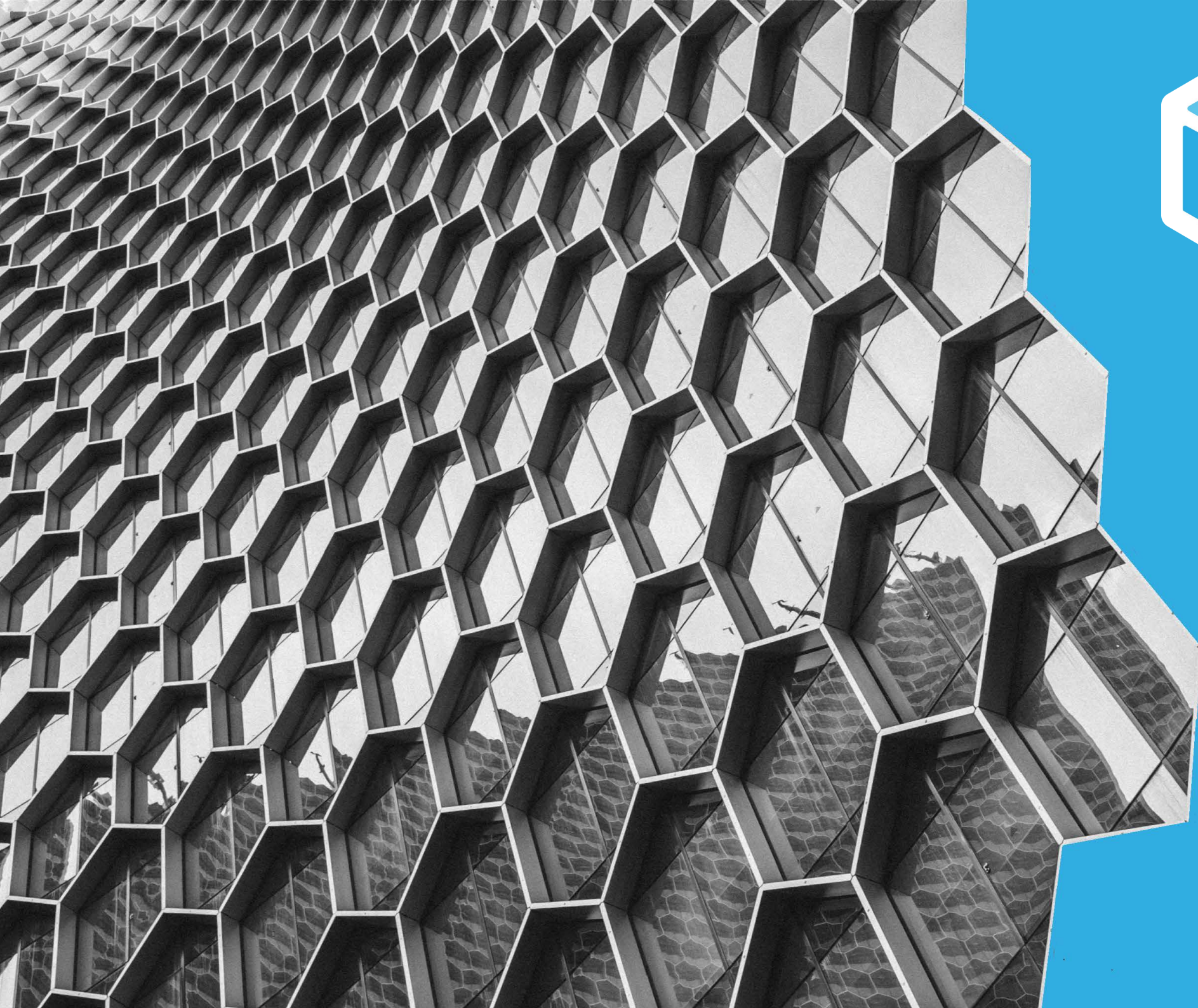# LIBRARYSUITE©

ISO EDITION

Library Suite ISO Edition is built from the foundations up to auto-manage your ISO accreditation.

If you're reading this then the chances are you're in one of the following categories;

❖ You are either about to start your ISO journey,

❖ You already have an ISO and need to manage it on a day to day basis,

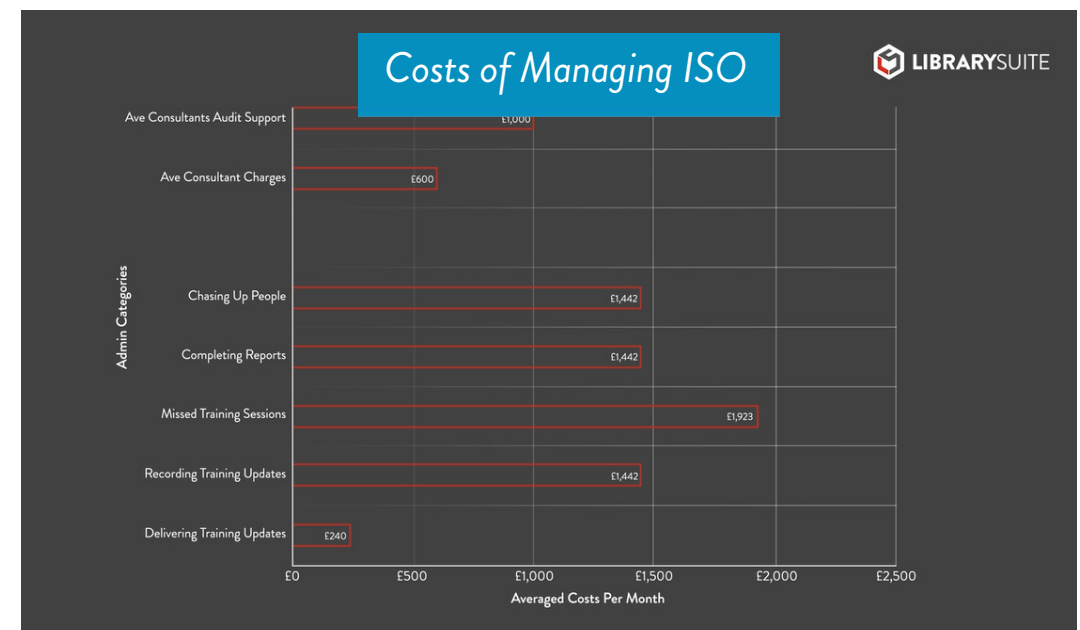❖ You need to make sure your "audit ready" for your next ISO Review.
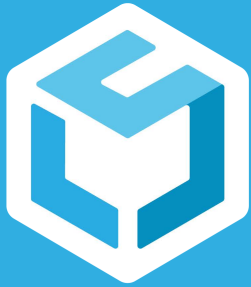
Why talk to us about ISO?

Library Suite ISO Edition has been designed by a team with a 100% success rate in supporting companies, through the process of attaining ISO standards. We have written all the processes and have audited all the standards for various ISO's so, we know exactly what is required in a software program to manage these processes. We have extensively tested other "made to fit" document management systems and none have the capability features, capacity, nor the optimised features of Library Suite.

Key Benefits of *Library Suite*
ISO Edition

- *This software gives you a holistic, snapshot view of your business's compliance and this is called a "Live Library"*
- *Library Suite safely and securely holds as a repository all your company documentation*
- *With encrypted file management and constant security upgrades your documents are safely protected from viruses and malware, along with any unauthorised sharing, downloading or editing*
- *Being cloud-based enables protection of your statutory, regulatory and policy requirements such as your Disaster Recovery Plan, Risk Assessments etc*
- *It will allocate, track and retrieve all the elements of your compliance process to individuals and teams*
- *It will create "Audit Ready" copies of your processes*
- *Audits will be quicker and concise with all of your ISO evidence held in one centralised repository*

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- *It generates electronic E-sign updates directly from team members to their Training Matrix as well as updating the department and company's compliance reports in 'Real Time'*
- *Performance reviews and audit capabilities can be added to manage all your outsourced 'Suppliers of Goods and Services' within your Supply Chain.*
- *It can share specific files, directly to government or other organisations outside your company as part of your obligations.*

Costs of Managing ISO — LIBRARYSUITE

Admin Categories	Averaged Costs Per Month
Ave Consultants Audit Support	£1,000
Ave Consultant Charges	£600
Chasing Up People	£1,442
Completing Reports	£1,442
Missed Training Sessions	£1,923
Recording Training Updates	£1,442
Delivering Training Updates	£240

Are you a Finance Director/
CEO/COO/Company
Owner?
How can Library Suite ISO
Edition help your business?

Library Suite by design is not to just keep you
compliant, but also, to support your desire to
improve the Quality Cost and Delivery within
your business. As you'll no doubt know, if you
can increase or improve your QCD then the
likelihood is that you will achieve the following:

Quality - which increases customer
satisfaction and repeat business
Cost – spend well, reduce financial expense
and

business 'Risk'
Delivery - create robust, repeatable, reputable

trading growth

Let's see how Library Suite ISO Edition does
all this as well as support your organisations
ISO requirements.

- It will keep you ISO Compliant - Enabling
  the business to benefit from improved
  processes and updates
- It will provide the company with year on
  year financial 'sustainability' by continually
  managing the process controls and quality
  processes adopted throughout the business

- It will eliminate excess admin time,
  distractions and associated costs for
  compliance.

- It removes the costs found in external
  auditing and consultants, providing
  quantifiable and sustainable savings
- It will enable the sharing of 'best practice'
  between multiple-departments, multiple-
  sites, multiple-companies across the globe

- Cost analysis shows that by maintaining
  your ISO status and optimising your
  business, Library Suite pay for itself time
  and time again.
- With more and more working at home this
  offers a great way to keep homeworkers
  and multi-departments compliant!

Are you responsible for ISO in your business?
How will Library Suite help your ISO compliance?

As the 'Person' appointed as a contact with ISO Auditors you are responsible for the maintenance, sustainability and compliance of the ISO processes within your company. This is a weighted responsibility and one that demands your time, attention to detail and processes therein, to be taken seriously company-wide. With all the benefits from the ISO it would be prudent to maintain the standards achieved to date. With so much a stake financially, organisationally, operationally and professionally, isn't it wise to consider Library Suite ISO Edition to support your Company's ISO Standards?
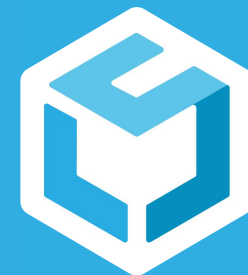
Library Suite is designed from the ground up to make managing ISO as straightforward and user friendly as possible. Any other software will only manage a basic part of the standards and process requirements.

Library Suite manages all the processes of updating, training, recording and reporting for all the business departments and 'Suppliers of Goods and Services' within your Supply Chain.

It manages not just your site, but can manage multiple sites, multiple countries and multiple companies within a group to provide 'Sustainable Compliance' to the ISO requirements.

Library Suite can be trusted to support your responsibilities, allowing you the time necessary to manage and continually improve the operational effectiveness of day to day business.

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Designed by ISO experts, to manage compliance the world over!

Library Suite stores all processes and e-sign's documents on our secure cloud server. This means when it comes to auditing you have access to everything in a central location. This includes full 'archiving' and 'search facility'. There is also an in-built 'anti-duplication system' that prevents files being duplicated, ensuring your files are protected and only current files are shown at all times. You can allocate tasks to teams and individuals within your organisation and see when they have been completed or updates acknowledged. There is also a 'diary prompting' feature which auto-manages all your document 'reviewing and planning' processes.

Being cloud based with access permission protocols, Library Suite allows for safe and secure 'internal & external' control of updates, so you are not limited by a physical location.
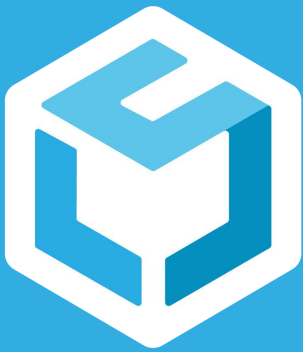
Access is also protected meaning that you are free from risk of anyone sharing, editing or downloading information without it being recorded, nor without your authorisation.

Library Suite keeps everything safely protected, so you don't need to worry about viruses, virtual attacks or corrupted data.
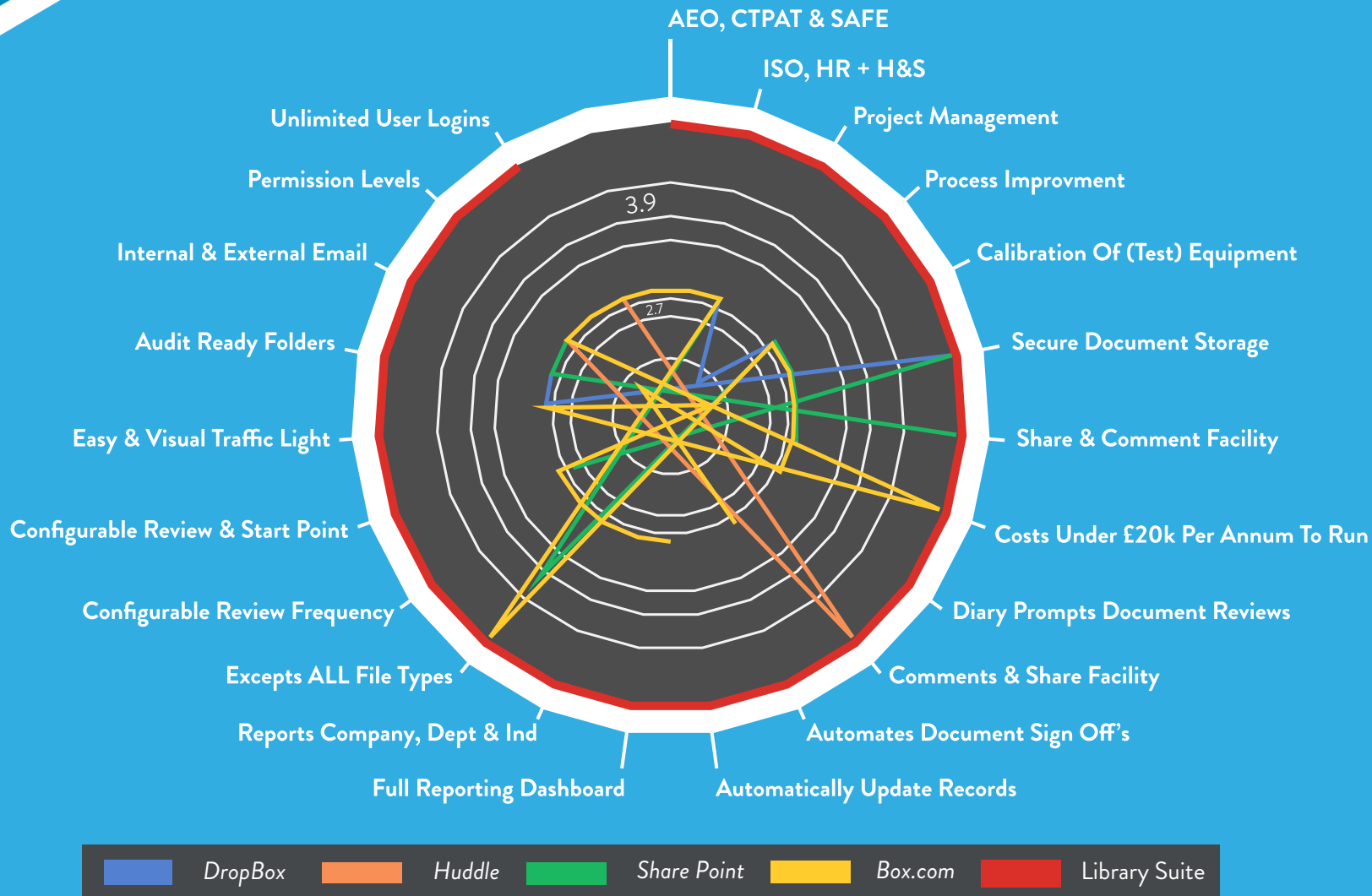
With so many homeworking staff Library Suite is the best solution for maintaining compliance with multi-site or multi-homeworking teams.
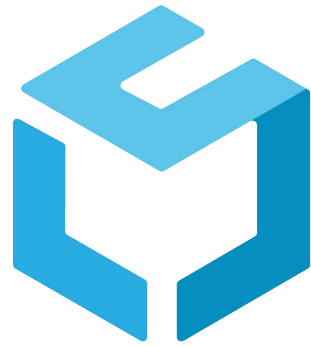
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Software *Comparison* & **Capabilities**

Axis labels (clockwise from top):
- AEO, CTPAT & SAFE
- ISO, HR + H&S
- Project Management
- Process Improvment
- Calibration Of (Test) Equipment
- Secure Document Storage
- Share & Comment Facility
- Costs Under £20k Per Annum To Run
- Diary Prompts Document Reviews
- Comments & Share Facility
- Automates Document Sign Off's
- Automatically Update Records
- Full Reporting Dashboard
- Reports Company, Dept & Ind
- Excepts ALL File Types
- Configurable Review Frequency
- Configurable Review & Start Point
- Easy & Visual Traffic Light
- Audit Ready Folders
- Internal & External Email
- Permission Levels
- Unlimited User Logins

Scale rings: 2.7, 3.9

Legend:
- DropBox
- Huddle
- Share Point
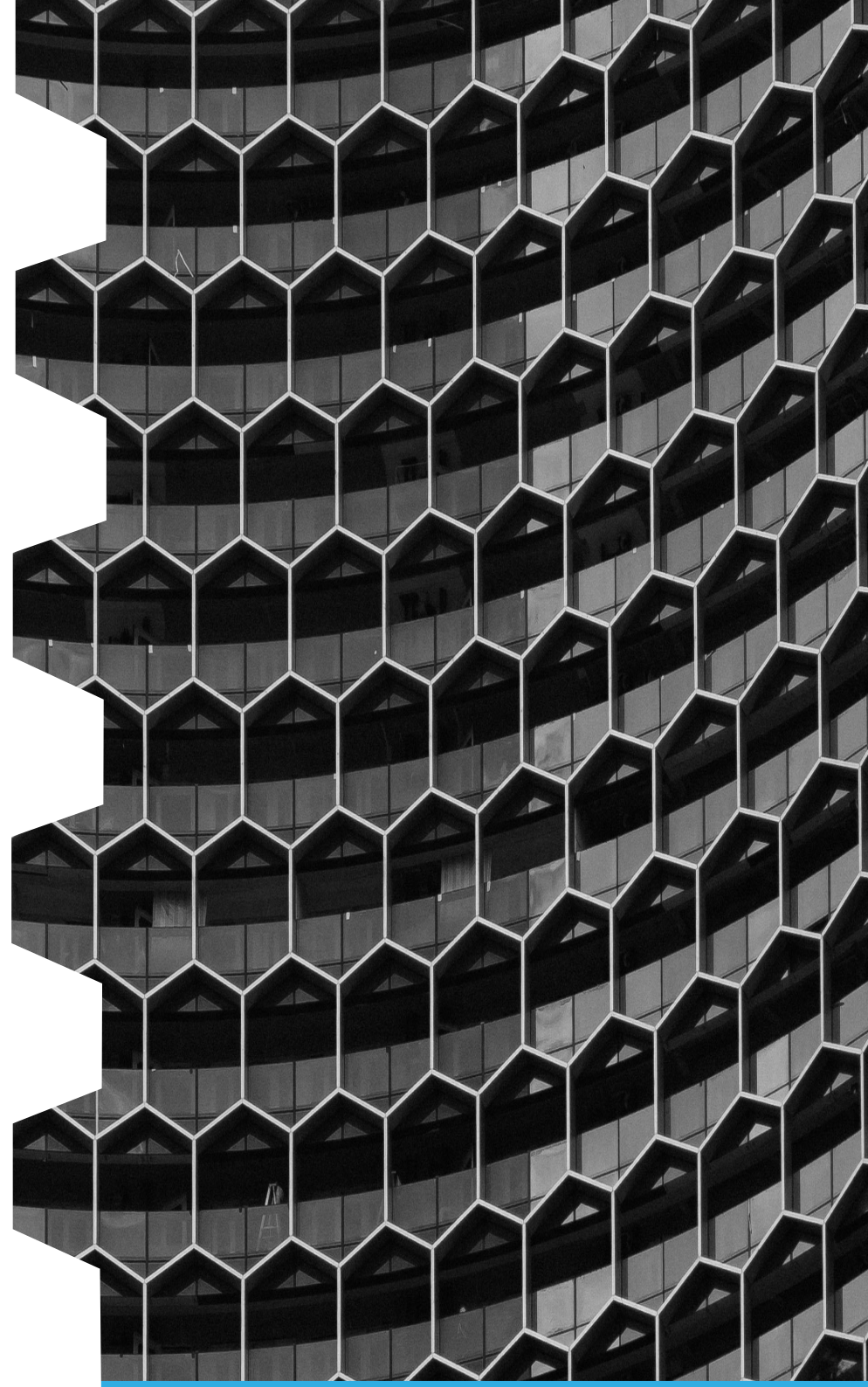- Box.com
- Library Suite

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ISO EDITION

What to do next?

Our Consultants are here to run you through a demonstration of Library Suite. Speak to us today and start your ISO journey by calling **0203 951 0554**

www.librarysuite.com

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We Care to get it Right!

Designed by world class *ISO* experts, to manage *ISO* compliance the world over*!*