

Contract Management

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Notice Management

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Audit Management

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Concession Contract

- Contract Parts
- Contract Chapters
- Contract Clauses



Cape is a comprehensive contract, audit, policy and procedure management tool, which caters for your organization's Contract Compliance needs.

Contract management is taken to a new level with hands-on editing, track changes, filtering and searching capabilities, including a complete Policy and Procedure publisher. Audit sheet templates are created from contract clauses, concession contracts, policies and procedures. Audits are compiled and completed with risk areas identified, where contingency plans can be identified for risks.

Contract management allows the user full and complete control to all clauses in the contract. Dynamic filtering provides instant feedback on any text within the contract. Contract sections are published and made available when completed. Real time response on contract queries puts the user in the driving seat.

Policies and Procedures can be imported or created on the fly. Applicable policies are linked where association with contract(s) are needed. Policy filtering allows for real time feedback on Policies and Procedures in your organization, guaranteeing that no Policy or Procedure will go un-noticed.

Audit Administration puts the auditor in control, audit template sheets can be compiled by filtering applicable contract clauses, policies and procedures. Audits are allocated to departments and or employees at scheduled intervals for completion.



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Policy

Type:

Department:

Title:

Chapters:

Key	Chapter Title
select	Purpose of this Procedure
select	Scope
select	Accountability
select	Policy Statement
select	Monitoring and Control
select	Roles and Responsibilities
select	Support / Expertise
1	

Chapter Core Procedures:

No	Core Procedure Item
3.1	It is the responsibility of all employees to comply with this Policy. Employees are responsible for reporting any violations of this Policy to their Manager, Security Manager, or the Director.
3.2	Throughout this Policy the term employee has been utilised for simplicity. Employee refers to any employee including; contractors; temporary staff; consultants; and people in a similar relationship with any business partners using our computer systems.
1	

[Business Rules](#)

Risk Management

- Financial Risks Register
- Operational Risks Register
- Risk Mitigation
- Risk Reports

Search Engine

- Contract Clauses
- Concession Contract
- Baseline Contract
- Policies and Procedures

System Management

- Access Control
- User management
- System Editor

Audit results are used to calculate the level of compliance of the audited area and to identify any risks associated with non compliance tasks. A compliance percentage is assigned to each audit sheet.

Contract clauses, Policies and procedures are risk assessed. Risks are linked to contract clauses, policies and procedures. Risks are categorized into two categories: Financial and Operational/Technical. The full Risk Management life cycle is implemented in the solution. Risk attributes include amongst others, a brief description, possible causes, impact, probability, owner, risk exposure/assessment value, multiple risk mitigation actions and a contingency plan.

Dynamic access control secures the application with full audit trails on user activity including edit, read and no-access restrictions on all objects. The architecture incorporates an N-tier development methodology to allow flexibility and seamless integration.

Cape is the answer to your organization's Contract Compliance needs.

