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A Faster, Better, Smarter EMS with Qudos 3

With growing concerns about climate change and sustainability, more attention is now being paid to how business activities impact on the environment. Companies and other organisations are responding in various ways. Perhaps the most tangible evidence of an organisation's environmental focus and effort is to have a management system based on the ISO 14001 international standard.

ISO 14001 sets out how you can implement an effective Environmental Management System (EMS). It is designed to help your organisation systematically reduce its environmental impact, while still working towards other corporate objectives (such as service delivery and profitability).

Qudos 3 is a comprehensive software solution for an environmental (EMS) or integrated management system that will help you meet the requirements of ISO 14001 - faster, better, and smarter.

Qudos 3 provides a modular, yet integrated approach - offering multi-site/off-site capability to:



- **Plan environmental objectives and targets** and how they will be achieved
- **Document EMS** policies, procedures, forms, standard letters etc. and distribute them
- Plan and record **reviews and revisions** of those documents
- Schedule and record **internal audits**
- Schedule and record **equipment checks and calibration**
- Plan and record **minutes of environmental management review or committee meetings**
- Maintain records of **environmental training**
- **Assess performance** of your environment-related activities - or those of your suppliers / contractors
- **Consider environmental aspects, and assess impacts** in Risk Assessments
- Plan **preventive / corrective / improvement action** and then assign, record and track those actions
- **Remind people** about actions that are due
- **Escalate** overdue actions

The following chart illustrates how Qudos 3 can help you address ISO 14001.

Qudos 3 modules

ISO 14001 clauses		Objectives	Documents	Actions	Audits	Meetings	People	Training	Risk	Benchmark	Notes
Clause 4.2	Environmental policy		✓								Sample policy included in integrated (EMS/OHSMS/QMS) policy manual in toolkits (Help menu). Policy statement maintained and made available via Master Document List.
Clause 4.3	Environmental aspects								✓		Aspects and impacts considered in Risk Assessment. Sample Risk Assessment procedure.
Planning	Legal requirements		✓								Relevant documents such as legislation maintained and made available via Master Document List.
	Objectives, targets and programmes			✓					✓		Legal and other requirements considered in risk assessments with actions to address them raised as separately tracked Action forms.
			✓	✓							
Clause 4.4 Implementation and operation	Resources, roles, responsibility and authority		✓								Defined in documents maintained and made available via Master Document List.
	Competency, awareness and training							✓			Training records are created for each person in the organisation. These are maintained in the Training Schedule, and may be queried for planning / review purposes.
			✓								Induction checklist template and other documents promoting staff awareness of environmental issues maintained in Master Document List

Qudos 3 modules

ISO 14001 clauses		Objectives	Documents	Actions	Audits	Meetings	People	Training	Risk	Benchmark	Notes
Communication							✓				Individual Development Plans may be created for each person in the organisation. This provides a tool for planning their development path and assessing progress against defined standards. Password-controlled sign-off by individual and 2 levels of management.
		✓									Documents providing information on environmental issues maintained in Master Document List
					✓						Suggestions / complaints etc. to/from external parties communicated using Action Forms that may be emailed and provided in DOC or PDF format
Documentation and control of documents				✓		✓					Consultation Meetings recorded in Meeting Minutes form with Action points raised as separately tracked Action forms
		✓									Controlled document listing, review and revision process. Sample Document management procedure.
Operational control			✓								Operational procedures maintained in Master Document List.
Emergency prep.			✓								Emergency plans maintained in Master Document List.
Clause 4.5 Checking	Monitoring and measurement / evaluation of compliance				✓						Evaluation of compliance / Monitoring and measurement recorded in an Audit Record (checklist based record with ability to generate multiple corrective/preventive actions)
				✓					✓		Monitoring and measurement recorded in a Risk Assessment (record offering matrix assessment + ability to generate multiple corrective/preventive actions)
											✓

Qudos 3 modules

ISO 14001 clauses		Objectives	Documents	Actions	Audits	Meetings	People	Training	Risk	Benchmark	Notes
Nonconformity, corrective and preventive action				✓							Action Forms are used to record suggestions, actual and potential nonconformances, and incidents. Other sections of the same form used to record Action Planned, Action Taken, Follow-up/Review + up to 99 related actions. Each may be separately assigned, emailed to a responsible person with DOC or PDF attachment if required. Actions List may be queried in numerous combinations to generate custom reports.
Control of records		✓	✓	✓	✓	✓	✓	✓	✓	✓	Documents and records retained in SQL server database and associated folders on server.
Internal audit				✓	✓						Internal audit programme maintained in Audit Schedule & Audit Records. Actions raised are managed in Action forms linked to Audit records. Sample Audit procedure.
								✓			Auditor training records maintained in Training Schedule. An Audits training presentation included. Optional Auditor training is available in public sessions or on-site.
Clause 4.6 Management review				✓		✓					Management reviews scheduled and recorded in Meeting Minutes. Default agendas may be created, and separately tracked actions for each agenda item. A Meeting management training presentation is included. Sample Meeting procedure with management review agenda.
		Objectives	Documents	Actions	Audits	Meetings	People	Training	Risk	Benchmark	

Integration

With its task-based modular design, and high level of user-configuration, **Qudos 3** enables you to integrate:

- Your key activities for addressing ISO 14001
- Similar activities for addressing other compliance issues (OHS/Quality/Food Safety etc.)
- Activities relating to one or many sites



Qudos 3 makes it easier to input and retrieve data, with less administration – to help give you a faster, better, smarter EMS based on ISO 14001.

Available now in Self-hosted, Hosted or 'Software as a Service' Leased options, along with coaching, training and system development services by Qudos and its partners.

Contact us now to discuss your needs: Tel: +61 (7) 3010 9259 Email: sales@qudos-software.com