

# Compliance Audit



**Audit** is a customised system used when critical information relating to a participant's work role needs to be managed to ensure that a business risk is reduced and to minimise the likelihood of a breach of the law or company policy. It can be used to identify the risk exposure of an individual employee, assess the employee's knowledge of relevant policies, or determine the extent to which the employee acknowledges compliance with these policies.

**Information** is collection either by face to face audit or unsupervised online audit. Questions are designed to define the work role and exposure to risk; this may be standard or authored by the client.

**Knowledge Test:** Based on the information collected, the system assembles a test set which accesses current knowledge and behaviour as required by the identified work role. This assessment allows the client to identify and manage risk exposure.

**Analysis of Knowledge Test** will reveal where knowledge or behaviour is adequate. Pass test results are filed with the participant's records.

**Remedial Training Auto Subscription:** Where tests analysis reveals an inadequate level of knowledge or inappropriate behaviour, the participant is enrolled in the appropriate remedial training.

**A Managed Process:** Through each stage, participants and managers are advised of their progress and obligations with alerts generated when a milestone / pass rates are achieved.

**Business Analysis:** All pass and fail data is available for in depth analysis and reporting, with full export capability to other systems. The report writer includes provisions for tabular and graphical rendering and comparative analysis.

**Business Rules:** Your business rules control the behaviour of the Audit system. The rules define access levels, email and distribution lists. If your rules change, the Audit system can easily be modified to reflect these changes.

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