

# Points Of Interest



## Module Information

A point of interest, or POI, is a specific point location that someone may find useful or interesting. An example is a point on the earth representing the location of the local doctor, dentist or the nearest hospital. Most local points of interest are naturally acquired as we get more familiar with our surroundings. In a modern world where we often work away from home or are part of mobile crews where work locations change daily, acquiring local knowledge is very difficult.

The Points of Interest Module is designed to share local knowledge and centrally record any external resource which may be useful for the completion of works. It was designed with emergencies in mind, however, it can be just as useful for practical day to day items, shops, accommodation, or good places to eat.

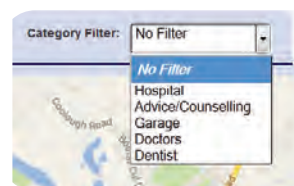
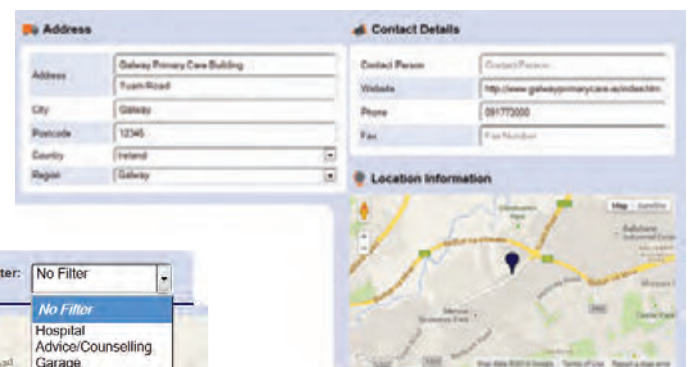
Record your POI's under categories so you can easily find the appropriate location when you need it, along with the full address, map GPS co-ordinates, contact details and any notes, account details or references which may be required.

Improve your emergency response times and improve employees working experiences with a simple information sharing tool, the POI module.



### Key Features

- Important Locations by Category
- Emergency Resources
- Contact Details
- GPS Co-ordinates & Map
- Searchable Locations by Map



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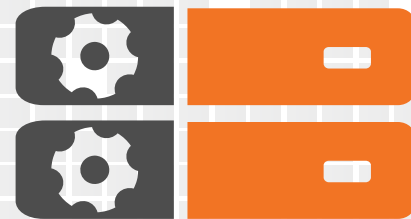
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# Asset Register



## Module Information

Asset management refers to any system that monitors and maintains things of value to an entity or group. Asset management is a systematic process of operating, maintaining, upgrading, and disposing of assets cost-effectively and of monitoring and maintaining facilities systems with the objective of providing the best possible service to users.

Assets are those such as machines and office equipment, used in the production of goods or rendering of services and are not held for the purpose of sale in the ordinary course of business.

Assets constitute a major investment for most businesses and a close second to human assets. Even in the case of service entities such as hotels, banks, financial institutions, insurers, etc. it has become imperative to invest heavily in furnishing, equipment, and technology to attract, and retain customers.

The Asset Register module provides the means to effectively manage all assets within companies, from large to small, to maximise the return on the investment in assets, reduce ongoing upkeep costs while maintaining legal requirements.

Most items in our workplaces have statutory inspection and maintenance criteria. Is all your equipment up to date with its legal requirements?



### Key Features

- Clear Asset Overview
- Full Asset History
- Direct Link to Inspections
- & Maintenance
- Spare Parts Inventory
- Document Assignment
- NFC Tagging

### Analytics

- Location
- Category
- End of Life



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# Audits



## Module Information

Audits are performed to verify conformance to standards through the review of objective evidence. A system of audits can demonstrate the effectiveness of the management system being audited. There are many different types of audits carried out in business, ISO 9001 is common, ISO 18001 and ISO 14001 in the HSE, HIQUA and JCI in health care, to name just a few. Some audits are voluntary, others like the JCI, are mandatory and the cost of failure can run into thousands daily.



Two types of auditing are generally required: auditing by an external certification body and auditing by internal staff trained for this process. The Audit Module can provide the internal element of the audit process, and restrict it to approved auditors.

The Audits Module can be set up and configured to any number of audits applying to your organisation and audits can be carried out frequently in order to ensure your company is prepared to meet all compliance levels. Track and monitor your progress from audit to audit and allocate tasks from the audit process directly, and monitor their status as part of the audit process.

The most common issues found in audits include:

- Documentation gaps
- No evidence of continual improvement process
- No collection and analysis of data
- No effective control of processes

### Key Features

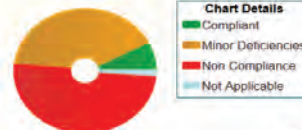
- Audit Process
- Review Process
- Notification & Alerts
- Corrective Actions
- Customisable
- Multiple Jurisdictions
- Multiple Audit Types

### Analytics

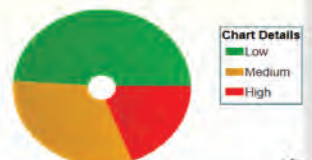
- Audits by Time
- Audit Results
- Audit Type



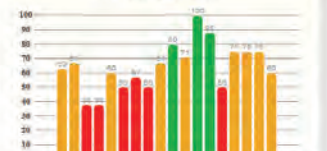
Inspection Results



Risk Rating Results



Results by Section



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# Equipment Maintenance



## Module Information

Maintenance and repair operations involve fixing any sort of mechanical, plumbing or electrical device should it become out of order or broken (unscheduled or reactive). It also includes performing routine actions which keep the device in working order (preventative maintenance) or prevent trouble from arising.

Although it is well known that equipment routinely serviced on a pre-determined schedule outlasts equipment that is not, many companies still indulge in the practice of neglecting equipment and/or only responding reactively to equipment failures.

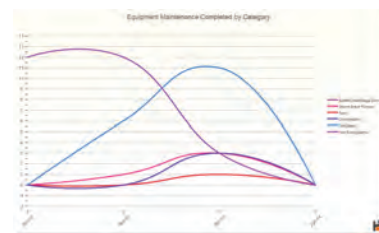
The Maintenance Module tracks all assets for maintenance requirements, schedules preventative tasks and assigns them to the appropriate person. The Maintenance Module can also handle reactive maintenance to ensure repairs are tracked. With a link to Stock Manager the available parts or supplier of replacement or service parts is also available while viewing the asset.

Multiple Maintenance operations and schedules can be configured for assets to allow compliance, not only in monitoring company policy, but also satisfying industry code of practices or ISO requirements.

Incorporate the FlexEquipment mobile application and you can remove the paperwork completely from the maintenance process, increasing productivity by over 40%.

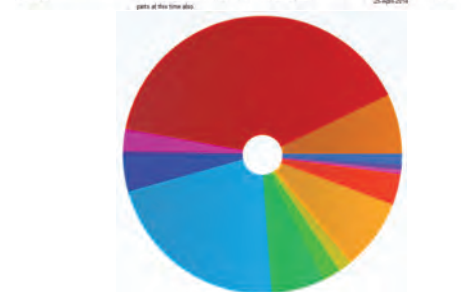


Title	Description	Frequency	Notification Days	Active Date
CMV	Test	Daily	1 Day	20 September 2013



Asset	Maintenance	Maintainer	Type	Project	Equipment Category	Serial No.	Project	Due Date	Status
Other	Mark	CGA	Software (CGA)	Index (TEST)	TT1	CGA	Software (CGA)	20 January 2014	Completed
Other	Mark	CGA	Software (CGA)	Index (TEST)	TT2	CGA	Software (CGA)	20 January 2014	Completed
Asset	Penny	CGA	Software (CGA)	Index (GEORGE TEST)	darf	CGA	Software (CGA)	20 January 2014	Completed

Title	Description	Frequency	Next Inspection	Provider
Missing Check List	Machine to be checked before operating every day by the operator	Daily	20 February 2014	CGA
Quality Inspection	To be completed by plant staff	Weekly	20 February 2014	CGA



### Key Features

- Automated Notification
- Review Process
- Customisable
- Standardised Process
- NFC Tagging
- Mobile Applications
- Spare Parts Availability

### Analytics

- Completed
- Completed by Category
- Completed by Employee
- Completed by Customer
- Internal Vs. External
- Due by Category
- Due by Employee
- Due by Customer

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# Inspections & Calibrations



## Module Information

An inspection or calibration is an organised examination or formal evaluation exercise which involves the measurements, tests, and gauges applied to certain characteristics in regard to an object or activity. The results are usually compared to specified requirements and standards in order to determine if the item or activity is in line with these targets.

An inspection, e.g., an annual inspection, is a necessary inspection required on equipment to ensure conformity with laws regarding safety, fire, or both. It consists of an examination of the assets components, usually done by a certified competent person.

The Inspection & Calibration Module tracks all assets for inspection or calibration, schedules inspection tasks and assigns them to the appropriate person, ensuring statutory requirements are met.

Multiple Inspections or Calibrations can be configured for assets to allow compliance monitoring, not only to legal requirements but also company policy, industry code of practices or ISO requirements. You control the inspection or calibration criteria and the system looks after the scheduling, tracking and reporting elements.

Incorporate the FlexEquipment mobile application and you can remove the paperwork completely from the inspection process, increasing productivity by over 40%.



Asset	Inspector	Inspection Type	Equipment Category	Serial No.	Due Date
Asset 1	John Doe	Calibration	Emergency Pump	9100000 0000000000	20 January 2019
Asset 2	John Doe	Calibration	Swimming Pool (Control Unit)	Control Unit serial	21 January 2019
Asset 3	John Doe	Calibration	Generator (Diesel 8 kW)	110 0000000000000000	22 January 2019
Asset 4	John Doe	Calibration	Generator (Diesel 2 kW)	110 0000000000000000	23 January 2019

Title	Description	Frequency	Last Inspection	Provided
Emergency Check List	Review to be checked before starting any day by the operator	100%	20 January 2019	John Doe
Emergency Inspection	To be completed by John Doe	100%	20 January 2019	John Doe

Title	Description	Frequency	Last Inspection	Provided
Pool Service	Inspected and checked all items and found Check book, tested pump	100%	20 January 2019	John Doe
Pool Repair	Repair of broken elements in response to request and replace any parts	100%	20 January 2019	John Doe

Title	Description	Frequency	Notification Days	Active Date
Daily	Test	Daily	7 Days	20 September 2019

### Key Features

- Automated Notification
- Review Process
- Customisable
- Standardised Process
- NFC Tagging
- Mobile Applications

### Analytics

- Completed
- Completed by Category
- Completed by Employee
- Completed by Location
- Internal Vs. External
- Due by Category
- Due by Employee
- Due by Location

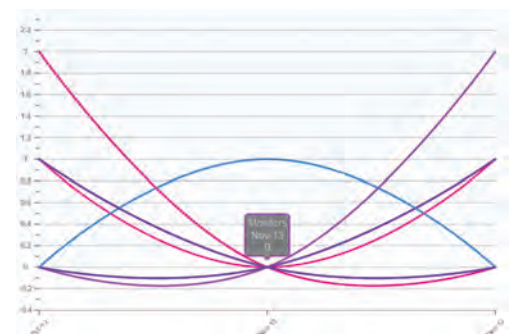
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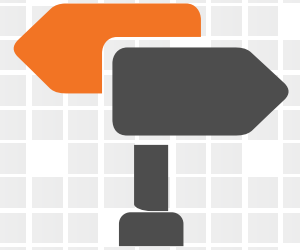
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# Orientations



## Module Information

Starting an employee off in the right direction and introducing your company's policies and procedure improves stability and sets the standard to which all employees are expected to observe. Basic introductory training is used to assist in increasing awareness and promoting company culture to new employees.

Orientation ensure that workers are familiar with the common health hazards and safety requirements of the workplace. It also ensures that employees are made aware of their rights and responsibilities under employment law.

Non existent orientations can lead to:

- Deficiencies in Health & Safety
- Compromises in Compliance
- Loss in Productivity
- Conflict within the Workplace
- Time Wastage

It is not just employees who undergo orientation, sub-contracting employees and visitors need to be orientated before entering certain premises or certain areas inside your company. The Orientations Module allows you to track and record external as well as internal orientations, their length and content, and names/ titles of presenters.



### Key Features

- Employee Attendance History
- Course Sceduling & Manag-ment
- Company Calendars
- Profile Calendars
- PDF Attendance or ID Scanned Attendance

### Analytics

- Employees Attending
- Time Allocated
- Orientation Presenters
- Courses Completed

View	Employee	Last Name	Firstname	Employee No.
	Flagg	Robert		CGA10001
	Wheeler	Wheeler		MARK100005
	Nylen	Rybak		EX

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Gender	Count
Male	100
Female	150
Other	10
Unknown	40

- By Category
- By Project
- Transactions by Category
- Transactions by Cost
- Transactions by Type

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# Work Order



## Module Information

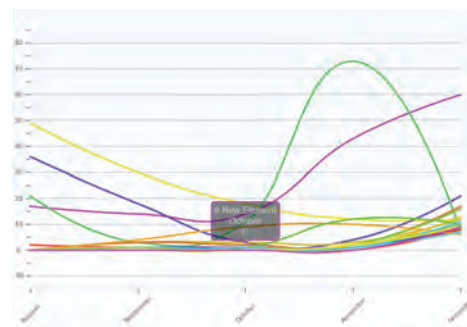
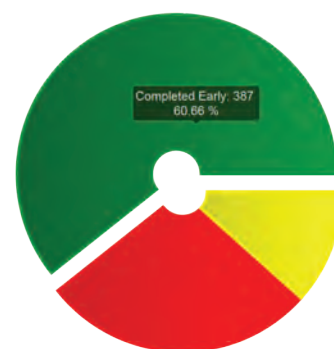
A task is an activity that needs to be accomplished within a defined period of time or by a deadline. Our workdays are comprised of numerous tasks designed to achieve a goal. Some tasks are small, others can be comprised of multiple elements, with various parties involved in the process.

The Work Order Module handles both automatic task assignment and manual task assignment, integrating to all other modules in the Flex system to give an overall picture of the tasks and responsibilities before you, and tracking their progress and completion dates.

If a task cannot be completed on time, the escalation feature ensures that nothing slips through the net by getting referred up the chain to the persons supervisor.

Modern businesses rely more and more on co-operation between suppliers and external companies, Work Order also gives your suppliers their own portal to access jobs assigned to them to complete or update where necessary.

The personal calendar allows employees to get a clear view of their duties and the integration of time management and tracking information enables you to track time against a specific task, building data profiles for future benchmarking.



### Key Features

- Task Assignment & Tracking
- Unique Job Number per Task
- Notifications including SMS
- Company Calendars
- Auto Escalation
- Email Helpdesk Support
- Supplier Portal Support
- Time Management

### Analytics

- Compliance Rate
- Job Category Rates
- Employee Workload
- Category Forecasting
- Employee Forecasting

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# Workplace Inspections



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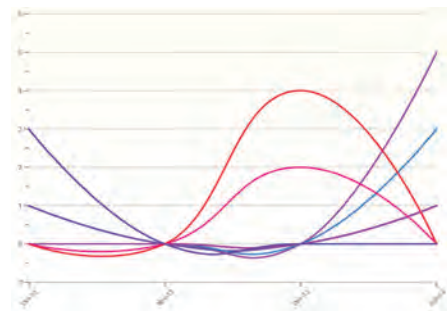
Inspections are an essential part of any workplace, they are a means to access results and determine whether an inspection area is in line with company policy. Inspections are an important quality control mechanism which identify problems and potential problems, giving the opportunity to correct or implement change and keep in touch with what is happening on the ground.

Every company has different inspection procedures; the Workplace Inspection Module allows you to configure multiple inspection types and carry out those inspection on each room or location in your facility.

The Workplace Inspection Module applies inspection criteria on a location by location basis, comparing like with like, allowing you to build up a picture of the trouble areas in your workplace so you can put the necessary corrective actions in place to reverse the trend.

Compare inspections over time, track corrective actions and relate to other important statistics to enable you to identify common non-compliance areas which need more attention or additional training.

The use of the Flex Inspection mobile app allows more flexibility when working offline in remote areas. Carry out your inspection while you walk and by the time you get back to the office, the paperwork will already be complete.



### Key Features

- Inspection Process
- Review Process
- Notification & Alerts
- Corrective Actions
- Customisable
- Unlimited Inspection Types
- PDF Reports emailed to Interested Parties

### Analytics

- Inspections by Time
- Inspection Results
- Inspection Type

Comments	Tag	Action	Level	Result
All accessible areas inspected				Pass Fail N/A
Cleaning gear and details not removed				Pass Fail N/A
Customer location				Pass Fail N/A
Emergency exit/exit blocked				Pass Fail N/A
Fire exit blocked & available				Pass Fail N/A

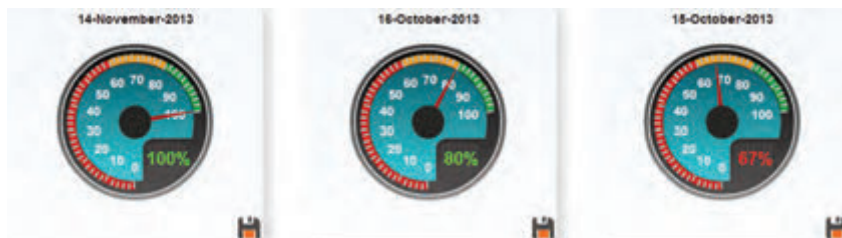
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