



IBS America develops integrated compliance management solutions to help companies improve corporate governance and achieve sustained adherence to regulations and standards. Since 1993, we have delivered our systems and services to thousands of companies worldwide. IBS America is one of the very few compliance software companies certified to ISO 9001.

WEB-BASED COMPLIANCE MANAGEMENT SOFTWARE

Training and Qualification Module



CompliantPro Training and Qualification Module simplifies and streamlines employee training, a vital part of any compliance initiative. This module maintains all the information pertaining to an employee's training profile.

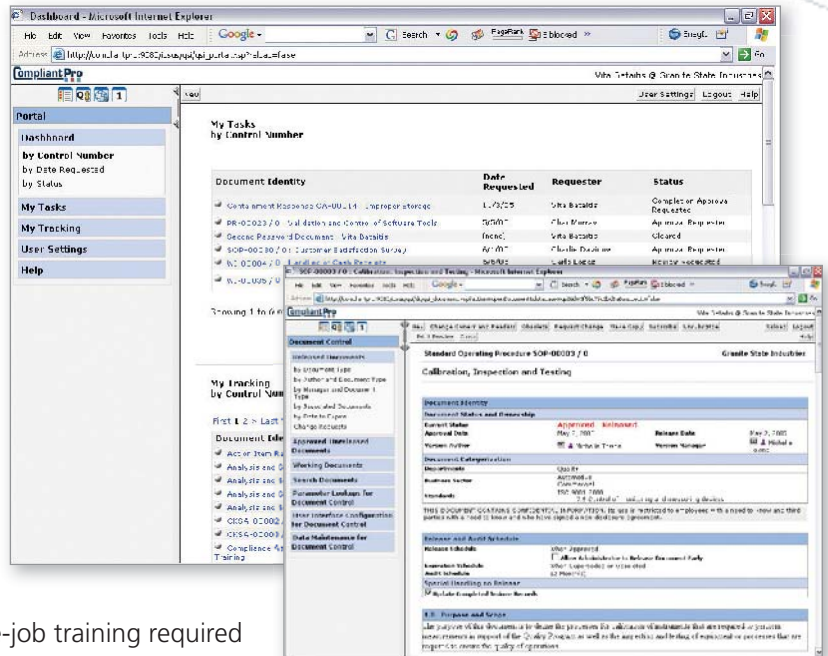
Record employee information, define training requirements for positions and departments, manage and track training and certification requirements and results for all employees, contractors or external service providers for your organization. Track all documents required to complete a trainee profile, such as Work Instructions, SOPs and other training requirements defined by your organization.

Benefits

- **Usability and Extensibility:** Create an unlimited number of document types at an organization-specific level (corporate, departmental, site and plant requirements) or for all organizations. Make custom views and searches based on location and categorization of the Trainee Profiles. Trainee Profiles and their associated positions and training records can be seamlessly moved from one organization to another. Course Offerings and Qualification Definitions are version-controlled documents. They include a document history section and may be reviewed collaboratively, approved and, if necessary, made obsolete. Completely configurable document settings such as numbering choices (automatic or free-form), prefixes, authoring restriction, etc., enable you to mirror documents to your organizational requirements.
- **Workflow:** The approval process for Course Offerings and Qualification Definitions can be parallel or serial with multiple approval tiers (for example, you may have one group of approvers sign off on a course before it is presented to a final approver). An associated documents section allows you to link documents from any organization, while the ability to create custom views and searches allows you to sort your documents as you see fit. Keep your documents up to date with audit review reminders and escalation.
- **Security:** Role-based administrative functions allow your organization to configure the system security around your needs. The person you designate



as the system administrator is the only person who can access, create, edit, archive, and delete all documents in any given Trainee Profile. The trainee's manager can only create, modify, open and view the records for which they are listed as manager. The supervisor can only see the section of a Trainee Profile for which they are the supervisor.



Features

- **Course Offerings:** Maintain all courses, certifications, and on-the-job training required for any given position.
- **Qualification Definitions:** Define the qualification attributes. Each qualification can be provided attributes such as duration interval or approval requirements that are unique to the qualification at hand.
- **Employee Training Profiles:** Lists all information pertaining to a specific employee or non-employee, i.e. name, start date, position held, employee number, manager/supervisor, job requirements, and training records.
- **Self-Report Completion of Training:** Trainees can automatically acknowledge completion of training to supervisor/manager via email.
- **Automatically Update Records:** Supervisor/Manager can automatically update a trainee's record to show training has been completed. Training profiles are automatically updated when changes are made to a position requirement. Qualification status is automatically updated upon the completion of required training.
- **Automatic Notification:** Supervisors are instantly notified via email when a position has been updated, made inactive or made obsolete.
- **Archived:** Automated archiving of all Trainee Profiles and Training Records. When any changes are made to an Employee Training Profile the old data is automatically archived and stored in the history section of that record.
- **Escalation:** Three levels of escalation are provided: Manager, Supervisor, and Trainee.

