



Faster Inspections Better Compliance

From 20 days to 20 seconds?

Every organisation strives to reduce costs; however, how can you also **speed up inspections** and improve the ability to achieve compliance at the same time?

With Smart Document Solutions, clients can capture important audit information and act upon it within seconds. Using a simple paper form and our digital pen, auditors performing inspections can report on issues without any special training or changes to existing business methods. If needed, the auditor can add photos automatically for evidence and location details of inspections can be recorded.

When the form is complete, the audit information is automatically transmitted and validated, making it available for reporting within seconds! Management information is made readily available that can alert major non-compliances, by email or text, for urgent action. In addition, report based analysis can detail any worrying trends or inconsistencies.

Such solutions are important to clients who need:

- ✓ Help to **control and manage** non-compliant issues in the field.
- ✓ An **immediate view** of non-compliances as they are identified.
- ✓ An **easy to use**, non-intrusive way of quickly deploying on-site inspections.
- ✓ A **cost effective** automated method of data collection and verification.
- ✓ **Accessible evidence** in case of audit requirements or disputes.
- ✓ A **complete solution**, from Smart Document Solutions.

Solution Overview

A BSI ISO 9001 registered firm, Smart Document Solutions Ltd provide inspection and auditing solutions to utility companies both in the UK and USA. These solutions deliver real value in saving both time and resources and allow better management of the process.

Using a **Smart Document Solution**, key audit information is automatically digitally recorded, transmitted, validated and then stored, vastly reducing the burden on both the user and organisation of this labour intensive task.

The true power that this information holds is then revealed through customised alerts, reports and the identification of trends, which can be used to more effectively monitor, manage and control the business process.

Solution benefits can include:

- ✓ **Help in the control and management of non-compliant issues in the field** - reducing the cost and time associated with identifying then resolving the issues. Use of the system improves the business process due to the level of report drill-down that can identify the user's actions and performance. It can also assist in identifying fraudulent activity.
- ✓ **An immediate view of completed forms and non-compliances** - Management reports are updated automatically, allowing a better top level view of what is going on, with the ability to drill down to see where the issues are.
- ✓ **An easy to use, non-intrusive way of quickly deploying on-site inspections** - improving the project success rate by minimal user training and a low impact on the existing business process.
- ✓ **A cost effective automated method of data collection and verification.** The retyping of compliance information is no longer needed, saving time and improving productivity. With active online validation, the data received is automatically checked.
- ✓ **Accessible evidence in case of audit requirements or disputes.** A paper copy is available on-site, plus an electronic audit trail, including timestamp information, is provided for even the most stringent of audit compliance requirements.
- ✓ **Complete Solution** - Smart Document Solutions can provide all equipment, reporting and support for the operational life of the solution, reducing the need for specialist project teams and capital.

Whether your business requires a trial or a complete outsourced solution, there is a quick and easy way to deploy this powerful system - contact Smart Document Solutions today.

Contact

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Paper-form Inspection

An inspection is carried out. The results are recorded on a paper form using a digital pen. Photos can be included in the inspection report. The form can be left with the field operative.

**Write
Send
Validate**

**Alerts
Reports
Trends**

System Processing

The information has been captured electronically by the pen and is transmitted immediately to a centralised system, along with digital photos. The information is validated and made available for reporting.

Immediate Control

Accessible via a Web browser, live reports with full drill-down to the inspection evidence are immediately available with automatic escalation of issues by email or text to inform the management team.