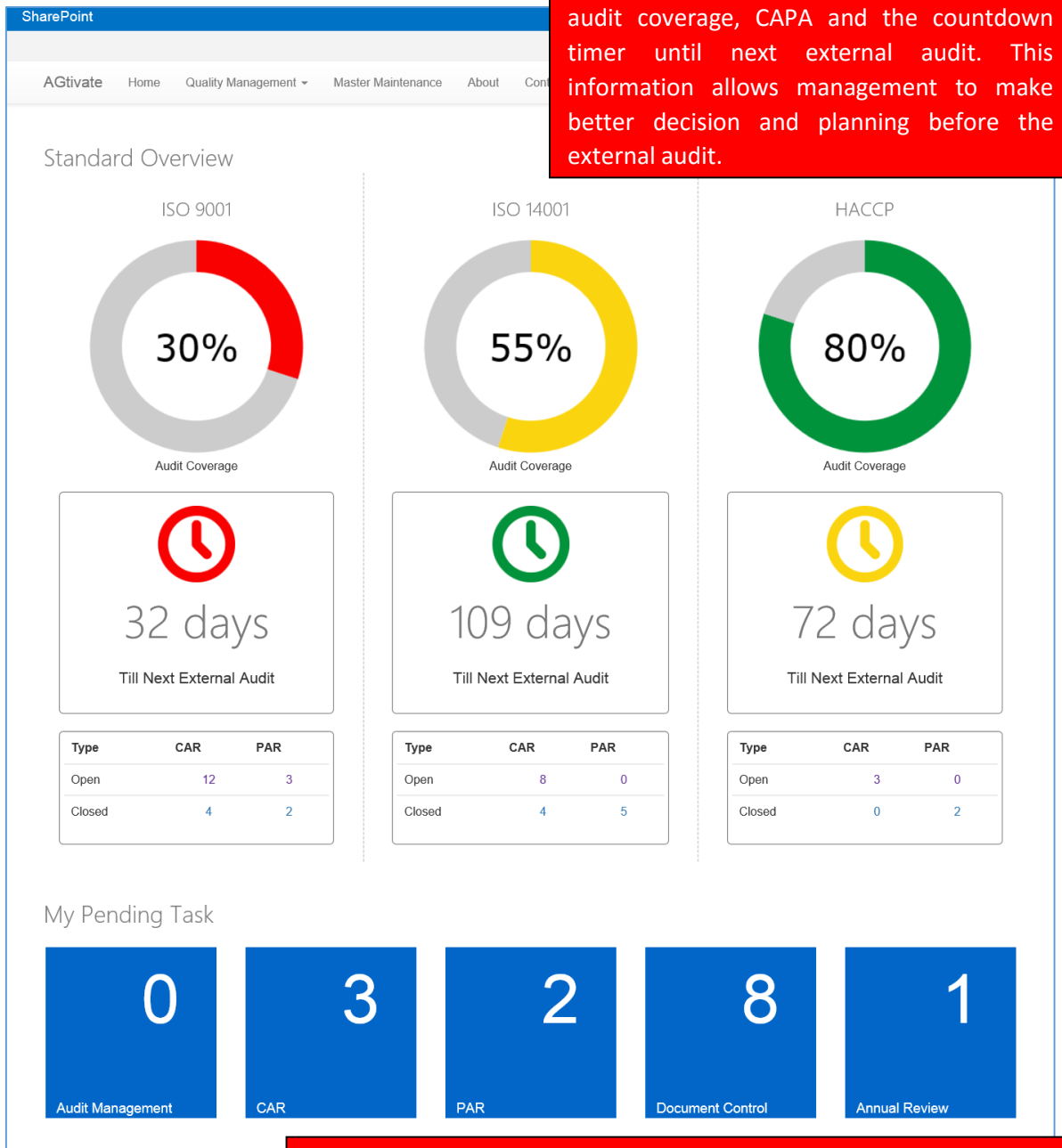


1. QMS Dashboard



Management overview of all the internal audit coverage, CAPA and the countdown timer until next external audit. This information allows management to make better decision and planning before the external audit.

Summary number of current logged-in user's pending task by module. User can keep on all the task being assigned to him/her.

2. Create New Audit Schedule

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REQUEST DETAILS

Date Request	10/05/2015
Status	Draft
Requestor	DAVID OH
Dept / Section	Supply Chain / Quality & Process Assurance
Job Title	Executive-Quality & Process Assurance
* Standard	ISO 9001 ▾
* Audit No	ISO 9001/5/2015
* Date Plan	From 19/05/2015 To 22/05/2015

Define the standard and the date of auditing

Lead Auditor(s) & Auditor(s) *

* Audit Section ▾ -SELECT-

* Audit Area ▾ -SELECT-

* Lead Auditor ▾ -SELECT-

* Auditor ▾ -SELECT-

Audit Section	Audit Area	Lead Auditor	Auditor	Clauses
Procurement & Planning	Purchasing	LEE TIEN YU	MICHAEL CHANG	4.2.1 - General 4.2.3 - Control of Documents 5.3 - Quality Policy 6.2.2 - Competence, Training and Awareness 7.4.1 - Purchasing Process 7.4.2 - Purchasing Information 7.4.3 - Verification of Purchased Product 7.5.1 - Control of Production and Service Provision 8.4 - Analysis of Data
Quality & Process Assurance	QA	LEE TIEN YU	DAVID OH	4.2.3 - Control of Documents 4.2.4 - Control of Records 6.1 - Provision of Resources 7.4.3 - Verification of Purchased Product 7.5.1 - Control of Production and Service Provision 7.6 - Control of Monitoring and Measuring Equipment 8.1 - General 8.2.3 - Monitoring and Measurement of Processes 8.2.4 - Monitoring and Measurement of Product 8.3 - Control of Non-conforming Product 8.4 - Analysis of Data 8.5.1 - Continual Improvement 8.5.2 - Corrective Action 8.5.3 - Preventive Action

List of clauses defined for each Section and Area

3. Audit Task

Update Audit Schedule Task *

Auditor	DAVID OH
Audit Section	Quality & Process Assurance
Audit Area	QA
Date Completed	

Shortcut button for Auditor to create an Audit Plan

+ New Audit Plan View Audit Plan View Corrective Action (CA)

Clauses	Completed?	Action	Documents	Checklist
4.2.3 - Control of Documents	<input checked="" type="checkbox"/>	Raise CAR	View documents	View checklist
4.2.4 - Control of Records	<input checked="" type="checkbox"/>	Raise CAR	View documents	View checklist
6.1 - Provision of Resources	<input checked="" type="checkbox"/>		View documents	View checklist
7.4.3 - Verification of Processes	<input checked="" type="checkbox"/>	Raise CAR	View documents	View checklist
7.5.1 - Control of Production	<input checked="" type="checkbox"/>		View documents	View checklist
7.6 - Control of Monitoring and Measuring Equipment	<input checked="" type="checkbox"/>		View documents	View checklist
8.1 - General	<input checked="" type="checkbox"/>		View documents	View checklist
8.2.3 - Monitoring and Measurement of Processes	<input checked="" type="checkbox"/>		View documents	View checklist
8.2.4 - Monitoring and Measurement of Product	<input checked="" type="checkbox"/>		View documents	View checklist
8.3 - Control of Non-conforming Product	<input checked="" type="checkbox"/>		View documents	View checklist
8.4 - Analysis of Data	<input checked="" type="checkbox"/>		View documents	View checklist
8.5.1 - Continual Improvement	<input checked="" type="checkbox"/>		View documents	View checklist
8.5.2 - Corrective Action	<input checked="" type="checkbox"/>		View documents	View checklist
8.5.3 - Preventive Action	<input checked="" type="checkbox"/>		View documents	View checklist

Buttons for Auditor to indicate which clause has been audited; enable Lead Auditor to check on the progress

Button to view related documents and checklist for each clauses

Workflow Log

Save Back

4. Clause Related Document

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Related Documents

Title	Code Number
STANDARD PROCESS INSTRUCTIONS – QUALITY & PROCESS ASSURANCE PART 1	QPA-GP-001
STANDARD PROCESS INSTRUCTIONS – QUALITY & PROCESS ASSURANCE PART 2	QPA-GP-002
STANDARD PROCESS INSTRUCTIONS – QUALITY & PROCESS ASSURANCE PART 3	QPA-GP-003

List of document related to a particular clause, click to download/open the document

Cancel

Clauses

- 4.2.3 - Control of Document
- 4.2.4 - Control of Records
- 6.1 - Provision of Resources
- 7.4.3 - Verification of Purchased Product
- 7.5.1 - Control of Production and Service Provision
- 7.6 - Control of Monitoring and Measuring Equipment
- 8.1 - General
- 8.2.3 - Monitoring and Measurement of Processes
- 8.2.4 - Monitoring and Measurement of Product
- 8.3 - Control of Non-conforming Product
- 8.4 - Analysis of Data

6. New CAPA

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REQUEST DETAILS

Date Request	10/05/2015
Status	Draft
Requestor	DAVID OH
Dept / Section	Supply Chain / Quality & Process Assurance
Job Title	Executive-Quality & Process Assurance
* Audit No.	ISO 9001/5/2015
* Standard	ISO 9001
* Auditee Section	Quality & Process Assurance
* Category	Minor NCR
Procedure	-SELECT-
Process Area	-SELECT-
* Clause	4.2.3 - Control of Documents

Define the CAR raised for which standard, clause and the category of the NCR

Details Of Non-Conformance / Observation / Audit Report *

Workflow diagram not updated

CAR Attachment

File Name	Uploaded By	Uploaded On	Delete	View
CAR Evidence.docx	DAVID OH	10/05/2015	✖	

Auditee Section Manager

* Department	Supply Chain
* Section	Quality & Process Assurance
* Section Manager	MICHAEL CHANG

User can upload multiple supporting documents

7. Follow Up CAPA

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REQUEST DETAILS

Ref. No.	IAC22133
Date Request	10/05/2015
Status	Pending Initiator Follow Up
Requestor	DAVID OH
Dept / Section	Supply Chain / Quality & Process Assurance
Job Title	Executive-Quality & Process Assurance
* Standard	ISO 9001
* Audit No.	ISO 9001/5/2015
* Category	Minor NCR
Procedure	
Process Area	
* Clause	4.2.3 - Control of Documents

Details Of Non-Conformance / Observation / Audit Report *

Workflow diagram not updated

Date: 10/05/2015 - by DAVID OH

Auditee Section Manager

* Department Supply Chain

* Section Quality & Process Assurance

* Section Manager MICHAEL CHANG

Root Cause(s) Of Non-Conformance*

latest workflow diagram not given by supplier

Date: 10/05/2015 - by MICHAEL CHANG

Correction & Corrective Action

Correction *

contact supplier to get latest workflow diagram. contact respective department to notify them about the diagram not being the latest

Date: 10/05/2015 - by MICHAEL CHANG

Corrective Action *

raise a document change request with the latest workflow diagram

Date: 10/05/2015 - by MICHAEL CHANG

* Proposed Completion Date 14/05/2015

Previous Actual Completion Date

* Actual Completion Date 10/05/2015

CAR Attachment

File Name	Uploaded By	Uploaded On	Delete	View
CAR Evidence.docx	DAVID OH	10/05/2015		

Re-auditing Follow Up Verification *

job well done

Reason (if reject)

Workflow Log	
DAVID OH 10/05/2015 05:28 PM	Action Details CAR request has been submitted by Initiator
MICHAEL CHANG 10/05/2015 06:38 PM	Action Details Correction & Corrective action has been submitted by Auditee Section Manager
DAVID OH 10/05/2015 06:39 PM	Action Details Correction & Corrective action has been reviewed by Initiator
MICHAEL CHANG 10/05/2015 06:40 PM	Action Details Correction & Corrective action has been taken by Auditee Section Manager

Workflow log to track each action taken by the user to ensure request progress visibility

- Update of specifications
- Update Operational Limit
- Update packaging materials
- Update parameters
- Update purpose/scope
- Update Quality Manual
- Update raw & auxiliary materials
- Update references section
- Update Responsibilities List
- Update Supplier list
- Update version no.

Workflow diagram will be updated based on the new concept

Reason For Change *

changing the workflow diagram to follow concept ACC

Download Checked Out Document

File Name	View
STANDARD PROCESS INSTRUCTIONS – QUALITY and PROCESS ASSURANCE PART 2.docx	

Upload Amended Document *

File Name	Uploaded By	Uploaded On	Delete	View
STANDARD PROCESS INSTRUCTIONS – QUALITY and PROCESS ASSURANCE PART 2.docx	DAVID OH	10/05/2015		

Amended document uploaded to be reviewed and approved

Upload Supporting Document

No attachments available.

Upload and supporting document to support the changes made

Approver List [Define Document Approver List](#)

Level	Department / Section	Approver
1	Supply Chain / Quality & Process Assurance	LEE TIEN YU
2	Supply Chain / Quality & Process Assurance	LEE TIEN YU

Predefined approvers to approve the changes made

Reject Reason

Cancellation Reason (if cancel)

Workflow Log