

### What is the Springboard Software Suite?

The most successful solutions are based on simple and effective approaches. The Springboard Software Suite was designed to help organizations implement and maintain management systems quickly and efficiently. It has a unique ability to integrate the essential components of system management. It also uses a holistic approach to ensure that the system is based on documented processes, effective controls, and accountability in order to support the organization's specific goals and objectives.

### Something for everyone.

Springboard recognizes that needs differ according to role and has designed its Software Suite to accommodate these specific requirements.

**Directors & Managers.** Are you compliant with required regulations? Can you demonstrate corporate diligence? Are you able to forecast the training needs of your staff? The Springboard Software Suite offers you high-level reports for visibility on corporate performance to help you make the decisions to optimize operational efficiency.

**Supervisors.** Do your employees have the information they need to perform their responsibilities competently and safely? Can you ensure that they have the most up-to-date versions of corporate policies and procedures? Have the assurance that your employees have received the appropriate training and have access to current information specific to their roles.

**Employees.** Do you have all your required training? Do you have access to the information you need to perform your role? How do you provide feedback on training, policies and procedures, and corporate practices? The Software Suite's user-friendly interface makes it easy for employees to self-manage training requirements. Employees can also retrieve corporate documents and submit comments to promote change where it is needed.

**Human Resources.** Do you have an updated record of employee training? Can you easily identify who requires new or updated training? The Springboard Software Suite provides a centralized storage location for employee training requirements and associated records.

**IT.** Are you concerned about adding a new software tool to your company's collection? The Springboard Software Suite fits easily into your existing IT infrastructure with support from MySQL and integrates with many ERP systems. Daily backups and the ability to define access restrictions will also support your corporate information security practices.

*"Our software is designed to provide corporate transparency, which helps set expectations and facilitates decision-making that honours the triple bottom line: people, planet, and profit."*

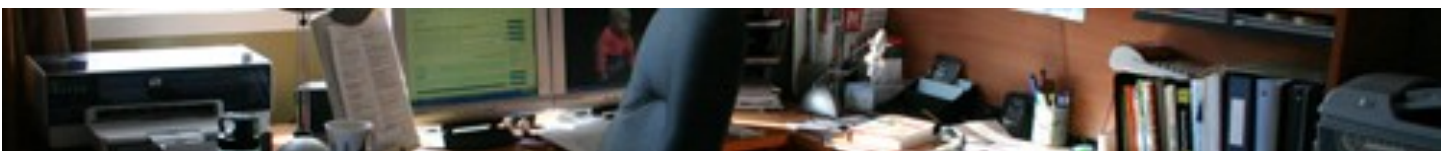
*Joseph Heraldo, COO at Springboard*

### 3 THINGS SYSTEMS NEED TO DO

**1. Facilitate communication.**  
You've taken the time to create policies and procedures. Now you need to communicate them. Automation can help ensure that corporate information is shared with the appropriate employees.

**2. Ensure compliance.**  
An effective system allows you to understand the risks within your organization so you can take appropriate action. Increased visibility on current and desired performance drives process development to ensure expectations are being achieved.

**3. Capture activity.**  
A management system is a dynamic corporate resource. Using a system with an audit trail ensures that you know what actions have been performed and by whom. This keeps your system secure and reliable.





## System implementation & maintenance

A comprehensive solution based on management system experience, the Springboard Software Suite addresses the fundamental aspects of system implementation and maintenance.

**Risk Assessment & Regulation Management.** Ensure that your organization complies with regulatory requirements and has the documentation to prove it.

- Capture all critical business processes by department
- Manage complete risk assessments to ensure annual reviews
- Record accidents & incidents and their impact on business operations & risk
- Document all relevant regulations including internal expectation
- Assess regulatory compliance using Regulation Wizards

**Document Management.** Help organize, protect, and retrieve your information and ensure that your employees have access to the information they need, when they need it.

- Provide corporate-wide access to the most current information
- Centralize document storage & categorize content for easy access & retrieval
- Manage ongoing document review to ensure continued currency & relevance
- Facilitate collaboration by assigning document owners & reviewers
- Connect related information using inter-document hyperlinks
- Protect content by limiting access to authorized personnel

**Training Management & Communication.** Ensure that your employees have the information and training they need to fulfill their roles and responsibilities.

- Define & track employee training and competence expectations
- Assigned relevant policies, procedures, & other documents by position type
- Evaluate employee understanding through online testing & document review
- Scan & store certificates as proof of employee competence
- Empower employees to self-manage training through *My Profile* management
- Measure corporate training effectiveness through testing & employee feedback
- Capture supervisor involvement in employee training & development

**Corrective Action.** Use automation to administer your corrective action process & ensure visibility over progress and costs.

- Assign & track corrective action responsibilities by role (e.g. action owner)
- Use dashboard to view corrective action responsibilities
- Track & report on complete, outstanding & in progress corrective actions
- Integrate with risk assessment to show impact of accidents & incidents

**Reporting.** Gain visibility on corporate performance and progress to support decision-making.

- Identify top organizational risks to determine required action
- Assess training completion and employee competence levels
- Identify training requirements for specific employees or positions
- Measure regulatory compliance with identified standards requirements

## Technical Specifications

### Hardware

Processor: P4, 1MB cache, 800 MHz bus  
Memory: 4 GB DDR  
Storage: Minimum 50 GB  
Other: Dedicated machine

### Software

Windows options:

- Windows XP Professional
- Windows 2003 Server  
(Remote Desktop Server must be enabled)

Linux options:

- Cent OS version 5.x  
(SSH Server must be enabled)

### Network

- SMTP email server that emails to internet
- Setup local DNS for network to access server

## About Springboard

Springboard Management is a leading consulting firm specializing in integrated management system automation and process improvement solutions. We are committed to helping organizations achieve regulatory compliance, optimize management system functionality, and improve existing business processes.

### Contact us

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