





WHAT IS TOPCAT

TopCat is an all-in-one auditing system designed to automatically generate, collate and report on compliance information.

Audits can be undertaken directly on an Android Smart Device, Windows Mobile PDA, desktop PC, notebook or tablet computer. Unlimited audit types are allowed e.g. Cleaning, Infection Control, Waste Management, Health & Safety, etc. All these and more can be carried out on one TopCat system.

Audit checklists can be set up quickly and easily or be supplied by Purcell Radio Systems and imported into TopCat.

Audit questions (supplied against the relevant standard) may be edited by the user to suit local requirements.

Operational responsibilities are allocated to appropriate staff or departments.

TopCat is simple to use - Minimal training is required to operate.

A comprehensive suite of reports is included with TopCat.



WHO ARE PURCELL RADIO SYSTEMS

Purcell is an experienced partner to the facilities management industry, providing products that help maximise the efficient management of mobile work forces.

We are already a trusted partner for major UK clients in health and facilities management.

Established for more than 20 years, our existing clients range from large national and multinational companies, through to hospitals, local government and small businesses. You'll find that we are easy to work with and we can be relied upon to help you achieve your goals.

To Purcell Radio Systems you are more than just a number on a page.







KEY BENEFITS	•
Producing audits is automated - no paper required.	
Time taken to generate and carry out audits and to produce	
reports is dramatically reduced.	
Cost efficient, TopCat can be used for any number of audit categories.	
Ensures compliance with relevant standards or corporate	
requirements	
Responsibilities are allocated to appropriate staff/departments.	
Failed elements are highlighted for rectification.	
Accurate assessment of practices & systems - reports provide clear and concise results or trends.	
Problems can be identified to audit item level for rectification.	
A comprehensive suite of reports is available once audits are completed - these can be e-mailed or printed as required.	

All audit records are stored digitally and can be easily retrieved for quality assurance records or accreditation, etc.







b topcat in action compliance. auditing. reportina.





TopCat is capable of generating audits in several different way. Users can define a set of automatically generated audits, manually generate audits or when using an Android smart device carry out audits ad-hoc. These audits once generated are synchronised with the

device to be used by the auditing operatives.



The designated auditor runs TopCat on their device and navigates

through the campus tree to the various locations of the audits.



Auditors then proceed to the selected locations and then follow the simple on screen

check list to complete the audit,

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Significant	Rosemount	R1 Rosemount Hospital GARU	в	P05-GARU B	37. Servery
Significant	Rosemount	R1 Rosemount Hospital GARU	G	P05-GARU A	07. Kitchen
Significant	Rosemount	R1 Rosemount Hospital GARU			
Significant	Rosemount	B4 A.C.A.T.			
Significant	Rosemount	B4 A.C.A.T.	G	P05-A.C.A.T Unit	09. Staff Tea Room
Significant	Rosemount	R1 Rosemount Hospital GARU	G	P05-GARU A	19. Activity Area Kitchen

noting the failures and then using the pass reaming button to complete the audit. Specific issues are recorded for each failure so remedial action can be taken to correct problems.



Once the auditor has completed the audits the device is synchronised with the TopCat database. Once synchronised; rectification, compliance and data analysis reports can be run.





AUDIT DETAILS

TopCat audits are generated based on the following information loaded into the system.

Locations

Audit locations are defined by a series of identifying characteristics that build up an overall picture of the areas or items of interest to the auditor. These characteristics are then used to produce the TopCat campus tree to allow easy navigation to specific locations. Typical characteristics include, site and building names, floor numbers and room names, however these names are completely customisable.



Audit Questions

Audit questions describe the expected state of an audit item. They consist of a series of checks that the auditor then marks with a pass or fail with regards to the state of the locations / item.

Typical questions could be as follows, "Curtains and blinds should be visibly clean with no blood or body substances, dust, dirt, debris, stains and spillages visibly present." Each audit question is attached to an audit location.

Risk Levels

Risk Levels define the pass rates and frequency of audits. For instance a "High Risks" area would require more passes ie. higher pass rates, and be audited more frequently. Risk levels are attached to each location and it is these that TopCat uses to determine if an audit has passed.

Audit Categories

Audit categories allow auditors to run multiple audit types across an entire campus. For instance cleaning, infection control, estates management, catering, chemical safety, hotel management etc.





<	Cleaning NHS 2004.	F	ILTER
	SITE BUIL FL R R B	P05-GARU B	
RO	МС		
9	01. Public Foyer		
9	02. Interview Room		
9	03. Resource Room		
9	04. Beds 1-2		
9	05. Gas Storeroom		
9	06. Patient Laundry		
9	07. Beds 3-4		
9	08. Ensuite 1-2 & 3-4		
9	09. Bed 5		
9	10. Registrar Office		

(08. Ensuite 1-2 & 3-4			
	ning NHS 2004. 71 %		Signif	icant \$
BU	ILDING - EXTERNAL & INTERNAL	FEA	TURES	
13	Entrance / Exit	NA	×	~
14	Stairs (internal and external)	NA	×	~
15	External areas	NA	×	\checkmark
BU	ILDING - FIXED ASSETS			
16	Switches, sockets and data points	NA	×	\checkmark
17	Walls	NA	×	~
18	Ceiling	NA	×	~
19	All doors	NA	×	\checkmark
20	All glazing, including partitions	NA	\times	\checkmark

/	Comments	Ph
Debris, Col	oweb	× 🍨
Blood or b	ody substance	
Cobweb		
Debris		
Dirt		
Door jamb	unclean	
Dust		
Frame und	lean	
Spillage		
Stain		





CARRYING OUT AN AUDIT ON A PDA

After the audits have been synchronised onto the device the auditor is initially presented with a screen showing a campus tree.

The Auditor then navigates through the campus tree, selecting the site, building, floor and room of interest.

Once the location has been selected the specific audit is then selected. There can be more that one type of audit carried out in a given location, thus a single auditor could be used to capture data across a variety of fields/categories.

The display will now show either the audit questions or the audit items for the selected location. Questions and item displays are toggled using the audit menu. The auditor selects his or her name from the list of auditors.

Auditors will now work their way through each audit question noting any failure to comply and adding a note detailing the issue. These are used later to ensure that remedial action is taken to correct the deficiencies.

Once any failures are noted in a given location the "pass remaining" button is selected and all other audit items are marked as passed.

A running pass rate is displayed on screen, as each item is passed or failed the score is displayed alongside the pass rate for that risk level.



Compliance. auditing. reporting.

QUERIES AND REPORTS

TopCat comes complete with a comprehensive reporting suite that allows auditors to report on entire campus performance right down to the performance of an individual location.

Auditors select from a basic list of report types and then using the extensive filtering options focus down on the areas of interest.

Audits can be exported into a wide variety of formats including Excel, pdf and csv files.









REPORTS: GRID REPORT

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REPORTS: AUDIT SUMMARY & FAILED AUDIT QUESTIONS







REPORTS: AVERAGE AUDIT SCORES

Cleaning Cleaning - B	1 ing 0.4a - Lovi 2) (Part Reut -	-						
Striking ind									
A2.040c - Li	ift Lobby								
Audit #:	5,748				Audit Type:	Technical		Result:	F
Risk Level:	High				Due on:	26 Jul 2006		Score:	66
Audited by:	Marianne Fran	nklin			Completed on:	28 Jul 2006	10:48	Pass Rate:	75
 1 - Overal 									
🖌 100 - Wal	l, Floor, Ceiling Finis	hes							
	s (Internal and exter	nal)		Dirty					
🗴 17 - Walls					ulidup inside vent				
× 18 - Ceilin				Smea	r				
🖌 19 - All da									
-	azing, including part								
	itary Fotures & Plun		& Gas Service						
	lation grilles extract	and inlets							
🖌 25 - Floor									
× 26 - Floor				Stain,	Dirty				
🖌 29 - Electi									
	ce Heating, Ventilati on Cooling	lon, Fire Prob	ection, Air Con. &						
🗴 31 - Low :	surfaces			Low D	usting required, Low Du	sting required			
🗴 32 - High				Dirty					
 400 - Win Screens 	dows, Int/Ext - Doo	rs. Internal W							
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REPORTS: DEPARTMENTAL AUDIT RESULTS



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Have difficulty in believing you will ever overcome the mountain of paperwork associated with audits?

Seem to spend forever entering collected audit data into systems and then even more time trying to produce effective reports?

Looking for an effective audit system that will save you valuable time and resources?

the solution:



What people have said about TopCat

"The introduction of TopCat has revolutionised our auditing process. No more spreadsheets or double entry and fantastic reports that can be used for both continuous improvement and highlighting areas of concern, both with teams on the ground and at Director level. Thank you Purcell!"

Kate Jackson Contract Compliance Officer Reading University "TopCat is impressive in its ability to swiftly identify areas of low compliance, enabling swift action. Its design and implementation are to be commended."

ACHS Accreditation 2006 -Townsville Hospital

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