



How it works

Event identification

Identify a critical event and when it occurs (one off, or periodic). For example, safety drills on a ship.

Add event

Open the Mango Dashboard, select "Event Management" then select "Add".

Data input

Input all data applicable to the event you are describing. Enter event details, who, when, where, how, and how often.

Automatic reminders

Complete the automatic reminder section. This will create automatic notification by email, and online. Escalation alerts are emailed by Mango to the administrator if events are not signed off within the prescribed time line. Ensuring that no events are missed, or forgotten.

Event sign off

Once the event has been completed (safety drill conducted) it is signed off.

Event regeneration

If the event is a periodic requirement Mango automatically creates a new event for the required time frame. One-off events are logged into Mango's events history providing comprehensive record keeping.

User highlights

Events and their colour coded status are viewable in the user's dashboard for instant identification of upcoming, and overdue events.



Event Management Module Overview

So you never have to say "Oops, sorry, I forgot".

In today's hectic work environment, many tasks must be managed concurrently. As a result, scheduled system activities can be overlooked. This is one of the main findings reported by auditors - that 'jobs are forgotten'.

Mango Event Management Solution

The Mango Event Management module controls scheduled activities and reminders. This module enables you to programme any necessary activity, for example drills, audits, staff reviews, review meetings, preventative maintenance, and calibrations. Mango then automatically emails the person responsible for completing the task. If tasks are not completed in the prescribed timeframe, gentle email reminders are automatically sent by Mango. If the task remains unfinished, Mango alerts the system administrator.

The Supplier, Human Resources and Documents Management modules have the ability to set up scheduled events. Once set up in these modules the events are displayed and controlled in the Event Management module.

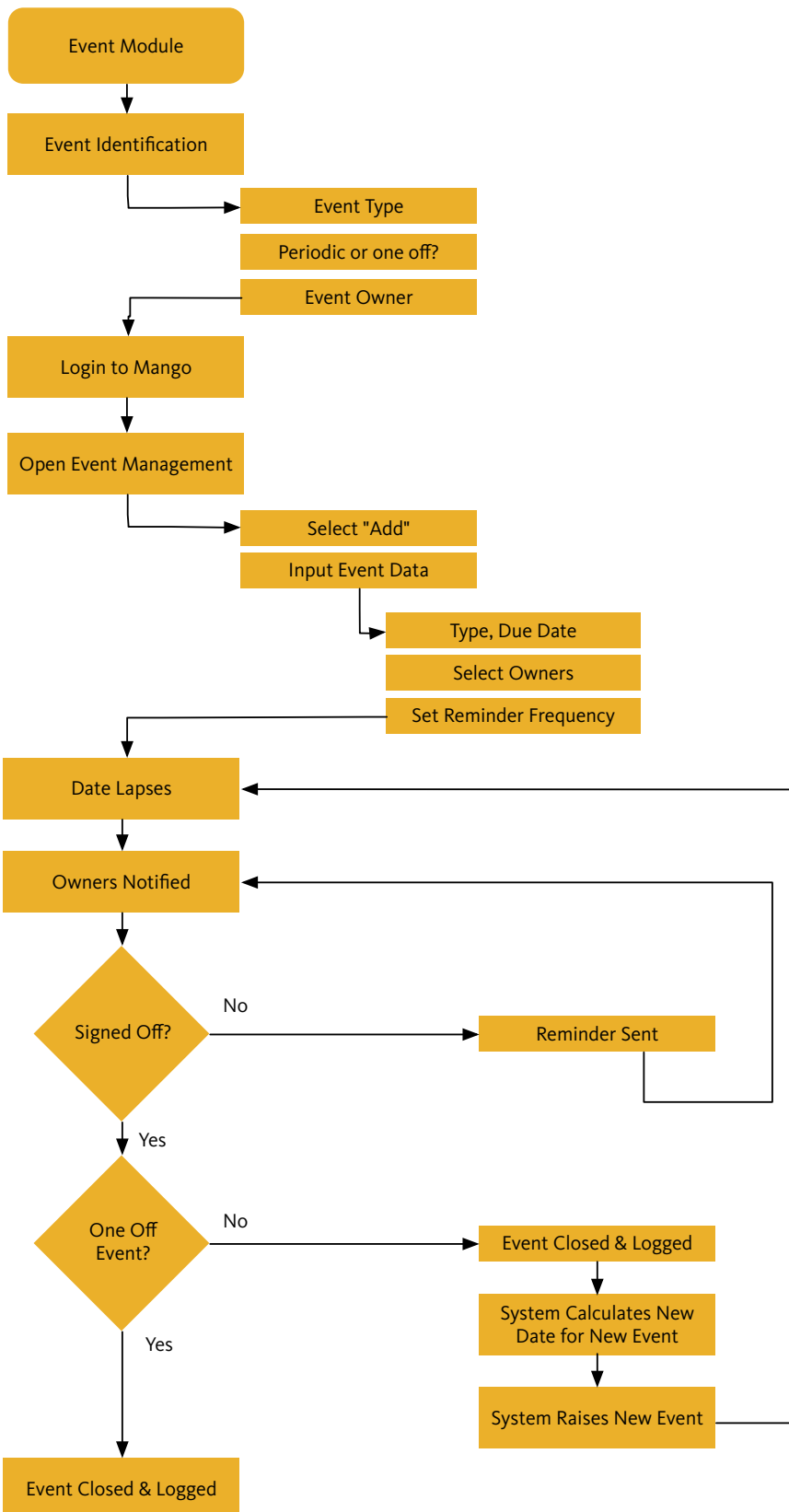
With Mango You Can:

- ◆ Automatically remind the person responsible for a task.
- ◆ Automatically send escalation alerts to the administrator if events are not completed within the administrator-defined timeframe.
- ◆ Set up events to reflect requirements.
- ◆ Easily view events.
- ◆ View an employee's events on the Dashboard.
- ◆ Keep a history of all events.
- ◆ Set up any type of event.
- ◆ Easily observe due or overdue tasks.
- ◆ Be assured that the system is maintained and controlled at all times.

The Event Management Module:

- ◆ Addresses clauses 5.6, 6.2 and 7.6 of the ISO 9001 standard.
- ◆ Addresses clauses 4.4.6, 4.4.7, 4.5.5 and 4.6 of the ISO 14001 standard.
- ◆ Addresses sections 8,10, and 12-16 of the ISM code.
- ◆ Controls your preventative maintenance.
- ◆ Controls the calibration activities that occur on scheduled events.
- ◆ Plans and schedules internal and external audits and management reviews.
- ◆ Manages and controls recurring training requirements.
- ◆ Addresses clauses 4.4, 4.5, and 4.6 of OHAS 18001.

Event Management Flow Chart



Event Examples

Safety drills

Enter safety drills into Mango, insert records and automate your compliance for ease of auditing.

Equipment checks

Insert equipment checks that need to be conducted periodically and ensure that checks are not forgotten.

Maintenance

Ensure maintenance is up to standard by creating customised events.

Reviews & meetings

Create events for meetings and reviews of procedural updates, management reviews, and compliance discussions.

Calibration

Enter all equipment for calibration into the Event Management module, set the required calibration period and have the system notify you of upcoming and overdue calibration requirements.

Training

Enter periodic, or one off training events for all employees.

Audit planning

Create events for internal and external audits of processes and equipment.

Reassign events

If an employee leaves your organisation rest assured that Mango's Event Management module can automatically assign their events to a new, or existing employee.