SHEQsys

MODULES

INCIDENTS

Precise and to the point. Log the required details from the beginning of each incident, capturing relevant information for each SHEQ type, from injury specifics and vehicle details for safety to product details for quality. Customise SHEQ categories to suit your company by creating relevant options that will allow you to generate statistical and analytical reports.

INVESTIGATE THE WAY YOU WANT

The system will apply the investigation parameters that the administrator would have set in the settings according to the determined risk level and SHEQ type. An audit trail is automatically recorded during the investigation process with the possibility of approval at various statuses. Create and assign actions to be completed to correct and prevent incidents of a similar nature reoccurring.

- Create integrated incidents
- Add relevant PSSIs
- Add attachments
- Calculate Risk
- Risk based investigation tools
- Hotspot injury and vehicle damage selection
- Graphical and analytical reports
- Create your own questions
- Customisable through utilities
- Dashboards
- And much more...

AUDITS

Conduct and schedule different types of audits with definable severity utilising your own custom templates and varying rating options available based on:

- 5-Star
- Positive / Negative
- Number of People
- 3-Star
- Comments

As the points are answered, the score is automatically calculated and updated. The total can be seen on the top of the audit as well as subtotals next to each relevant section. Raise Actions, Incidents, Innovations and Feedback from within each point of the audit, as necessary to assist with correcting findings or suggesting improvements.

SHEQsys currently has the following distinct audit types:

Inspections	Observations	Surveys	Reviews	Supplier Audits
System / Process Audit	Compliance Audits	Turtle Process Maps	Layered Process Audits	Employee Reviews

- Add relevant attachments to individual points or the whole audit
- Approve findings on completion of audits
- Directly compare previous audits
- Know the status of the audit
- Allocate elements to different auditors
- Save root causes
- Touchscreen friendly
- Reports
- Dashboards
- And much more...

RISK ASSESSMENT

The Risk Assessment module enables organisations to identify, evaluate and manage risks across processes, systems and operational activities. It provides a structured approach to recording risks and implementing effective mitigation measures, while maintaining a full audit trail of all revisions and historical assessments.

Conduct general risk assessments for regularly reviewed activities, complete Dynamic Risk Assessments at job start to evaluate risks before tasks begin, and manage Operational Risk Assessments for ongoing, day-to-day workplace activities.

- General risk assessment type with customisable subtypes
- Dynamic Risk Assessments conducted at job start
- Operational Risk Assessments for continuous workplace evaluation
- Create multiple activities and associated assessments
- Capture existing control measures and define new mitigating controls
- Determine control hierarchy based on risk type
- Automatic risk rating based on consequence and probability
- Attach supporting documents and evidence as required
- Copy templates for similar risks across different areas
- Revise assessments while maintaining full historical records
- Automated review notifications
- Centralised dashboard for visibility and tracking
- Full integration with actions and document register

CONCESSIONS

The concession module is only available within Quality incidents requesting for special approval for a non-conforming product or service. Keep track of all concessions granted or not granted, as well as the justification of the request. Define Approval levels and the associated approvers for each area or create approvers on-the-go as necessary.

- Custom Factors
- Capture Effects
- Custom Questions
- Add attachments
- Analysis and list reports

TRAINING

The training module is an easy and convenient way to log and set up the time and attendants required for different training courses and assessments. Keep a record of all training conducted, including the date, institution where it occurred and delegates that attended and their certifications.

- Customisable templates with associated courses
- Achievements
- Reports
- And much more...

ACTION FRAMEWORK

Create and assign Actions within modules, which are visible in a consolidated view whilst remaining linked to entries they came from. The Action module is completely integrated with all our other modules and relies on their use. Assign multiple actions of custom types to many different users as needed. Types include plan, do, check, act, corrective, preventative, and general. Call reports have actions such as follow up and pricing.

- Actions in one place
- Link to associated module
- Target dates
- Automatic emails
- Closure response
- Add attachments
- Log of date changes and editors
- Action dashboard
- And much more...

DOCUMENT REGISTER

Manage controlled company documents and ensure you always have the latest revision. The document register module allows the user to view documents that have been assigned to them or their areas. Users can be assured that they will always have the latest approved revision. These documents are available to view, but not to edit on the system. Documents that refer to forms, procedures, or drawings etc can be associated, keeping relevant documents close at hand. Integrate existing documents with the Document Request module for changes to current documents.

- Keep revision history altogether in one place
- Automatic notification of new revisions and new documents available
- Log of document views
- Distribution employee register
- Document approvers
- Document reviewers
- Automatic notification of documents due for review
- Facility for uncontrolled attachments
- And much more...

DOCUMENT REQUEST

The Document Request module allows the user to request a document to be created that does not currently exist or request that a current document be revised or changed. Stakeholders can be involved in the risk analysis of the request ensuring that the document is relevant and necessary as well as directly linking other affected documents.

- Stakeholders
- Risk analysis
- Process and manager approval
- Document controller notifications
- And much more...

ASSET REGISTER

SHEQsys provides a comprehensive Asset Register that keeps detailed records of calibration, certificates, maintenance schedules, licence expirations, inspections, and job cards while supporting the management of equipment, facilities, instruments, machines, tooling, subscriptions and vehicles.

- Internal calibration certificate generation
- External calibration recording
- Instrument and asset status monitoring
- Add relevant attachments to individual instruments
- Record maintenance centres and due dates
- Track calibration and maintenance costs, renewals and review frequencies
- Automated notifications for calibration, maintenance, and licence renewals
- Vehicle licence tracking and service interval monitoring with mileage log
- Integration with checklists and job cards for inspections and maintenance
- Dashboards for real-time visibility

JOB CARDS

The Job Card module provides a comprehensive solution for managing job cards linked to assets or products, supporting maintenance, servicing and operational tasks across your organisation.

- Association to assets or products
- Job card classification (breakdown, scheduled, preventative)
- Priority setting
- Assignment of personnel with labour tracking
- Customisable checklists per asset or product
- Attachment management for permits, invoices and photos
- Centralised tracking and reporting of all job cards

CHECKLISTS

The Checklists module enables organisations to schedule, manage and complete structured inspections across equipment, vehicles and operational processes. It uses customisable templates with defined questions and scoring points to ensure consistent, standardised evaluations.

- Create checklist templates with tailored questions and scoring criteria
- 5-Star or Positive/Negative scoring matrix
- Schedule inspections on a daily, weekly or monthly basis
- Record detailed findings during inspections for accurate reporting
- Upload supporting attachments
- Link corrective or preventative actions
- Maintain a complete history of completed checklists for audit and review purposes

PRODUCTION

The Production module provides clear insight into operational performance by tracking total production output, downtime, speed losses, scrap and rework. This enables accurate calculation of Overall Equipment Effectiveness (OEE), helping organisations identify inefficiencies, reduce losses and optimise productivity.

- Associate assets
- Identify losses
- Track scrap and rework
- Calculates utilisation , availability, performance, quality, OEE, OAE, TEEP

TREND PARETO ANALYSIS

The Trend Pareto Analysis module allows the users to run basic statistical control via Pareto charts for attribute analysis of production. The Trend Pareto Analysis module allows the users to run basic statistical control via Pareto charts for attribute analysis of production.

- Save favourite selections for quick data capture
- Identify trends
- Scrap facility
- Customisable categories
- Graphical reports
- And much more...

FEEDBACK

The feedback module allows users to give constructive positive or negative feedback, which is routed to the responsible manager of the affected department, who can then acknowledge or in the case of negative feedback, action and close. Associated customers and suppliers can be recorded against the captured entry.

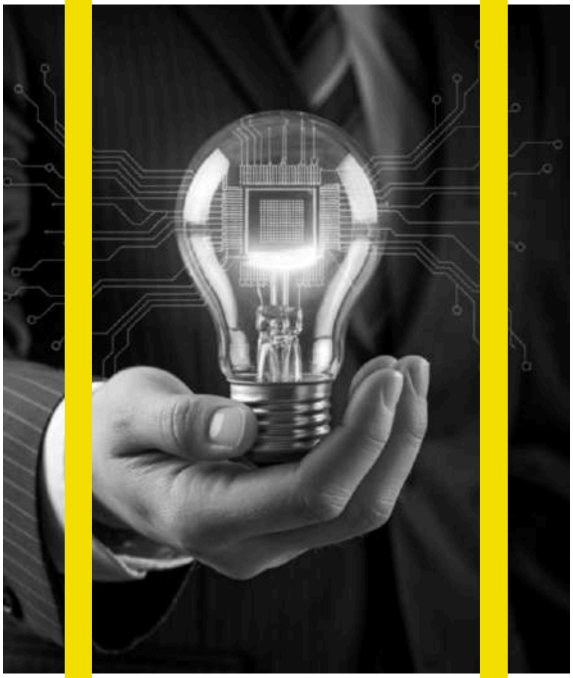
- Associate products
- Add relevant attachments
- Analysis and list reports
- And much more...

CALL REPORTS

The Call Report module allows the user to log and follow up on customer or supplier visits. Actions can be raised, products can be associated with its own report, and objectives can be captured. Log all your encounters with customers, keeping track of when customers were visited and the overall outcome of the visit.

- Custom categories
- Add contact details for everyone in the meeting
- Include an overall report
- Add objectives
- Add products
- Add attachments
- Summarize your visit
- Print the call report
- Email the call report
- Graphical and list reports
- And much more...

INNOVATIONS



The Innovation module enables organisations to capture, evaluate and implement ideas that drive cost savings, efficiency and continuous improvement. It provides a structured platform for users to submit innovative suggestions, while giving management full visibility to review, assess feasibility and manage implementation from planning through to completion.

- Log and track innovation ideas
- Record top innovations and outcomes
- Associate products
- Custom categories and questions
- Capture potential savings
- Upload attachments
- Apply PDCA methodology
- Track status and progress
- Set implementation target dates
- Generate reports
- Create and link actions
- Link to incidents and audit findings

LESSONS LEARNED

The Lessons Learned module enables organisations to capture and manage insights gained from incidents, ensuring that valuable knowledge is retained and applied.

- Associate lessons with multiple incidents
- Add and manage tags for easy categorisation
- Create new lessons directly from incidents using blades
- View common lessons across incidents for trend analysis

STOCK ROOM

he Stock Room module enables you to manage and control all personal protective equipment, consumables and spares within a centralised system. Maintain accurate stock levels, ensure critical items are always available, and streamline issuing and tracking across your organisation. Full stock control processes, including cycle counts, returns and stock takes, ensuring accuracy and accountability at all times.

- Company or division-level stock rooms
- Item creation with customisable attributes
- Issue and receive stock
- Automated stock level adjustments and low stock notifications
- One-time PIN integration
- Cycle counts and stock takes
- Returns management
- Issue frequency defined by job position
- Detailed list reporting

UTILITY MANAGEMENT

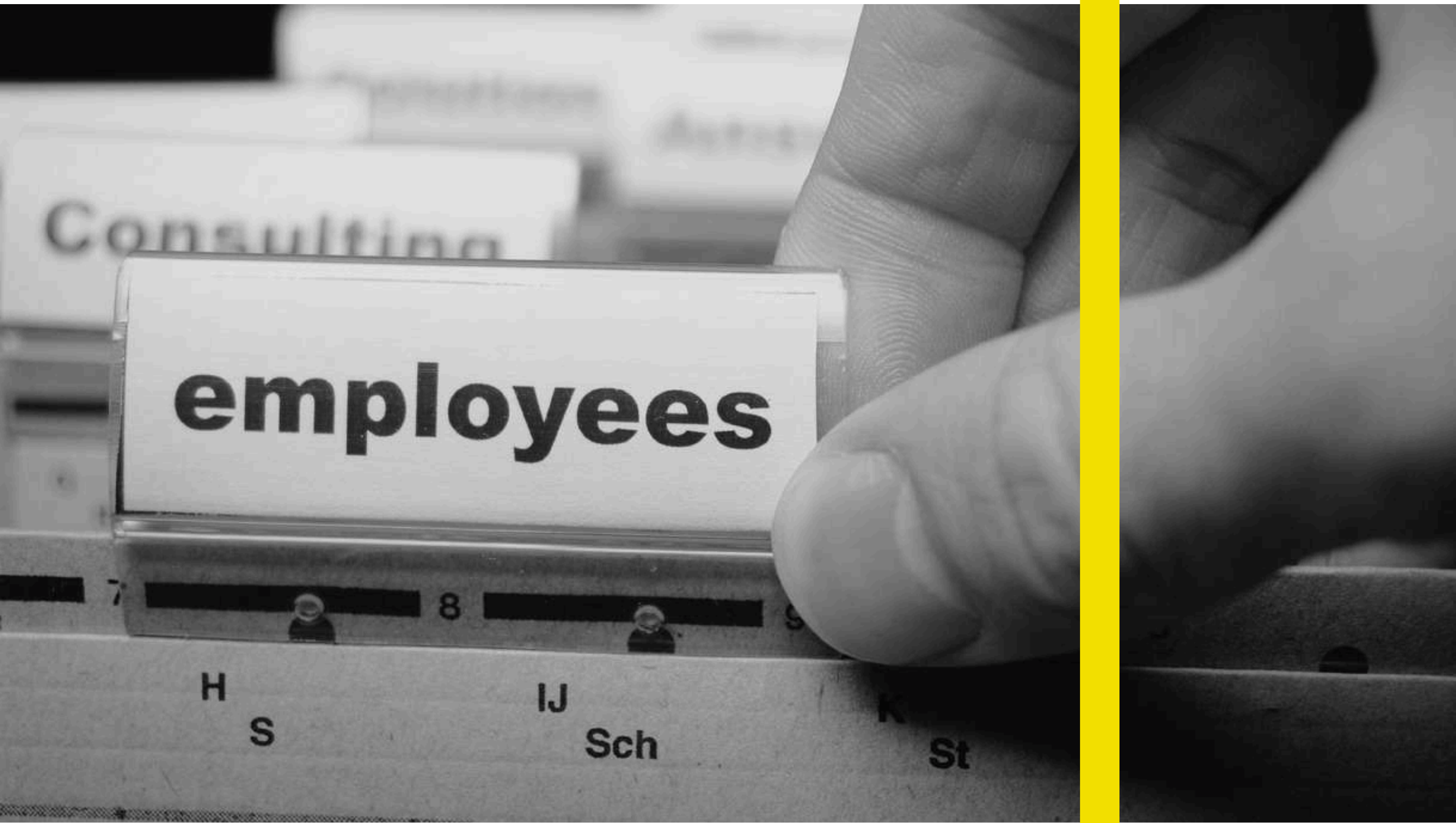
The Utilities Management module enables organisations to track, monitor and manage monthly utility usage across key resources such as electricity, water and waste. It provides clear visibility into consumption patterns, helping identify trends, control costs and support more efficient resource management.

- Record monthly utility usage data
- Track electricity, water, waste consumption or custom
- Monitor usage trends and patterns
- Analyse data for improved decision-making
- Manage and control utility-related expenses

EMPLOYEE RECORDS

TThe Employee Records module provides a centralised view of employee information, designed specifically for managers and HR roles. It offers full visibility into each employee's involvement across the system, including entries they have raised, conducted or been associated with, supporting effective oversight and informed decision-making.

- Restricted access for managers and HR roles
- View all system entries linked to an employee
- Track employee involvement across activities and modules
- Monitor scheduled training and completed employee reviews
- Upload and manage employee-specific attachments and documents
- Add and maintain internal comments for each employee record
- Ensure accurate, up-to-date and comprehensive employee records



MEETING MINUTES

Users can easily create and manage meeting minutes within the module, from new meetings to recurring meetings with access to past meeting records.

- Create meeting minutes on the fly
- Records of meeting history
- Schedule meetings and invite attendees
- Mark attendees as present or absent with apologies
- Add agenda points before the meeting starts
- If you did not discuss a point, it can be marked as not discussed
- Add attachments and relevant documentation
- Associate actions to each discussion point if needed

SUPPLIER MANAGEMENT

Supplier Management streamlines the process of managing supplier relationships, offering a comprehensive solution for collaboration. With this module, users can efficiently engage with suppliers directly within the system, enhancing communication and coordination.

- Conduct supplier audits where your supplier can respond to the findings.
- Suppliers can respond to incidents that they are associated to.
- Associate documents that the supplier needs to load onto the system and notify them when the document is due for renewal.

DESIGN REVIEW

The Design Review Module is an essential tool within any product development process, offering a systematic approach to ensuring that design outcomes meet specified requirements and standards. This module facilitates thorough verification of design outcomes, enabling teams to identify potential issues or discrepancies early on in the development cycle.

- Associate customers to the design review
- Add a project
- Associate products
- Attendees and approval process

PRODUCT RECORDS

The Product Records module provides a complete, centralised view of every entry linked to a specific product. It enables full traceability across all modules, giving users clear visibility of where and how each product is used within the system.

- Upload product image for easy identification
- View detailed product information
- Filter linked entries across multiple modules
- Track associations across Innovations, Incidents, Feedback, Call Reports, Document Register, Concessions, Design Reviews and Job Cards
- Access a consolidated timeline of all product-related activity
- Print full product records for easy sharing and distribution across teams and stakeholders

APPOINTMENT LETTERS

The Appointment Letters module enables organisations to allocate and manage employee appointments, ensuring appointment letters remain current, relevant and reviewed when required.

- Assign appointments to employees
- Maintain a central record of all appointment letters
- Track appointment review and expiry dates
- Manage changes to employee appointment documents
- Automatic reminders when appointments are due

SAFETY FILES

The Safety Files module enables organisations to create, manage and submit project-specific safety files, ensuring all required documentation is available, reviewed and approved before work commences.

- Create safety files for specific projects and customers
- Build customised document indexes based on project
- Upload and manage documents against each index section

MEDICALS

The Medicals module centralises employee medical management, ensuring periodic, entrance and exit medicals are completed on time and remain compliant.

- Track periodical examinations for all employees
- Automatic reminders when medicals are due
- Manage entrance medicals for new employees