

Streamlining & Managing DOCUMENTATION

For Law Enforcement Teams
Who Make Quality the #1 Priority

For law enforcement units, documentation is key. Keeping Standard Operating Procedures (SOPs) up to date and ensuring SOPs are followed appropriately is just the beginning of the documentation challenge. Balancing the additional documentation demands of sketches, measurements, notes, reports, and more only adds to the chaos. Add ASCLD or ISO 17025 accreditation into the mix, and the need for effective documentation becomes readily apparent.

Why Qualtrax?

Qualtrax is a simple but effective tool for streamlining and managing documentation, employee training, business processes, and accreditation needs. Combining a robust document control engine with automated workflows, standards-based auditing, and employee training and testing capabilities, Qualtrax is an all-in-one solution for ISO and ASCLD accreditation requirements, and managing both internal and external audits.

FEATURES AND BENEFITS

Document Control

- All documents are stored in a single location
- Only the most recent version is accessible and readily available
- Documents can be set to "expire" after a certain amount of time
- Electronic signatures are used to authorize approvals and create audit trails

Qualtrax provides air-tight document control for law enforcement unit processes and procedures that must be up-to-date to ensure safety.

Workflows

- Paper-based processes are automated through the use of email alerts
- Items needing attention collect in one place and escalate based on assigned due dates

Workflows eliminate the hassle of paper and provide visibility of bottlenecks.

Standards-Based Auditing

- Each document is associated with specific sections of a chosen standard or procedure and can be searched accordingly
- Administrators can perform gap analyses to identify missing documentation

This tool significantly reduces the time needed for internal and external audits.

Training & Testing

- Employee training records can be maintained and tracked in Qualtrax
- Ensure every employee is up to date on changes in policy by utilizing the Qualtrax testing functionality

The testing function allows supervisors to test employees on specific processes and procedures and maintain records of the results.

For a demonstration of how Qualtrax can simplify accreditation, call 800.755.1875 or 540.260.9961 or email requestinfo@qualtrax.com



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