



ISO Office (Pty) Ltd  
**COMPANY PROFILE**

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Compliance  
Simplified

Cost Effective



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## ABOUT US

ISO-Office (Pty) Ltd was established in 2017 following the identification of simplified SHEQ management software in the global market. There is no lack in the availability of management software however, the lack of user-friendly simplified management systems is absent from the market.

Everything we do is for you, from the simplistic input to the comprehensive dashboard for Management comfort. ISO-Office was developed to assist Global and Local clients in complying with the main elements of any ISO Standard or SHEQ Management System.

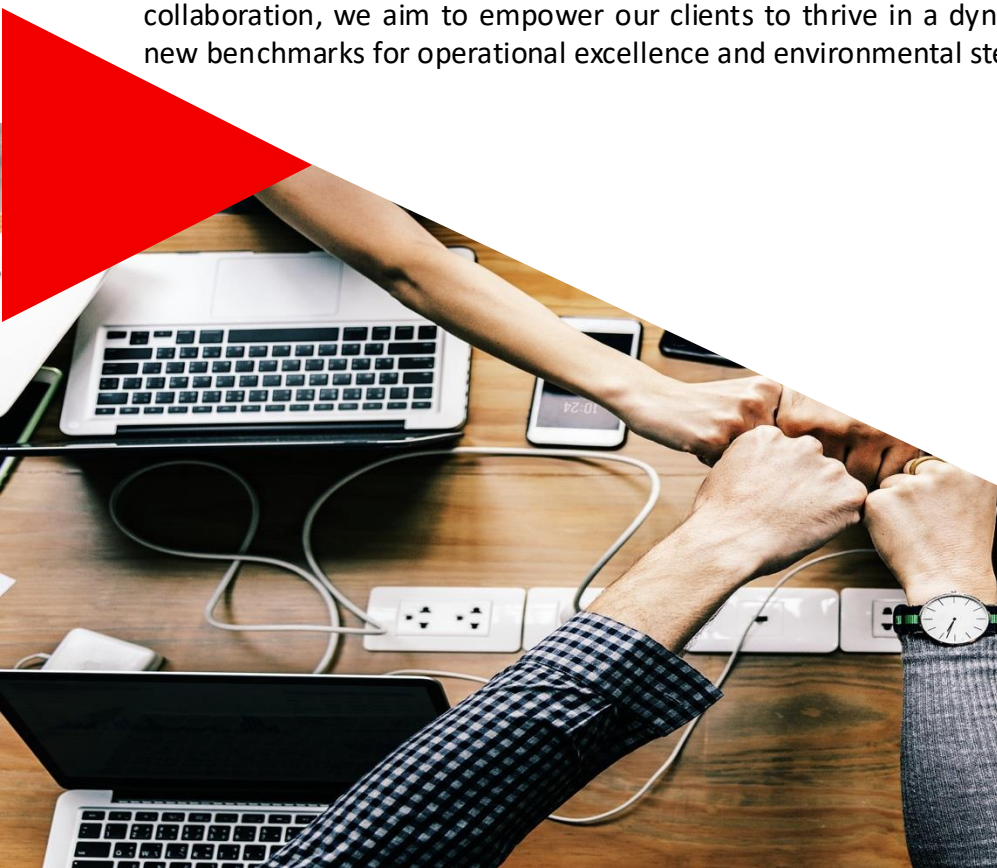
At ISO-Office we believe in proactive management with software that will atomize systematic processes within the system. The objective of our software “ISOMS” is to simplify the processes within the organization to a level of understanding for all levels of employees. Our systems are simple to utilize and adopt in any organization.

## MISSION

At ISO-Office, our mission is to empower organizations worldwide to achieve excellence in their operations through innovative ISO/SHEQ management solutions. We are dedicated to simplifying the complexities of ISO compliance, fostering continuous improvement, and enhancing overall business performance. Our commitment is to provide user-friendly, customizable, and cost-effective software that enables our clients to streamline their ISO management processes, reduce risks, and drive sustainable success.

## VISION

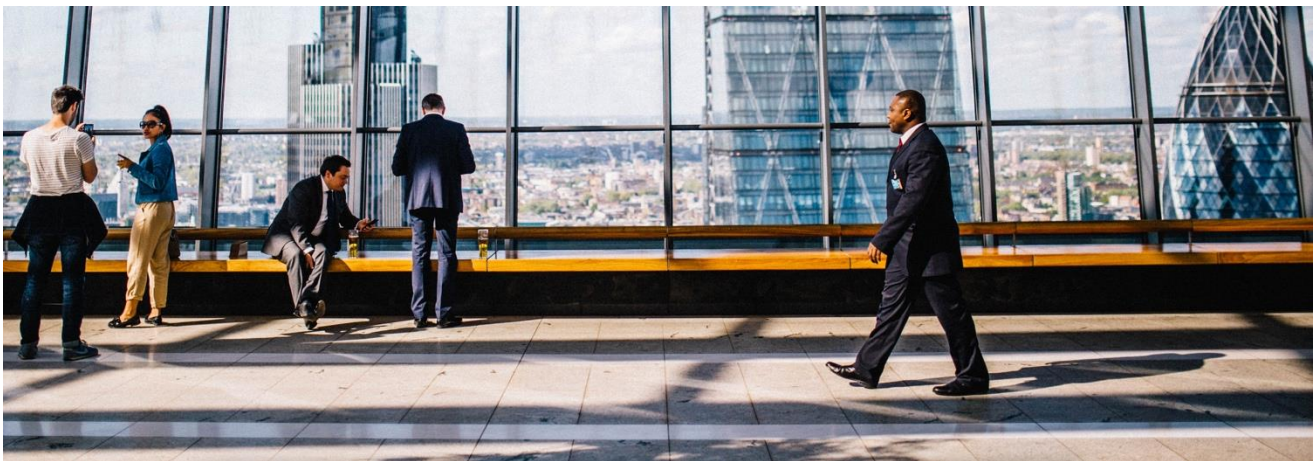
Our vision at ISOMS is to be the global leader in ISO management software, recognized for our unwavering commitment to excellence, customer-centric approach, and cutting-edge technology. We aspire to create a world where ISO compliance is effortless, where organizations of all sizes and industries can seamlessly integrate ISO standards into their operations, and where quality, sustainability, and efficiency are at the core of every business. Through continuous innovation and collaboration, we aim to empower our clients to thrive in a dynamic, ever-changing world, setting new benchmarks for operational excellence and environmental stewardship.





# MEET THE TEAM

At ISO-Office, we take immense pride in introducing our exceptional team of dedicated professionals who drive our company's mission forward. Our diverse and talented group comprises individuals with a wealth of experience and expertise in various facets of software development, from coding wizards to implementation experts. Together, we're a harmonious blend of innovation and practicality, working tirelessly to craft cutting-edge solutions that empower businesses and simplify complex processes.



**Yolande Venter**  
*Managing Director*

16 years of experience in Management Systems within various industries e.g. Mining, tourism, manufacturing, certification body etc.



**Pierre Venter**  
*Development Director*

21 years of experience in ISO Management Systems within various industries e.g. Mining, Engineering, Manufacturing, Consulting etc.

## Our Team

- ✓ Lead Developer - Iwan Pieterse, 11Y Software Development
- ✓ Training and Customer Manager - Janene Goosen, 6Y ISO Management Systems
- ✓ International Sales and Marketing Manager (Canada, AUS, US) - Alex Joubert 9Y Marketing
- ✓ National Sales and Marketing Manager (Sub Sahara Africa) - Benjamin Venter 4Y Marketing



## OUR PROCESS

At ISO-Office, we are committed to helping organizations achieve excellence in ISO management by providing cutting-edge software solutions. Our process is designed to streamline ISO compliance, enhance operational efficiency, and empower your team to take control of your management systems. On this page, we will walk you through our meticulous and client-centric process, demonstrating how we can be your trusted partner on the journey to managing your systems more effectively.

### Initial Presentation:

The first step in our process begins with a one-on-one presentation (Remote or on-site). We believe that every organization is unique, and understanding your specific needs and challenges is paramount. During this phase, our experts will engage with your team to gather essential information about your business, industry, existing ISO standards, and any pain points you may be experiencing.

### Implementation:

The implementation phase is where the magic happens. Our dedicated team will work closely with your organization to integrate ISOMS seamlessly into your existing operations and design the system backbone. We provide comprehensive training and support to ensure a smooth transition and empower your team to harness the full potential of our software.

### Data Migration and Integration:

To minimize disruptions, we assist with the migration of existing data into our system. Our integration capabilities are designed to enhance data consistency and reduce duplication efforts.

### Ongoing Support and Updates:

ISO-Office offers ongoing support and regular software updates to keep your management systems up-to-date and compliant. Our dedicated support team is available to address any questions or concerns that may arise. Our support team is available to manage any concerns recorded within our platform.

# ACHIEVEMENTS

At ISO-Office, our relentless pursuit of excellence has fuelled our journey towards becoming a leading software company in the industry.

*Our Flagship Product, ISOMS (ISO Management Software) has garnered widespread recognition for its versatility and user-friendliness. It has helped countless organizations streamline their operations, enhancing their productivity and efficiency.*

*Our software solutions have been adopted by businesses and organizations across the globe. We have successfully catered to clients from diverse industries, contributing to our reputation as a globally trusted software provider.*



ISO-Office boasts an exceptional track record of customer satisfaction, with consistently high ratings and reviews on trusted platforms. This reflects our dedication to providing outstanding customer service and continually improving our software.

*ISOMS, the Benchmark in Simplicity*

# OUR SERVICES

At ISO-Office, we understand that managing ISO compliance and certifications can be a challenging and time-consuming endeavour for organizations of all sizes. That's why we've developed a cutting-edge Software as a Service (SaaS) platform specifically tailored to simplify and streamline ISO management for businesses like yours.

ISO-Office offers a comprehensive suite of services designed to meet all your ISO management needs. Whether you're pursuing ISO 9001, ISO 14001, ISO 27001, or any other ISO certification, our platform has you covered:



## Document Manager

Electronic document master list (Register) populated by one click, including live links to documents within ISOMS (Could be sent to your clients for audit purposes),

- Automated document numbering conventions, (Not compulsory)
- Link to "One Drive, Google Drive and SharePoint documents for easy management.
- Real-time notifications on document revisions as well as uploads of new documents,
- Online approval of new documents and revisions,
- Uploads of completed/working documents back to the system for audit traceability,
- Employee acknowledgement of revisions and new documents via email, (Communication proof),
- QR Codes for easy Reference.,
- Contractor file, Manages Project files with due dates,
- Manage any document with an expiry date, Load test certificates, Vehicle licensing, BEE certificates, Tax Clearance, Training certificates, and Medical Exam expiry.



## Action Manager

One platform catering for , NCR's, Incidents, Near Miss's, VFL Observations, Actions deriving from Management Reviews, Credit notes, General Observations, Internal Audit, External Audit. Etc,

- Maintain process control of incident, Accidents, Non-conformance records including all proof of uploads,
- Reduce risk through intelligent trends and patterns detection, filter per department, site, Responsible HOD,
- Real time notification of actions recorded via email and push notifications,
- Instant PDF reports,
- HOD Allocation with automated due date prompts, based on risk,
- Close out proof per Action, can be PDF, Excel, Word, Video, Voice note.
- Identifying leading indicators from all agencies like, Oil spills, Property Damage, Manual handling, Falling from heights, pollution, Slip trip and fall,
- Simplistic yet effective system data inputs via Mobile device.
- 5-Why and Fish Investigation (RCAT in development)



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## Objective Manager

Establish objectives against pre-set criteria e.g., Improve Legal Compliance, Promoting Risk based Thinking, Enhancing Health and Safety

- Define action plans to meet these objectives and allocate responsible head of departments,
- Define the resources required within ISOMS,
- Real time email notifications on program actions to the respective head of department as well as execute,
- Program progress reports generated with one click,
- Real time objective and programs progress dashboard.
- Manage KPI's on respective levels, including project management, production, task specific and Job Specific (Personal KPI).
- Continuous monitoring for emissions, Water, electricity usage.



## Risk Manager

Welcome to our comprehensive online Risk Management module, where you'll learn to effectively identify critical controls and manage all top risks to safeguard your organization's operations and achieve sustainable success.

- Interactive dashboards, identifying all leading indicators (Top Risks per area, depart, operation, process & owner)
- Utilizing a 5x5 Risk Matrix's,
- Capture assessments on one platform (Base Line & Issue Based)
- Combined platform for strategic (QMS), OH&S Hazard's and Risks, Environmental impacts & aspect's,
- Automated residual risk mapping based on control measures effectiveness. (Hierarchy of Controls) (thresholds setup)

# DIRECTOR'S STATEMENT

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Taking our company further  
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“Building our bridge towards success”



In conclusion, the future of ISO-Office is bright and promising. We are excited to embark on this journey of growth and evolution, and we are confident that our unwavering commitment to our values and principles will guide us to new heights. We are grateful for your continued support and partnership, and we look forward to sharing in the success and achievements that lie ahead.

Innovation is the cornerstone of our company's DNA. We recognize the ever-evolving nature of the technology landscape, and we are dedicated to staying at the forefront of this change. We will continue to invest in research and development, fostering a culture of creativity and continuous learning within our team. Our aim is to not only meet but exceed the expectations of our clients by delivering innovative software solutions that solve complex problems and drive efficiency.

Our team is our greatest asset. We will continue to invest in the professional development and well-being of our employees, nurturing their skills and talents. By fostering a diverse and inclusive workplace, we aim to attract the best talent and ensure that our company remains a hub for innovation and creativity.

A handwritten signature in black ink, appearing to read 'Yolande Venter', is positioned above the printed name.

**Yolande Venter (Director)**

"ISO-Office: Where  
Precision Meets  
Innovation, and  
Excellence is Our  
Standard."





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- COMPLIANCE SIMPLIFIED -