

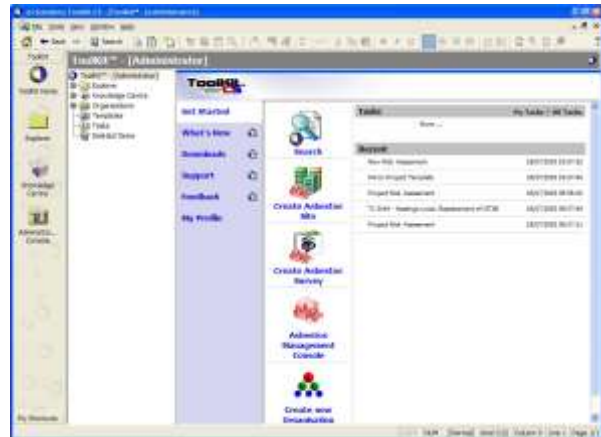
## ToolKit Compliance System for Asbestos Management

Our Asbestos Management software enables organisations to comply with the current Control of Asbestos Regulations 2006 (CAR 2006) from the UK's Health & Safety Executive.

ToolKit™ software was first available in March 1995. It has been in continual development since then with bi-annual updates. As a measure of its success, the software is used by major organisations UK wide with a long term commitment to the product. Goodman International, Norwich City Council, NFU Mutual, and Mitchells and Butler are long term users of the software.

The software includes three major components:

- Database for site management of Asbestos Containing Materials (ACM's) and verification of competence
- Document Management for all internal and external documents associated with asbestos management
- Extensive asbestos knowledge base and user library kept regularly updated



Users can set up their database of sites with ACM detail down to location level. Routines are included for site database management, ACM risk assessments and reporting as required by MDHS 100, the key legislative reference for asbestos management in the UK.

'Wizard' based routines, including the risk assessment processes, are easy to use. Summary consoles give up to the moment information on how the system is being used, where the ACM materials are across the entire estate and how they are being managed. Enquiry System for Workers in the Workplace

A key requirement of the regulations is to provide a register of every workplace listing the asbestos items known to exist and key information about each item including a specialist risk assessment. This is achieved through the on line Asbestos Register Option.

The register needs to be accessible electronically to fit in with the organisations overall requirement for electronic record keeping. This includes web based access by occasional users who will be controlled by sign-on / password access, and given permissioned, audited access to summary information.

### Licensing Options

The Asbestos Management product is available for use as a standalone or with any number of concurrent user licences. The product runs on a Microsoft SQL database with full logging on, controlled access and includes an audit trail. Laptop licenses are offered as well as network licensing to allow use of the system and database away from the user's base. All versions are available with an Enhanced Training and Support Package which includes ongoing annual training. Users receive updates and ongoing telephone support as appropriate.

We offer an Enterprise version for networks with 5 or more concurrent users. This provides an interface for web browser users. It can incorporate:

- On Line Asbestos Register – eRegister
- On Line Learning Management – eLearning

The Enterprise version (allows read only web access) is a pre-requisite for the eHSF and eLearning options.

### Training Charter

We take training and support very seriously and have an enviable track record with our customers. All training is supported by our training charter which sets out the standards expected of all parties taking part in training including our own. We offer training for product users, administrators and managers seeking to improve their compliance with the Asbestos regulations.

## Software Features & Benefits

### ACM Management

The heart of the ToolKit CS™ product is the managed database. Any number of properties and asbestos containing materials (ACM's) can be entered, organised into 'Folders' which provide the first level of management reporting. Property 'wizards' guide new users through the 'New Property' process, selecting them from existing templates or those modified by the organisation. Full documentation is provided with knowledge base links to aid the document editing process. There are additional tools for messaging, tasking and reminders.

Competence is handled through an organisation database with assessments, evidence based recording and reporting. There are training records and reminders for competence checking. Competence is further enhanced in the management consoles which summarise the competence status across the entire database.

### Asbestos Knowledge Base

The knowledge base provides a quick and easy way to find standard reference material and contains the background information required by anyone with duties under the asbestos regulations. The knowledge base is updated bi-annually as part of our standard support arrangements.

### Document Management

ToolKit CS™ includes a full document management suite. The product is arranged around a specialist format that allows the insertion of data fields from the database. However, any type of document is recognised by the software and if preferred Microsoft Word documents, for instance, can be inserted, linked to, or hyperlinked to as required by the user.

Documentation can be created from a choice of templates or from existing documents imported to the database. Standard documents can be set up as part of a new property template by users, suitably edited for style and content, so that all Asbestos documents have the appropriate 'Corporate' look and feel.

### Benefits of ToolKit CS™

The benefits of our software will continue to grow as more and more users become familiar with it. This applies within organisations using ToolKit and between them when they want to share information, including for instance, the health and safety file.

Compliance depends on the right communication between the right people at the right time; co-ordination & co-operation can then become a reality between competent people. *The principal benefit of our software is to facilitate the compliance process to all those who wish to embrace it.*

### We offer:

Single comprehensive database incorporating regularly updated knowledge base and all asbestos related documents

- Access to all users, based on their level of authorisation
- Timely and up to date information, facilitating effective management and compliance
- Version control of key documents
- Web option available, facilitating access from any computer with internet availability
- Audit of system use

## Asbestos Software Features

### Asbestos Knowledge Base

The knowledge base includes 25,000 words of information about asbestos, its dangers and risks, different types of asbestos and example photographs to help the user through the 10 key steps to managing asbestos as outlined by the HSE. The knowledge base contains background information for all those who have duties under the regulations.

### Asbestos Management Console

The Asbestos Management Console provides on line analysis of the current sites or structures in the ToolKit CS™ database. The occurrence of asbestos containing materials across the entire estate is shown and these can be subdivided into any required grouping for management reporting. The number and types of surveys in defined time periods are shown.

Organisational statistics showing competencies and review dates are also included.

### Asbestos Register

The Asbestos application allows the user to establish an Asbestos Register from a list of buildings, floor by floor, room by room in as much detail as required to manage asbestos containing materials (ACMs). Information about each ACM can be added manually or via a wizard, associated with a survey, with risk assessments carried out to the MDHS 100 formulation. The relevant information including Material, Priority and Risk Assessment scores, comments and recommendations can be included in a printable asbestos register.

### Property & Survey Documents

Customisable templates are provided for documentation required to manage asbestos including site reports and asbestos registers. All documents are editable by the user and can be re-saved as templates for future users.

### Survey Risk Assessments

A Risk Assessment wizard enables users to carry out MDHS 100 based assessments easily. The wizard takes users through a process that calculates the final Risk Assessment scores, allows comments and recommendations to be added and records the results for use anywhere in the database and reports.

### Property Cloning

The system allows for replicating the details and asbestos items where properties are similar.

### Photographs, Attachments & Tasking

Photographs, Word documents, Excel spreadsheets and other files can all be attached to the ToolKit CS™ database through a standard Windows interface. Attachments can be set with a live link to other databases.

Task management is provided through a Microsoft Project style interface. Tasks can be viewed on a user's home page, on standard reports and elsewhere depending on the application installed.

### Floor Plan Editor

ACM's can be located via a floor plan so that users controlling building access or contract job allocation, for instance, can easily identify them. Users can identify ACMs from locally provided icons and drill down to the detail in the underlying database.

### Asbestos Processes Concurrent with HSE Guidance

The processes included in the application are in line with those outlined in the relevant HSE Guidance and updated from time to time as the legislation changes.

### Competency Recording

The software accommodates the recording of Asbestos related competency information as outlined in the regulations. In addition, there is sufficient information in the database to allow periodic reviews, reminders and management reports regarding competency issues throughout the system.

### Organisation Database

ToolKit CS™ has an integrated organisational database for use in project and site details and documentation. Competence recording and review dates can be entered, monitored and viewed in the organisation console.

### Data Exchange Tool

The data exchange tool allows ToolKit CS™ Users to import data into their database from third party applications including organisational data.

### Search Engine

A powerful search engine is provided to search the database and documents.

### Enterprise Web Interface

Users of the Enterprise product are allowed access to the ToolKit CS™ database via their web browsers on a permissioned basis. Permissions can be set up for groups of users, who can then access Asbestos data and download documents.

### Permissions Module

Administrators can set up groups of personnel with individual or grouped permissions to access, read and edit data. Set up correctly, the system can be run so that a small group of internal personnel maintain the database and a large group of external personnel access the data on a read only or need to know basis.

### Audit Trail

A major requirement of an Asbestos Management system is the provision of an audit trail so that past activities are traceable. ToolKit CS™ has been designed around this principle. The system administrator(s) can access the system audit whenever required.