CATS

Condition Action Tracking System

COMPLIANCE TOOLS

CATS
(Condition Action Tracking System)

- Identify Conditions
- Prioritize Actions
- Assign Tasks
- Verify Action Status
- Generate Condition Reports

Time Well Spent

CATS is for managers who are:

- **Responsible for identifying and reporting off-normal conditions**
- **Evaluating the conditions and their effects**
- **Identifying causal factors**
- **Recommending various types of corrective actions**
- **Tracking the implementation of corrective actions**
- **Missing important due dates**
- **Losing key information in email in-boxes and Excel spreadsheets**
- **Struggling to keep up with to-do lists**

Imagine…having complete transparency into all the pending conditions across your entire organization – and accountability for all corrective actions being taken.

> ➤ **How many errors might be avoided?**
> ➤ **How many deadlines might be met?**
> ➤ **How much more efficient could your team be?**
> ➤ **How many hidden issues might come to light earlier?**

Groups depend on one another to accomplish difficult jobs. The larger the group, the more complex the task, and the more interrelated the project, the greater the need for a systematic way to track, communicate and verify the work.

Certrec's **Condition Action Tracking System (CATS)**, is a comprehensive, yet incredibly easy, web-based system that allows you to identify and prioritize conditions, assign actions, track deadlines, and report on performance — all in one place.

Designed as a simple, yet multi-functional, Corrective Action management program, **CATS** is equally suited for managing Issues and associating multiple actions with an issue.

In 3 easy steps, in less than 30 minutes, you have a condition action tracking tool that enables decisions to be implemented and deadlines to be met.

CERTREC

Helping You Manage the Regulatory Process to Your Advantage

CATS is part of the Certrec suite of web-based regulatory licensing and compliance services. Founded in 1988, CERTREC is a technology-based, regulatory compliance service provider with more than 250 cumulative years of engineering and audit experience.

"CATS? It's my electronic, anytime, anywhere, to-do-list, performance tracker, safety net." – Bob B, NERC Compliance Manager

Condition and Action tracking wherever you go ➜

What CATS Does	Why It's Important
✓ **Allows condition input anywhere, anytime, by any permissioned user**	**Less loss** – Important conditions get captured regarless of time, geography, or chain of command
✓ **Assign actions by group and individual**	**Clarity** – limits confusion regarding "Who's on first?"
✓ **Offers 4 permission levels**	**Security** – you control who uses the system, how and when
✓ **Automatically notifies users of new conditions and actions**	**Convenience** – you are kept up-to-date and can easily locate information
✓ **Tracks status of assignments**	**Accountability** – quickly determine if actions are being completed in a timely manner **Insight** - be aware of pending circumstances and challenges
✓ **Provides real time reporting of all conditions and actions**	**Peace of Mind** – quickly access the status of critical issues through customized reports
✓ **Provides a web-based system not tied to MS products**	**Ubiquitous Access** – anytime, anywhere access versus assignments and action status locked in an individual's email, Excel spreadsheet, or Outlook task list
✓ **Offers a single online repository**	**Convenience** – condition lists and action tasks are all in one place
✓ **Allows supporting documents to be attached to the condtion or action**	**Effectiveness** – better management of supporting documentation for compliance, audits, performance reviews, etc.
✓ **Provides a complete system of records**	**Risk Mitigation** – tracking system provides a full audit trail while minimizing the recurrance of previous issues
✓ **Configure display and behaviors of the condition, customize field labels, establish milestones**	**Personal** – built-in flexibility allows you to make CATs your own: your brand, your colors, your unique jobs and terms, etc.
✓ **Facilitates knowledge sharing**	**Performance** – well-informed staff, using easy-to-access tracking tools, are more productive

Condition Tracking without CATS

CATS is available wherever you are via iPhone, iPad, email, or laptop – in real time.