



## W&A MS ACCESS APPLICATION DATA SHEET

<b>Description</b>	
<b>Total Integrated Internal Audit System</b>	
<b>Internal Audit System includes:-</b>	
<ul style="list-style-type: none"> <li>• Audit Plan – allows you to create an annual audit plan based on risk and an open audit section allowing you to view audits that still need to be completed.</li> <li>• Audit Team– includes single or team selection with trending on audit activity.</li> <li>• Audit Findings – allows for standardised checklist to be pasted into the findings sections.</li> <li>• Audit report – includes cover page and actions grouped.</li> <li>• Open findings – allowing for follow up with reporting.</li> <li>• Time based trending on audit scores or type of finding.</li> </ul>	
<b>Features:</b>	<p>Automatic graphs and reports for all open actions.</p> <p>Time based trending to allow investigations and for management review reporting.</p> <p>Compatible with MS Word &amp; Excel.</p> <p>Aligned to requirements of ISO 9001, ISO 22000, ISO 14001, ISO 18001</p>
<b>Typical Application in Practice:</b>	<p>Audits for current year are loaded into the internal audit plan, the audit teams are populated. Once the audit is conducted the audit and team information are carried over from the plan. The audit checklist and findings are then loaded manually or paste from Excel and the findings are allocated actions and scored and the audit report is generated. Once the findings have been auctioned, the actions are added and the individual findings are closed out. For the open or trended (specific date range) audit information the access is from the main screen.</p>
<b>Hardware/Software Requirements:</b>	<p>MS Office 2003, 2007 or 2010 including Microsoft Access.</p> <p>Alternatively an MS Access licence can be purchased through your local IT support.</p>
<b>Modifications Required:</b>	<p>To further customise for local use you can request additional fields, change field names, additional or changed graphs/reports.</p>
<b>Training:</b>	<p>A training module comes with the database.</p> <p>If additional training is required then a consultant will visit your site at an hourly charge.</p>
<b>Change Control:</b>	<p>All requested changes will be handled on a time activity quote basis.</p>



## Support and Tailoring

The systems are updated annually and a free upgraded standard version will be available if required.

## Contact Details

For more information regarding the above or any other training requirements, please contact, **Emily Ackerman** on 021 713 2380 or [emily@wha.co.za](mailto:emily@wha.co.za)