

# Guardian System Functionality

## Best of breed technology to put you in control

Guardian is suitable for any one or all the following

- Enterprise-wide risk management.
- Operational risk management eg, BASEL.
- Risk based auditing.
- Compliance management eg, APRA, PHIAC, FSA, MAS
- Incident management eg, insurance, OH&S, complaints.
- All Sarbanes-Oxley Act risk and control evaluation and audit testing.

### General Functionality

- Supports various risk management standards and methodologies including AS/NZS4360, COSO and FERMA.
- Assists with various regulatory regimes including APRA, FSRA, Sarbanes-Oxley, FSA and BASEL.
- Simply cut, copy and paste data to and from text fields and other Windows® applications text fields.
- Open multiple windows within Guardian ERM to enable multi-tasking.
- User-friendly context sensitive help function via F1 key.
- Audit log for change history.

### Security and Administration

- 128 bit security encryption.
- Administrator sets up all users, access profile and passwords.
- Administrator can change system parameters.
- Users have their own profile and can only view and update sanctioned areas.
- Users can change their own password anytime.

### Master File Maintenance

- Set up the risk structure - organisation units (region, departments, activities and processes).
- Define and enter risk owner and auditor information including email, address and phone number.
- Enter organisation unit objectives and significance rating.
- Ability to copy organisation units.
- Create new or edit existing risks, controls and audit procedures.
- Ability to group risks into separate risk categories.

### Risk and Control Evaluation

- Colour coordinated risk, control and audit format to assist users.
- Users can view and attach risks, controls from master file.
- Analyse risk attributes such as risk category, cause, consequence, reference number, financial statement assertion, impact rating and likelihood rating.
- Evaluate control attributes such as control effectiveness, cost of control, reference number, control status, control type, key control, execution frequency and control owner.
- Risk & residual risk graphs.
- Where there is a residual risk, users must either develop an action plan to resolve risk exposure or enter a reason to accept the residual risk.
- Users can attach electronic documents such as policy and procedure manuals.
- Multi-view capabilities either by activity or financial account.

## Risk and Control Review

- As per Risk & Control Evaluation functionality.
- Users tick a box to complete risk and control review attestations online.

## Develop Compliance and Audit Procedures

- Auditors can attach and set-up audit procedures including audit type (internal audit, compliance audit etc), test type (sample or checklist), sample type and tolerable error.

## Plan Compliance Reviews and Audits

- Select the type of audit and schedule an audit date.
- Audits can be planned up to 10 years ahead.
- Audits can be scheduled any time including daily, quarterly or annually.

## Prepare Audit and Compliance Programs

- Tick a box to select the areas to audit. Enter the audit period and auditors name.
- View, name and save audit program.
- Can audit only key controls if selected.
- Attach, view or detach documents.

## Perform Audits

- All test work papers are completed in Guardian ERM
- Attach electronic documents to support audit results.
- Record audit results, prepare audit reports and track audit issues to resolution.
- Print audit program and audit report.
- Auditors complete an audit and a manager reviews and finalises the audit.

## Track Incidents

- Records details of actual incidents including incident name, incident details, date, time, location, category (injury, fraud, etc), impact, cost/value of incident, reported by name.
- If desired, allocate an incident to activity, risk, control and audit.
- Record investigation and resolution details including investigator and resolution due date.
- Update the status of the incident.
- Attach electronic documents.
- Print incident reports.

## Reporting and Monitoring

- Reports are delivered via Crystal®.
- Interactive graphic reports eg, Heat map, ERM System health check, Corporate scorecard.
- Report listings eg, Risk Register.
- Exception reports eg, Controls With No Audit Procedure.
- Report filters available on selected reports.
- Reports can be exported into various MS Office® or Adobe® formats.

## Want to know more?

Guardian ERM is designed, developed and supported by InConsult and is suitable for small, medium and large enterprises. To see Guardian ERM's full capabilities, contact InConsult on 02 9241 1344 or email us at [info@inconsult.com.au](mailto:info@inconsult.com.au) to arrange a demonstration.