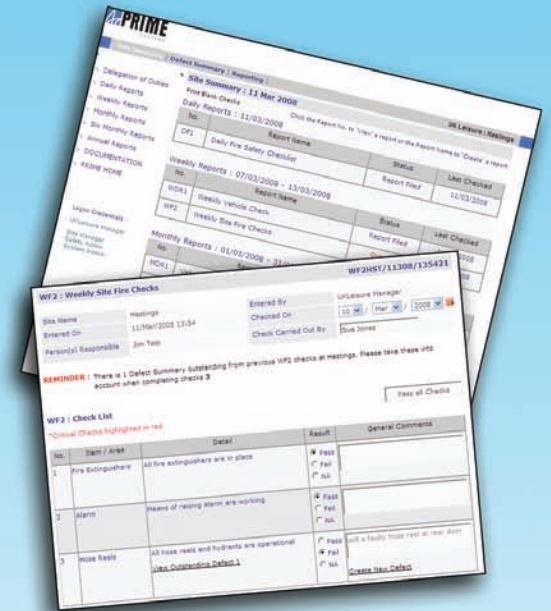
PRIME has been designed by health & safety and IT experts to provide a comprehensive and easy to use way to record routine checks at whatever frequency required, from daily to annual. The system first presents a Site Summary, highlighting the current completion status of each of the reports to the user. This provides an immediate view of which checks are due, or are incomplete or overdue.

The content of the checks can be any of your company procedures, which means that this module can extend across all business control areas, such as health & safety, financial, administration and maintenance.

### flexible and accessible

Access rules can be set up to provide different users with different views. For example, a multi-site operator would see a summary of different sites, whereas a person with responsibility for a single-site would see the appropriate summary. It is also possible to grant access to third parties, such as insurers or solicitors acting on behalf of the company.

The user is guided through the system step by step, recording the result of each step as a Pass or Fail. When all steps are completed the user saves the check, creating a permanent and unalterable record. The recorded information is available for review by users, managers and other relevant parties.



## comprehensive defect reporting

Defects are comprehensively recorded, with the user unable to save a check without documenting the failure. The detail records the action required to fix the defect, the person responsible and a completion date.

## automatic management notifications

PRIME Monitoring delivers invaluable management information, including automatic notification of exceptions sent by email or text. The parameters can be set up to meet the needs of management within your company. PRIME Compliance Monitoring also monitors checks that have not been completed and compiles a list of missing report statistics. Monthly figures are collated and presented via Excel spreadsheets, accessible via PRIME or emailed to company management.

PRIME Monitoring is a hugely comprehensive solution. The capabilities of the system go beyond what is possible to include here. Written from a user's perspective, PRIME Monitoring capitalises on the knowledge and expertise of its designers to produce a system that is easy to use, adaptable to meet your needs and comprehensive without being over-complicated.

The image shows two overlapping screenshots of the PRIME Monitoring software. The top screenshot displays a 'Monthly' and 'Weekly' defect summary table for various sites. The bottom screenshot shows a detailed 'Active Defect Summary' table with columns for Site, Rep, Status, Raised, Target, Action, and Assignment.

Site	Monthly			Weekly			Daily						
	Rep	Missed	Complete	Rep	Missed	Late	Complete	Late	Rep	Missed	Late	Complete	Late
Hastings	5	0	100%	8	0	3	100%	26%	30	0	0	37%	20%
Liverpool	5	1	80%	8	0	0	100%	26%	30	0	0	47%	0%
London	5	2	60%	8	2	0	75%	0%	30	0	0	100%	0%
Eastbourne	5	0	100%	8	0	0	100%	0%	30	0	0	93%	0%
Pierden	5	2	60%	8	0	0	100%	0%	30	0	0	100%	0%
Coveley	5	0	100%	8	7	1	100%	0%	30	16	0	100%	0%
Birmingham	5	0	100%	8	2	2	50%	6%	30	2	0	93%	0%
Higham	5	2	60%	8	2	2	100%	0%	30	0	0	100%	0%
Rushes	5	0	100%	8	0	0	100%	0%	30	0	0	100%	0%
Aylesbury	5	0	100%	8	0	2	100%	28%	30	0	0	100%	0%
Deerbury	5	2	60%	8	0	0	100%	0%	30	1	0	100%	0%
Maclesfield	5	1	80%	8	0	0	100%	0%	30	25	0	97%	0%
Hounslow	5	1	80%	8	0	1	100%	0%	30	25	0	97%	0%

Site	Rep	Status	Raised	Target	Action	Assignment
Hastings	HFA1	3 Open	30/01/2007	08/02/2007	Band-aid bandages in first aid boxes	Management
Hastings	WDR1	1 Open	24/07/2007	27/07/2007	fix brakes	Maintenance
Hastings	WDR1	4 Open	11/09/2007	15/09/2007	replace offside wiper blade	Maintenance
Hastings	HFA1	2 Open	05/12/2007	14/12/2007	Some First Aiders still to be recorded	Ian George
Hastings	WP2	3 Open	12/12/2007	13/12/2007	Hose Reel at read door not working	Ian George
Hastings	ME1	1 Open	04/02/2008	21/02/2008	Pathole outside delivery bay needs filling in	Ian George
Hastings	HDR1	8 Open	13/02/2008	20/02/2008	Fill oil	Maintenance
Hastings	DF1	3 Open	22/02/2008	22/02/2008	Extinguisher in office on floor, needs refilling	Maintenance

## TECHNICAL FEATURES

- Fully hosted on dedicated servers, available 24 hours
- No additional in-house hardware or software requirements
- Subscription service, a flat annual rate, service and user levels can be changed easily
- Supported by expert technicians and specialists in IT and health & safety



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