EtQ Available Modules

EtQ for Aviation Safety
EtQ for Environmental Health & Safety
EtQ for Food & Beverage
EtQ for Life Sciences
EtQ for Manufacturing
Incidents, Accidents & Safety Reporting
As part of the process of safety management it is important that all safety events are recorded, investigated, and actions are taken to prevent or reduce the chance of recurrence. This database allows you to set up records of all safety events and collect the required information to conduct investigations, including a risk analysis, and report on these events (ASR, CSR, GSR, etc.).

Failure Mode & Effects Analysis (FMEA)
Set up FMEA worksheets with various types of control plans and control plan templates for any type of initiative. Users can also conduct system risk analyses in association with the FMEA worksheet, complete with a hazard analysis that records the specific hazards of the product and their adverse effects.

Crisis Management/Emergency Preparedness
SMS team members are responsible for the identification, evaluation, and reporting of the most probable emergencies, accidents and incidents within the organization. EtQ’s Crisis Management enables the recording of Personnel, Equipment, and External Organizations associated with these emergency procedures, sets reviews, and completes drills on these procedures.

Material Safety Data Sheet (MSDS)
Provides both workers and emergency personnel with the proper procedures for handling or working with particular substances. MSDS documents include information such as physical data, toxicity, health effects, first aid, reactivity, storage disposal, protective equipment, and spill/leak procedures.

Meetings
Used to plan and schedule meetings, distribute the agenda, record minutes, and assign action items and corrective action requests. A centralized resource enables collaboration on specific meeting items and automatically tracks action items across the enterprise.

Monitoring & Inspection
Monitoring and Inspection is designed to set up test plans in order to test and record the results of the monitoring process, and notify users of events associated with exceeding limits.

Corrective/Preventive Action (CAPA)
Generate a Corrective Action or Preventive Action request that routes through review, root cause, corrective action taken, and verification stages. Multiple reports are generated automatically to provide an effective mechanism for tracking the source and costs of problems.
Legislative & Regulatory Requirements
Ensures that the organization identifies, accesses, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects of its activities, products, and services.

Deviation
Users are able to identify deviations, develop a deviation plan with target completion dates, approve proposed deviations, and verify the completion of deviations that are in process.

Document Control
Manages the creation, approval, distribution, and archiving of all controlled documents. It is ready-to-use for such document types as manuals, procedures, work instructions, job descriptions, product specifications, inspection specifications, test methods, and more.

Employee Training
Manages the identification, responsibilities, authorities, training, and certification requirements for each employee. This module provides a simple way to schedule and record training.

Calibration & Maintenance
Schedules and records the results of calibration activities and costs. Each piece of equipment can be scheduled independently, and easy-to-read reports and automatic notifications indicate when equipment is due for calibration. Maintenance records and tracks equipment that requires preventive and reactive maintenance.

Enterprise Risk Management (ERM)
Asses risk items, group them into templates, and save them in the Risk Register tool. The ERM module ultimately allows the organization to find risk trends across their enterprise, regardless of department, and mitigate the chance of those risks recurring.

Supplier Rating
Set up scorecards that contain both qualitative and quantitative elements each with its own percentage weight. It automatically updates critical supplier metrics, including parts per million (PPM), on-time delivery, number of CAPAs, and correct quantity.

Quality Records
Documents the location of quality records, retention period, responsibility, indexing, disposition intervals, and more.

Aspects Objectives & Targets
Designed to create, maintain, track, and monitor documents for all aspects of the organization’s activities and services. It also facilitates the establishment and maintenance of documented objectives and targets that are related to each aspect document, which also track information about the impact.

Job Safety Analysis (JSA)
Breaks down a job position into various steps in order to analyze each step for potential safety hazards, identify each step’s associated hazards, analyze the risk of the hazard occurring, and determine preventive measures such as Personal Protective Equipment to be used, and counter measures that should be put in place.

Audits & Surveys
Automates the process of auditing and surveying, including internal audits and customer satisfaction surveys. All features of each audit or survey type can be configured without programming. Some key user-definable features include: checklists, question library, evaluation method (numerical scoring or counting), and more.

Change Management
Manages all aspects of the change management process, beginning with the initiation of the change process which may come from the customer, the supplier, or from an internal member of the flight or ground crew.

Project Control
Organizes and automates the process of managing tasks, deliverables, and activities within quality and compliance projects.

Enterprise Configuration Center (ECC)*
Enables a centralized resource for managing multiple facilities. It allows EtQ Administrators to distribute administrative ownership based on location, allowing for configuration of each location in a centralized application.

Suppliers & Materials*
Supplier Profiles record information pertaining to a specific supplier and relate them to the materials they provide. Material Profiles are used to record information regarding a particular type of material and set its inspection criteria.

Risk Register*
Calculates risk using a variety of techniques, updates risk at multiple points in the process, displays risk mitigation history by event and serves as a central repository for all risk items and controls. It can also integrate risk tables within all of EtQ’s modules, as well as risk charts to identify key risk indicators.

Centralized Reporting*
Consists of three tools to help you gather and report on data: The Rollup Tool pulls data from multiple applications in order to generate global reports. With EtQ Charter Tool you can take data from any database and present it in a spreadsheet and/or text format with a graph presented in Microsoft Excel™. Quality Alerts automatically notifies specific individuals of recurring events that you define.

Delegation/Escalation*
Delegation automates the process of delegating assignments, and is typically used when users are out of the office and would like to have assignments automatically routed to their delegates. Escalation monitors date fields that are defined within every module. It automatically notifies personnel when assignments are due or overdue.
Incidents, Accidents & Safety Reporting
As part of the process of continual improvement, it’s important that all incidents are recorded, investigated, and actions are taken to prevent or reduce the chance of recurrence. This module records all incidents and collects the required information to conduct investigations, including a risk analysis and the creation of OSHA reports directly from the record(s).

Job Safety Analysis (JSA)
Breaks down a job position into various steps in order to analyze each step for potential safety hazards, identify each step’s associated hazards, analyze the risk of the hazard occurring, and determine preventive measures such as Personal Protective Equipment to be used, and counter measures that should be put in place.

Crisis Management/Emergency Preparedness
EHS team members are responsible for the identification, evaluation, and reporting of the most probable emergencies, accidents and incidents within the organization. Other employees must follow and comply with emergency/accidents procedures and instructions. EtQ’s Crisis Management enables the facility to record Personnel, Equipment, and External Organizations associated with these emergency procedures. The application also allows organizations to set reviews and complete drills on these procedures.

Change Management
Manages all aspects of the change management process, beginning with the initiation of the change management request, which may come from the customer, the supplier, or from an internal member of the company.

Material Safety Data Sheet (MSDS)
Provide both workers and emergency personnel with the proper procedures for handling or working with particular substances. MSDS documents include information such as physical data, toxicity, health effects, first aid, reactivity, storage disposal, protective equipment, and spill/leak procedures.

Corrective/Preventive Action (CAPA)
Generate a Corrective Action or Preventive Action request that routes through review, root cause, corrective action taken, and verification stages. Multiple reports are generated automatically to provide an effective mechanism for tracking the source and costs of problems.

Monitoring & Inspection
Monitoring and Inspection is a workflow-enabled database designed to set up test plans in order to test and record the results of the monitoring process, and notify users of events associated with exceeding limits.
Quality Records
This database documents the location of quality records, retention period, responsibility, indexing, disposition intervals, and more.

Calibration & Maintenance
Schedules and records the results of calibration activities and costs. Each piece of equipment can be scheduled independently, and automatic notifications indicate when equipment is due for calibration. Maintenance records and tracks equipment that requires preventive and reactive maintenance.

Enterprise Risk Management (ERM)
Asses risk items, group them into templates, and save them in EtQ’s Risk Register tool. Users can also establish a plan for specific templates and use the risk calculator to determine hazards. The ERM module ultimately allows the organization to find risk trends across their enterprise and mitigate the chance of those risks recurring.

Employee Training
Manages the identification, responsibilities, authorities, training, and certification requirements for all employees in an easy-to-use environment.

Project Control
Organizes and automates the process of managing tasks, deliverables, and activities within quality and compliance projects. Managers can outline a specific project, whether on an ad-hoc basis or using pre-defined templates such as APQP, PPAP, Six Sigma, and more.

Document Control
Manages the creation, approval, distribution, and archiving of all controlled documents. It is ready-to-use for such document types as manuals, procedures, work instructions, job descriptions, product specifications, inspection specifications, test methods, and more.

Audits & Surveys
Automates the process of auditing and surveying, including internal audits and customer satisfaction surveys. All features of each audit or survey type can be configured without programming.

Deviations
Users are able to identify deviations, develop a deviation plan with target completion dates, approve proposed deviations, and verify the completion of deviations that are in process.

Meetings
Used to plan and schedule meetings, distribute the agenda, record minutes, assign action items and corrective action requests. This module offers a centralized resource whereby the entire organization can collaborate on specific meeting items and automatically track action items across the enterprise.

Legislative & Regulatory Requirements
Ensures that the organization identifies, accesses, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects of its activities, products, and services. Identifying these regulations helps to evaluate their potential impacts on the company and its products, activities, and services.

Sustainability
Allows an organization to more effectively track, measure, and report on their sustainability initiatives. Sustainability provides a centralized resource to manage and track sustainability strategies and aspects, and will ultimately enable an organization to function with the least impact possible on the environment.

Aspects, Objectives & Targets
Designed to create, maintain, and monitor documents for all environmental aspects of the organization’s activities and services. It also facilitates the establishment and maintenance of documented environmental objectives and targets that are related to each aspect document. These documents also track information about the environmental impact.

Enterprise Configuration Center (ECC)*
Enables a centralized resource for managing multiple facilities. It allows EtQ Administrators to distribute administrative ownership based on location, allowing for configuration of each location in a centralized application.

Suppliers & Materials*
This is where information regarding suppliers and the materials they provide is stored. Material Profiles are used to record information regarding a particular type of material and set its inspection criteria. Supplier Profiles record information pertaining to a specific supplier and relate them to the materials they provide.

Risk Register*
Calculates risk using a variety of techniques, updates risk at multiple points in the process, displays risk mitigation history by event and serves as a central repository for all risk items and controls. It also features the ability to integrate risk tables within all of EtQ’s modules, as well as risk charts to identify key risk indicators.

Centralized Reporting*
Consists of three tools to help you gather and report on data: The Rollup Tool allows you to pull data from multiple applications, in order to generate global reports. With EtQ Charter Tool you can take data from any database and present it in a spreadsheet and/or text format with a graph presented in Microsoft Excel™, Quality Alerts is a special kind of exception report that automatically notifies specific individuals of recurring events that you define.

Delegation/Escalation*
Delegation automates the process of delegating assignments, and is typically used when users are out of the office and would like to have assignments automatically routed to their delegates. Escalation monitors date fields that are defined within every module. It automatically notifies personnel when assignments are due or overdue.
Corrective/Preventive Action (CAPA)
Generate a Corrective Action or Preventive Action request that routes through review, root cause, corrective action taken, and verification stages. Multiple reports are generated automatically to provide an effective mechanism for tracking the source and costs of problems.

Nonconforming Materials
Due to varying product offerings and customer needs, out of specification conditions can have a variety of dispositions. Manage all of the steps in the nonconformance process, and generate corrective actions and other workflows that link right to the original nonconformance.

Hazard Analysis Critical Control Points (HACCP)
Enables organizations to manage and track HACCP plans, link HACCP plans to prerequisite programs (PRP), conduct regular audits of the HACCP plan, create hazard analyses using quantitative Risk Assessment, and more.

Employee Training
Manages the identification, responsibilities, authorities, training, and certification requirements for each employee in an easy-to-use environment. This module provides a simple way to schedule and record training.

Material Returns
Designs and tracks all returns within the company. This module allows users to identify and track different types of returns, the reason for the return, the material that needs to be returned, and quantities to be returned. Generate nonconformances and other workflows that link right to the original return.

Meetings
Plans and schedules meetings, distribute the agenda, record minutes, and assign action items and corrective action requests. Meetings offers a centralized resource whereby the entire organization is able to collaborate on specific meeting items and automatically track action items across the enterprise.

Product Specification Management
Provides improved management of developing a product through its components, sub-components, and costs, which is part of managing a product’s lifecycle.

Change Management
Manages all aspects of the change management process, beginning with the initiation of the change management request, which may come from the customer, the supplier, or from an internal member of the company.
**Suppliers & Materials**
Designed to set up scorecards that contain both qualitative and quantitative elements each with its own percentage weight. It automatically updates critical supplier metrics, including parts per million (PPM), on-time delivery, number of CAPAs, and correct quantity.

**Quality Records**
Documents the location of quality records, retention period, responsibility, indexing, disposition intervals, and more.

**Document Control**
Manages the creation, approval, distribution, and archiving of all controlled documents. It is ready-to-use for such document types as manuals, procedures, work instructions, forms, job descriptions, product specifications, inspection specifications, test methods, and much more.

**Customer Complaints/Feedback**
Enables users to track and manage all aspects of their customers, including contacts, company information, complaints, and more. It also allows integration with Document Control to retrieve related documents and generate a complaint record, complete with Risk Register and links to CAPA.

**Audits & Surveys**
Automates the process of auditing and surveying, including internal audits and customer satisfaction surveys. All features of each audit or survey type can be configured without programming. Some key user-definable features include: checklists, question library, evaluation method (numerical scoring or counting), and more.

**Receiving & Inspections**
Receiving and Inspections consists of different forms used for different purposes and methods of inspecting materials. A Receiving Record form records all information about the materials received and performs inspections. Sampling Plans and Skip Lot Profiles provide good organizing and planning of inspecting material in sample quantities and define how many lots may be skipped when inspecting.

**Calibration & Maintenance**
Schedules and records the results of calibration activities and costs. Each piece of equipment can be scheduled independently, and easy-to-read reports and automatic notifications indicate when equipment is due for calibration. Maintenance is an intuitive and effective way of recording and tracking equipment that requires preventive and reactive maintenance.

**Legislative & Regulatory Requirements**
Ensures that the organization identifies, accesses, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects of its activities, products, and services.

**Delegation**
Manages the deviation process. Users will be able to identify deviations, develop a deviation plan with target completion dates, approve proposed deviations, and verify the completion of deviations that are in process.
Complaint Handling
Manages the investigation and resolution of customer complaints in compliance with FDA guidelines. It records all complaints reported by customers and/or consumers to investigate the problem(s), and keeps records of these complaints including information about the customers and the products.

Corrective/Preventive Action (CAPA)
Generate a CAPA request that routes through review, root cause, corrective action taken, and verification stages. Multiple reports are generated automatically to provide an effective mechanism for tracking the source and costs of problems.

Nonconforming Materials
Due to varying product offerings, out of specification conditions can have a variety of dispositions. Users can manage all of the steps in the nonconformance process, and generate corrective actions and other workflows that link right to the original nonconformance.

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Records all information about the materials received and performs inspections. Sampling Plans and Skip Lot Profiles provide good organizing and planning of inspecting material in sample quantities and define how many lots may be skipped when inspecting.

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Production Part Approval Process (PPAP)
Allows producers to evaluate the components and sub-systems that they receive from suppliers, and therefore establish confidence in the suppliers’ management systems.

Failure Mode & Effects Analysis (FMEA)
Set up FMEA worksheets with various types of control plan templates for any type of initiative. Users can conduct system risk analyses in association with the FMEA worksheet, complete with a hazard analysis that records the specific hazards of the product, and their adverse effects.
**Employee Training**
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**Supplier Rating**
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**Material Returns**
Users can identify and track different types of returns, the reason for the return, the material that needs to be returned, and quantities to be returned. Users can generate nonconformances and other workflows that link right to the original return.

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**Electronic Signature Binding (eSignature)**
Ensures that the user has signed onto the system and exposed their signature via the forced authentication process, as required by 21 CFR Part 11.

**eValidator**
Designed to automate the PQ process. The eValidator is a comprehensive set of commands that will run the test scripts automatically, and generate a full report of the results of this script.

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**Suppliers & Materials**
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EtQ for Manufacturing - Available Modules

* denotes a utility

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## Project Control
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## Quality Records
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## Enterprise Risk Management (ERM)
Allows users to assess risk items, group them into templates, and save them in EtQ’s Risk Assessment tool, called the Risk Register. Users can also establish a plan for specific templates and use the risk calculator to determine hazards. The ERM module ultimately allows the organization to find risk trends across their enterprise, regardless of department, and mitigate the chance of those risks recurring.

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## Centralized Reporting*
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