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## Product Module and Key Feature List

No	MODULE	Key Features
1	<b>Performance Management</b>	✓ Ensure formal electronic approval of objectives with clear communication and signoff
		✓ Track measurements and activities through Dashboards ensuring accountability
		✓ Identify causal relationships between risks (KRIs) and objectives (KPIs)
		✓ Ensure easy access to related information system through drill down reporting
2	<b>Risk Management</b>	✓ Manage risks assessment across businesses
		✓ Plan risk treatment and mitigation
		✓ Calculate risk severity and likelihood
3	<b>Audit Management</b>	✓ Prepare and maintain audit checklists for procedures, processes, departments
		✓ Create audit profiles for any area or process, schedule frequency/responsibilities
		✓ Create and progress audit reports, including electronic signoff
		✓ Create and manage non-conformances and CAPA associated with audits
4	<b>Incidents and Accidents</b>	✓ Identify, investigate, record injuries and illnesses and set CAPA
		✓ Alert most common and highest costing incidents by types, root cause
		✓ Associate incidents with completed risk assessments
		✓ Minimise incidents through root cause investigation
5	<b>Supplier Management</b>	✓ Track customer/supplier/partner feedback and problems
		✓ Enable customer satisfaction questionnaires
		✓ Manage supplier approval, performance review and audit
		✓ Log all forms of communications with regulatory bodies and relevant legislation
		✓ Manage and track all general communication within defined parameters
6	<b>IT GRC</b>	✓ Import pre-defined controls, automatically linked to legislative compliance documents and standards
		✓ Provide gap analysis and enables comparison to overall compliance across multiple standards
		✓ Manage risk associated with individual controls, identify critical gaps and better target resource
		✓ Compare compliance gaps with updated authority documents and standards using UCF.control
7	<b>Document Management / Control</b>	✓ Control and management of entire life cycle: creation, review, approval, archiving
		✓ Integrate with MS Word, Excel, Visio and PowerPoint and Visio flow charts
		✓ Prevent unintended use of incorrect documents
		✓ Automate document protection and retention rules
		✓ Enterprise-wide involvement in the change process
8	<b>Issue and CAPA</b>	✓ Enable employees to report problems by raising issues, CAPA
		✓ Provide details on weaknesses and trends to enable corrective actions or programmes
		✓ Ensure issues are addressed within defined timescales with flexible escalation process
		✓ Create and managing non-conformances and corrective actions associated with audits
9	<b>Training and Skills</b>	✓ Determine the necessary competence for personnel's job
		✓ Maintain/reference appropriate records of education, training, skills and experience
10	<b>Meetings Management</b>	✓ Plan and track meetings relating to the running of the management system
		✓ Track actions and automated escalation when overdue
		✓ Include other categories of meetings, e.g. Projects
11	<b>Equipment Management</b>	✓ Control of equipment validation
		✓ Log all items of equipment held, together with basic asset information
		✓ Plan and record periodic inspections and unplanned maintenance/calibration
12	<b>DSE</b>	✓ Plan and record of DSE training
		✓ Manage information associated with the training and self-assessment
		✓ Ensure compliance and identify non-completion