

# EASY AUDITING -AMy CUSTOMISABLE SELF AUDITING SOFTWARE

## Introduction

AMy is an easily customisable auditing tool that you can use to:

- Create audit questionnaires
- Conduct the audits, providing an assessment and recording any pertinent comments for each question
- Print various performance reports to show how well you are performing or improving to reach set goals. When used in the same company group

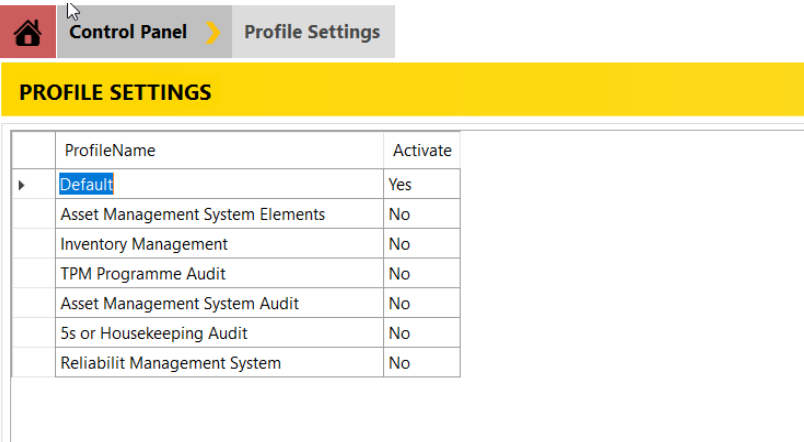
Try AMy for FREE

## AMy Applications

AMy can be used to create many different audit types, e.g.

- Asset Management System Audits, e.g. progress towards ISO55000 certification
- TPM Peer Audits
- Housekeeping or 5S Audits
- Reliability Management System Audits
- Safety Audits
- Quality Audits

The screenshot Fig 1 shows the list of Audit Types set-up:



ProfileName	Activate
Default	Yes
Asset Management System Elements	No
Inventory Management	No
TPM Programme Audit	No
Asset Management System Audit	No
5s or Housekeeping Audit	No
Reliabilit Management System	No

Fig 1 Audit Types

AMy is structured hierarchically in 5 levels, e.g.

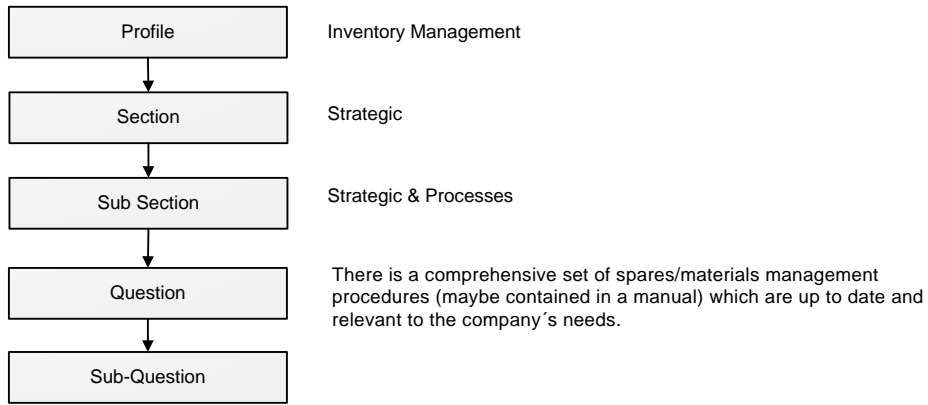


Fig 2 Example AMy structure – 4 levels

An example of 5 levels in AMy from the default questionnaire is:

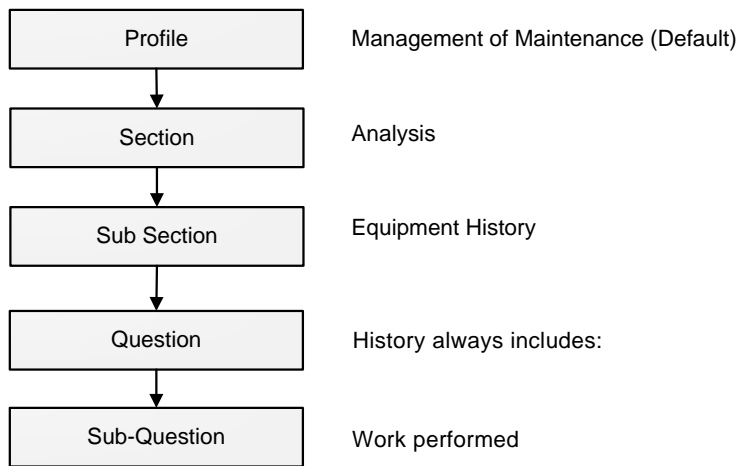


Fig 3 Example AMy structure – 5 levels

## AMy Assessment

The scoring is shown below for a sub section of an Inventory Management Audit, comments can be posted for reference.

AUDIT NO. 7				
Date:	Company Name:	Auditor:		
14/11/2016	Ramssoft Inventory Audit	Administrator Admin		
<b>2 - Acquisition</b>				
<b>2.2 - Procurement : Concerns setting each spares up in the CMMS</b>				
ID	Questions	Score	Comments	
2.2 1	There is a comprehensive document to guide how the vendor should submit the recommended spare parts, especially detailing how to compile the short descriptions.	60		
2.2 2	Electronic SPIRS are used that allows for ease of importing to a Spares Build & Tracking Tool, which acts as a single depository for all SPIRS received. And allows the identification of duplicates	50		
2.2 3	All SPIRS/RSPL are given a unique number and a formal review is undertaken to ensure the population conforms to the SPIR Population Procedure	10		
2.2 4	SPIRS clearly identify commissioning spares, and either 1 or 2 year spares and insurance spares	20		

Fig 4 Entering Question Assessments and Comments

## AMy Assessment Summary

The scoring is shown below for a sub section of an Inventory Management Audit, comments can be posted for reference.

### Audit Scores Summary By Section

16/11/2016

Audit No 7 Company Ramsoft Inventory Audit  
Date 14/11/2016 Auditor Administrator Admin

Audit Section	Audit Sub Section	Total Question	Total Score	Percentage Of Conformance	Notes
1 - Strategic	1.1 - Strategic & Processes	2	60	30.00	<b>ACTION</b>
	1.2 - Roles & Accountabilities	1	80	80.00	<b>INVESTIGATE</b>
	<b>TOTAL</b>			<b>55.00</b>	
2 - Acquisition	2.1 - Specification	1	30	30.00	<b>ACTION</b>
	2.2 - Procurement	8	180	22.50	<b>ACTION</b>
	2.3 - Receiving	2	80	40.00	<b>INVESTIGATE</b>
	2.4 - Cataloging	4	170	42.50	<b>INVESTIGATE</b>
	2.5 - Analysis	4	240	60.00	<b>INVESTIGATE</b>
	2.6 - Optimisation	3	40	13.33	<b>ACTION</b>
	<b>TOTAL</b>			<b>34.72</b>	
3 - Operational	3.1 - Spares Control	11	820	74.55	<b>INVESTIGATE</b>
	3.2 - Rationalisation	3	150	50.00	<b>INVESTIGATE</b>
	3.3 - Analysis	11	210	19.09	<b>ACTION</b>
	3.4 - Performance	4	260	65.00	<b>INVESTIGATE</b>
	<b>TOTAL</b>			<b>52.16</b>	
4 - Disposal	4.1 - Obsolescence	3	150	50.00	<b>INVESTIGATE</b>
	<b>TOTAL</b>			<b>50.00</b>	

Fig 5 Entering Question Assessments and Comments

## Audit Details Where Score 0 To 100

16/11/2016

Audit No 7 Company Ramsoft Inventory Audit  
 Date 14/11/2016 Auditor Administrator Admin

Section	Audit Sub Section	ID	Questions	Score Percentage	Comments
1 - Strategic	1.1	1	There is a high level document that sets out the key management strategies to procure initial spares and manage all spares (all processes) NOTE under ISO55000 this forms part of the SAMP. This would cover both the initial spares planning, procurement, receiving and transfer to warehouse (if appropriate)	20	
		2	There is a comprehensive set of spares/materials management procedures (maybe contained in a manual) which are up to date and relevant to the company's needs.	40	
	1.2	1	The organisation for spares management is well defined with clear roles and responsibilities for all key activities	80	
2 - Acquisition	2.1	1	There is a formal standardisation policy to guide the items that vendors provide where appropriate	30	
		2	There is a comprehensive document to guide how the vendor should submit the recommended spare parts, especially detailing how to compile the short descriptions. In the oil and gas sector this is called a SPIR (Spares Parts Interchangability Record), can also be called a RSPL	60	
	2.2	2	Electronic SPIRS are used that allows for ease of importing to a Spares Build & Tracking Tool, which acts as a single depository for all SPIRS received. And allows the identification of duplicates	50	

Fig 6 Entering Question Assessments and Comments

## Compliance By Percentage

16/11/2016

Audit No 7 Company Ramsoft Inventory Audit  
 Date 14/11/2016 Auditor Administrator Admin

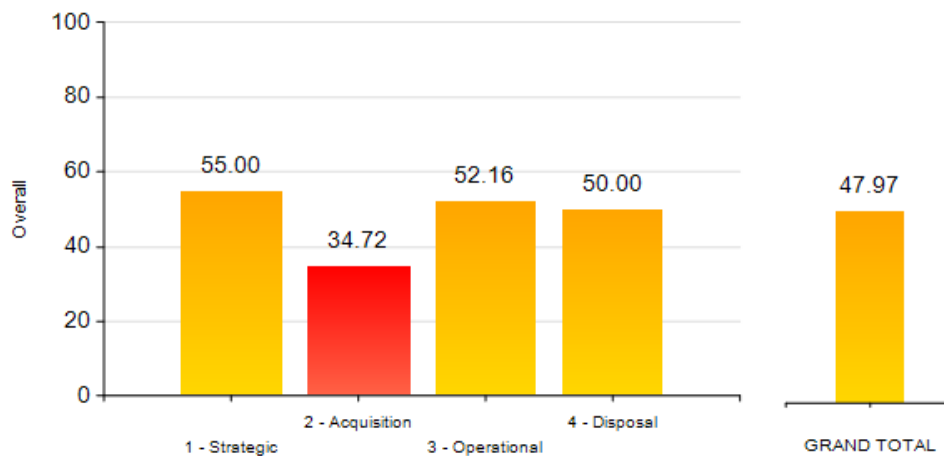


Fig 7 Entering Question Assessments and Comments

Or if you prefer a spider chart

## Compliance By Percentage

16/11/2016

Audit No	7	Company	Ramsoft Inventory Audit
Date	14/11/2016	Auditor	Administrator Admin

---

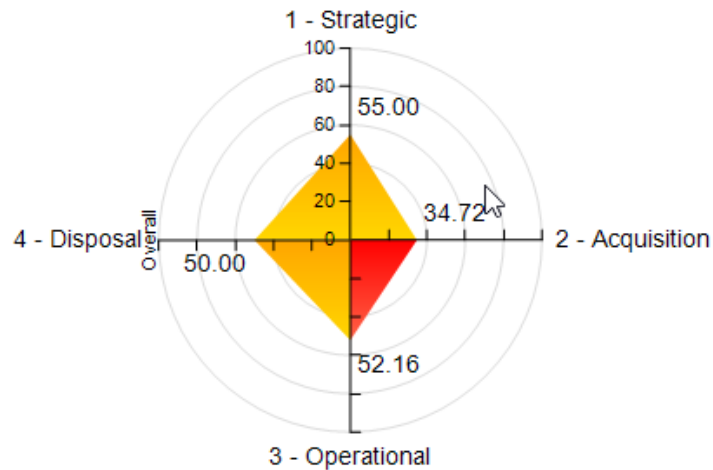


Fig 8 Entering Question Assessments and Comments

### Auditing Best Practices

Best practices for conducting audits are:

- Create the questions to suit the desired scope or issues to be resolved – write questions as a performance standard to be met
- Establish criteria for 100% performance
- Assemble a multi-disciplined and multi-function team
- Conduct the audit
- List the main issues
- Make a plan and determine costs and benefits
- Implement
- Conduct repeat audits

A typical audit process is outlined in Fig 9.

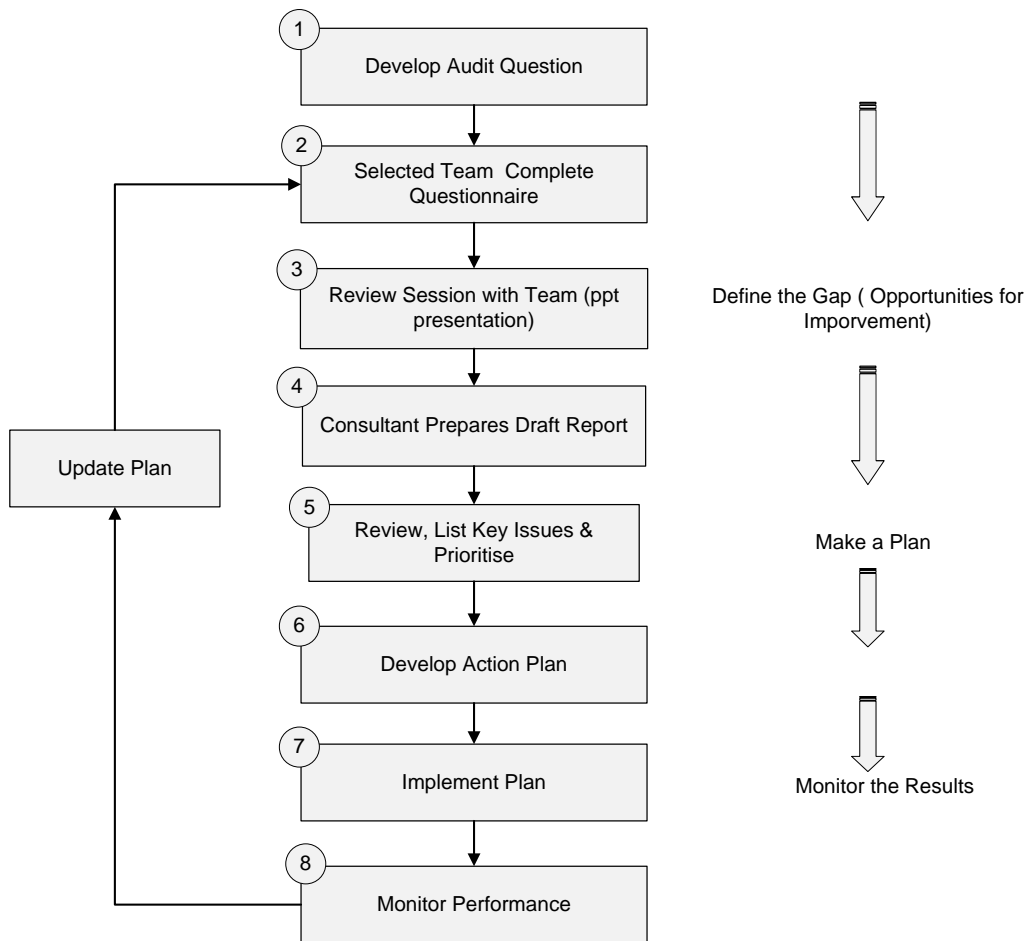


Fig 9 Entering Question Assessments and Comments

Here is an example showing the benefits of involving a multi-disciplined team, and shows that no single person knows all the answers, but as a team the assessment will be more realistic.

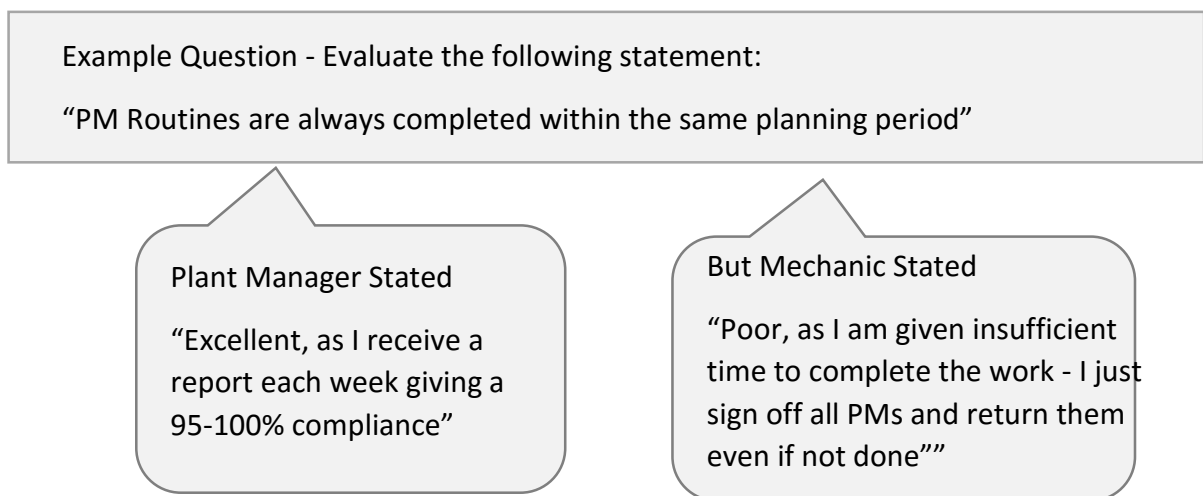


Fig 2 Benefit of multi-disciplined team

### **Support from Ramsoft (UK) Ltd**

Ramsoft's senior consultant a Maintenance, Reliability & Spares Specialist. David has spent his entire career in Maintenance, Reliability and Spares Management.

David has conducted 100's of audits in all sectors of industry, and audits covering asset management from cradle to grave or specific audits such as CMMS data quality audits.

Ramsoft (UK) have developed a 3-day course on auditing maintenance including the use of AMy.

David is also a certified instructor in RCA and Reliability Methods and Techniques and has delivered a wide range of training programs worldwide.

David has presented papers at several Maintenance & Reliability Symposiums in Europe, Malaysia, and Brazil. He is an Online Distant Learning Instructor for the Robert Gordon University for a distance learning MSc Course in Asset Integrity and Reliability Management.