



ACTIV<sup>TM</sup>

# QMS SOFTWARE



Control



Comply



Improve



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**activ**<sup>TM</sup>  
Official Partner



## INTRODUCING ACTIV

A full ISO 13485 management system requires many different procedures and record types to be compliant, all of which require maintenance with surrounding change control, review and approval processes. The labour-intensive nature of a QMS leaves strains on time and resources for any business to remain fully compliant.

**This is why we chose Activ as our trusted QMS software partner.**

Struggling to manage your ISO compliance process quickly and effectively?

Do you not have the correct tools in place to be able to manage ISO compliance?

Are you lacking time, knowledge, or resources to effectively manage your ISO compliance?

**Activ has been designed by ISO experts to make your life easier.**

Personalised reminders and action trackers provide advance warning of upcoming deadlines, with alerts being sent to responsible team members if actions are overdue.

Easy-to-use electronic forms and automated workflows replace complex spreadsheets and document templates.

A centralised platform including version history and document review options stores all of your QMS-related documentation in one place.

**Control Access**

-

**Maintain Compliance**

-

**Improve Efficiency**



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## MANAGE YOUR CORE ISO COMPLIANCE PROCESSES

Easy-to-use, affordable and reliable, Activ is a modular software tool, designed by ISO experts to help you manage common compliance challenges. Activ's suite of modules streamline processes including tracking corrective and preventive actions, auditing compliance with ISO standards, supplier evaluation, document management and control – and much more.

## INTRODUCING ACTIV'S MODULES

Working seamlessly together, Activ's modules provide an affordable and scalable QMS solution.

- ✓ Document Control
- ✓ Supplier Evaluation
- ✓ Business Risk Management
- ✓ Internal Audit Management
- ✓ Training & Competency Tracking
- ✓ Client Satisfaction Measurement
- ✓ Calibration & Maintenance Scheduling
- ✓ Corrective & Preventive Action Tracking

Simple configuration tools and a ready-made structure ensure minimal set-up is required.



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## 1 - FILE MANAGER

Do you struggle to keep track of document versioning? Are you looking for an easy way of conducting and demonstrating document reviews?

Do you have a central, access-controlled repository to house your controlled documents?

**Minimise the administration of managing your documentation and controlling access to it with Activ's File Manager.** Securely store, access and control ISO management system documentation and records, including version and user control, full audit trail and automatic version stamping.

## 2 - PROCESSES

Are your business processes easy to control and access?

Are you looking for a simple, structured way of communicating your key processes and standard operating procedures, without compromising document control?

**Maximise efficiency with clearly mapped and consistently implemented processes. Say what you do, and show the auditor you do what you say.** Use Activ's Processes module to maximise efficiency with clearly mapped and consistently implemented processes.

## 3 - IMPROVEMENT LOG

Are you finding it laborious to keep track of non-conformance and improvement activities?

Can you easily spot trends to help you prioritise preventive and corrective actions?

**Achieve continuous improvement with accountable management of all problems and improvement opportunities by using Activ's Improvement Log module.** Create and manage a database of learning opportunities arising from all potential sources, including employee ideas, complaints/feedback from customers and other third parties, audits and near misses.



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## 4 - CUSTOMER & SUPPLIER MANAGER

Are you manually managing supplier compliance?

Do you want a simple way of obtaining up to date supplier documentation, such as insurance certificates and permits?

Do you have a straightforward, systematic way of measuring client feedback?

**Perfect for supplier re-evaluation, Activ's Customer & Supplier Manager module provides electronic workflows to assist with monitoring and reviewing supplier performance and compliance as well as a tools to assist with gathering client feedback.**

- Create a comprehensive database of customers & suppliers
- Issue electronic forms to obtain critical information from suppliers and gather feedback from clients
- Straightforward workflow for managing supplier approvals
- Schedule, assign and track follow-up communications
- Automatically create reports on customer feedback and supplier performance

**Streamline supplier approval and re-evaluation processes and monitor client satisfaction using Activ's Customer & Supplier Manager module.**



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## 5 - AUDIT MANAGER

Do you want to run your ISO audit programme more efficiently and get more value from it?

Do you want to ensure that ISO audits are conducted consistently and that results can easily be used to implement a risk-based plan?

**Activ's Audit Manager ensures consistent audit practices across your organisation. Flexible audit templates, one-click reports and the ability to assign and track audit follow-up actions support a simple, effective audit workflow. Spend time on the audit, not the administration, using Activ's Audit Manager module.**

- Easy-to-use design wizard for creating bespoke templates for all audit types
- Create 3-year forward audit plans, assign auditors and reviewers and monitor progress
- Clear audit forms with guidance notes for auditors and links to relevant reference material
- Consistent recording of findings with the option to link/upload supporting evidence including photos
- In-form tools for creating and assigning follow-up actions
- Comprehensive automated reporting for comparison of performance across sites, departments and processes

**Activ's Audit Manager is the complete ISO audit planning, execution and review solution for total ISO audit control.**



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## 6 - BUSINESS RISK MANAGER

Do you need to conduct a high-level business risk assessment to satisfy the requirements of ISO standards?

Do you want to ensure that you act to minimise the risks and capitalise on the opportunities facing your organisation?

**Reduce risk and maximise opportunities by systematically managing internal and external challenges, specifying controls, and objectively prioritising actions.** Activ's Business Risk Manager provides a simple, structured, way to record risks and opportunities, demonstrate risk-control and manage follow-up actions.

## 7 - INCIDENT LOG

Are you aiming to encourage incident and near-miss reporting across your organisation?

Do you have a simple way of associating incidents with required corrective and preventive actions?

**Systematically record incidents with comprehensive detail capture, investigation report creation and the ability to monitor incident trends, frequency rates and root causes for analysis.** Coupled with detailed analysis reports and alerts and reminders, the Incident Log module will enable you to both streamline your incident management workflows and spot opportunities for improvement without the need for complex spreadsheets.



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## 8 - ASSET MANAGER

Does your equipment require ongoing servicing such as calibration, gas safety or PAT testing?

Are you managing a large volume of assets, for which you need to track ownership and/or location?

**Construct a register of all of your assets using Activ's Asset Manager. Create and monitor equipment calibration and maintenance schedules. Provide access to certificates, manuals and permit requirements.** The complete asset management tool, enabling you to catalogue your assets and maintain them efficiently with automated scheduling.

## 9 - AGREEMENTS MANAGER

Do you have a large number of contractual or other legal obligations?

Do you have a way of monitoring risk and compliance with these obligations?

**Use Agreements Manager to centralise and manage contract risk and compliance, with the ability to catalogue and maintain your contracts database and codes of practice. Provides scheduling and conducting audits of compliance, compliance reports and audit management.** Gain control of your contractual and other legal obligations with Activ Agreements Manager.



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## 10 - LEGAL COMPLIANCE MANAGER

How do you identify which legislation should be included in your ISO legal register?

Are you easily able to audit or demonstrate compliance against any relevant regulations?

Do you have a method for identifying relevant legislation updates?

**Get intelligent legal compliance management with an automatic legal register, a guided compliance evaluation workflow and one-click automatic evidence pack creation. Applicable to ISO 14001, ISO 45001, ISO 50001, ISO 27001 and ISO 22301.**

- Identify and act on legislative changes that impact your business.
- Automatically populate and update your legal register.
- Get alerts on new legal requirements, upcoming assessments and overdue actions.
- Automatically schedule and allocate compliance assessments with simple, effective auditing tools.

**With Activ's Legal Compliance Manager there is no guesswork when identifying legal requirements, say goodbye to those long hours trawling through legislation updates.**

Please note this module is applicable to the United Kingdom and Republic of Ireland only.



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## 11 - HR MANAGER

Do you need a comprehensive system for managing skills and training, and maintaining employee records?

Are you looking for a straightforward tool for performance management that is integrated with the rest of your management system?

**Use Activ's HR Manager to manage employee records, attendance, performance appraisals and training requirements with automatic reminders. Provide a single, accessible portal for requesting and approving employee absences.**

- Simple customisable forms ensure that employee information is consistently captured and all relevant details are included within your records
- Individual document libraries for each employee assist with tracking and maintaining important documents such as contracts, certificates, and formal letters
- Dedicated areas for managing appraisals and training
- Track and approve employee holidays, absences, and lateness, and generate reports on overall attendance
- Highly customisable permissions enable manager responsibilities to be assigned without compromising confidentiality

**Activ HR Manager is your easy-to-use central database of all key employee information, with automated analysis and management features to simplify your HR processes.**



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## Training and Support

**Whilst Activ is very easy to use, it's important to us that you get the most out of your system.** We have a variety of training and on-boarding packages, ranging from a simple orientation of the software, through to expert support and guidance in setting up and populating your modules.

Our subject experts can provide you with practical advice on transitioning your current processes into Activ's workflows and help you build electronic templates to replace the use of spreadsheets and forms.

**During your demonstration, our in-house experts will discuss your training and onboarding requirements. Technical support for the software is provided as standard.**

## How much does Activ QMS software cost?

**Unlike many other eQMS software tools, Activ is entirely modular, meaning you only pay for what you need.** What's more, there is no minimum order value and you can add and remove user licences to suit your needs. During your demonstration, our in-house experts will establish your immediate requirements and present Activ's easy-to-follow, modular, price structure.

**Affordable and scalable, Activ is the perfect QMS software choice for organisations of all sizes.**

## Find Out More

Whether you're a small organisation approaching management systems for the first time or a compliance expert looking to improve the efficiency and effectiveness of your operations, Activ's powerful and flexible tools can transform the way you manage your resources, helping you to ensure audit-readiness at all times.

**To find out how Activ can help you, contact our friendly team to book a demonstration**



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