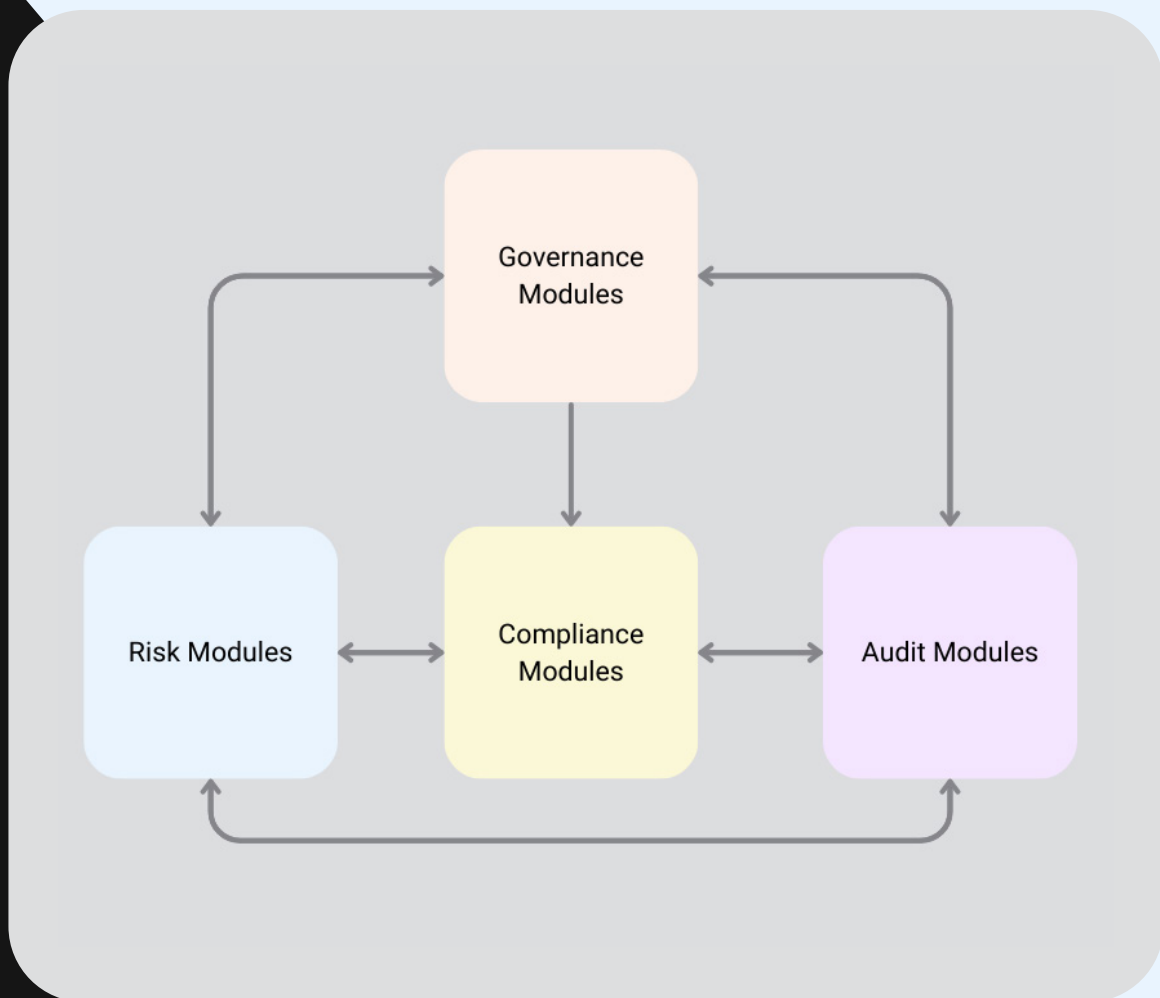


Module Catalogue



Symbiant

noun, plural sym·bi·ant [sim-bee-ant].

1. *Biology.* A mutually beneficial relationship and dependency of two dissimilar organisms.

2. *General.* A relationship between two entities in which each entity is dependent upon the other, such as computer hardware and computer software.

Why Symbiant?

There are countless reasons to use Symbiant. One for your GRC and Audit needs - we've listed a few of them below:

Our Software

Symbiant.One is a powerful, affordable software solution that simplifies and manages GRC (Governance, Risk, and Compliance) and Audit.

With over 23 years of continual development, we have meticulously crafted our solution based on client's specific needs and real-life requirements.

Symbiant.One has been designed to create a SSOT (Single Source of Truth), allowing information to be entered once and seamlessly shared across the organisation, removing information silos. A SSOT allows for smoother collaboration across departments and supports data accuracy.

The system's flexibility empowers organisations to build a solution that aligns and adapts seamlessly with their unique operational framework and demands. Symbiant.One uses a modular system with ready-made off-the-shelf modules to support GRC and Audit processes. Our solution allows users to construct a tailored solution that perfectly fits their requirements, now and when they change.

Set up is simple, with easy-to-embed pre-made modules and training available from our dedicated team.

With Symbiant.One, you can streamline your operations and ensure your organisation is always ahead of the curve.



Contents

Flexibility	6
Automation	7
Risk Modules	8
Risk Registers	9
Business Objectives	10
Controls and Policies	11
Risk Workshops	12
Incident Reporter	13
Questionnaires, Survey and Assessments	14
Key Risk Indicators (KRI)	15
BCP (Business Continuity Planning)	16
Risk Action Tracker	17
Audit Modules	18
Audit Universe	19
Audit Working Papers	20
Audit Action Tracker	21
Questionnaires, Survey and Assessment	22
Compliance Modules	23
Monitoring Action Tracker	24
Complaints	25
ISQM (International Standard on Quality Management)	26
DPIA (Data Protection Impact Assessments)	27
SHE (Security, Health and Safety, Environment)	28
Service Desk	29

Governance Modules	30
Document Management	31
Due Diligence	32
Business Objectives	33
BCP (Business Continuity Planning)	34
Controls and Policies	35
Action Tracker	36
Questionnaires, Survey and Assessments	37
Licensing Model	38
Customisation	40
About Symbiant	41

Flexibility

At Symbiant, we know that your organisation's GRC and Audit process can be complex and straightforward, frequently both and that you already have processes that work for you. Hence, we crafted Symbiant.One to be totally flexible, ensuring it fulfils all your requirements, regardless of their nature. Our software is designed to adapt to your processes, not vice versa. We prioritise your needs and tailor our solutions accordingly.

Our modular system allows you to mix and match any of our modules to build your ideal solution. Each module works independently and seamlessly together to provide a more extensive and holistic overview of issues and processes.

For example, the **Incident Reporter** Module allows you to link incidents to risks or create a new risk from incidents, which helps the Risk Manager to identify and analyse corresponding incidents from the **Risk Registers** Module. This can help the Risk Manager understand the potential impact and any increased occurrences that might need consideration.

Beyond the flexibility provided by a modular system, all our modules themselves are flexible and customisable. You have complete control over editing user data forms, permissions and roles, dashboard layouts, etc.

As your users will have different needs, Symbiant.One uses a granular permission methodology to assign them exact access to the necessary information. This allows you to create a simple solution for those who need it and a more expansive solution for others, such as management.

Symbiant.One provides each user complexity and simplicity they require, all within one flexible solution.



Automation

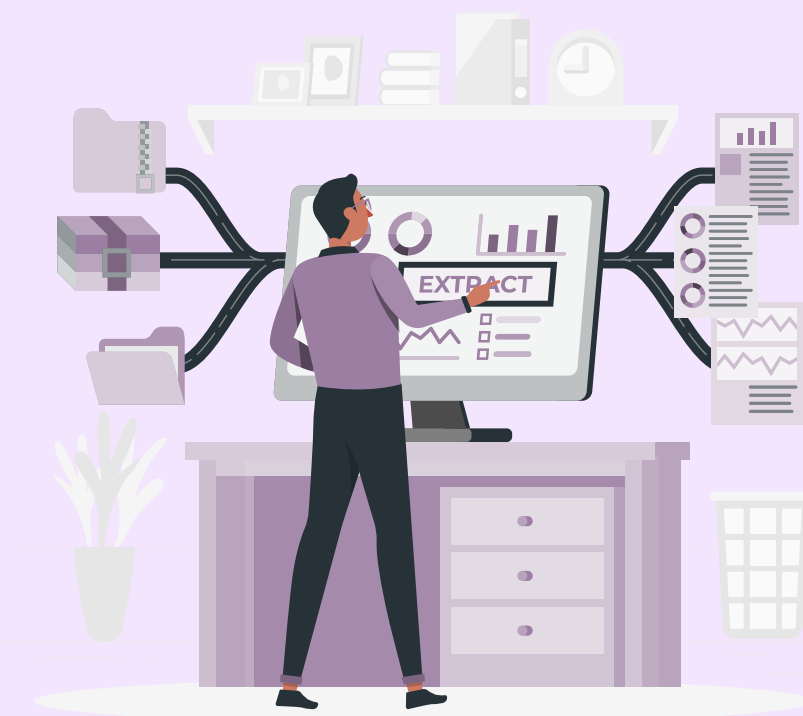
Symbiant. One can automate any task based on a rule, such as sending notifications, updates, reminders, reports, or automatically changing data when something happens.

If a deadline is approaching, automatic notification emails can remind people what they still need to do; the system automatically notifies management if deadlines are coming close or have elapsed. If a user adds or changes data, specified users, such as managers or risk owners, can be notified so they are aware of a new item or data change.

Notifications and triggers can also be based on thresholds changing, such as a risk score going beyond a certain level or if data matches specific criteria.

The system's automation means people are automatically kept in the loop and informed of new information or updates that they need to be aware of, saving you and your team many hours that could be used for more productive work.

Symbiant. One automates those tedious and time-consuming tasks and allows you to work on what matters.



Risk Modules



We offer several modules for risk management. These modules are designed to provide a comprehensive risk management framework to help your organisation embed a healthy and easy-to-manage risk culture.

Risk Registers – For managing and reporting on your organisation’s risks.

Business Objectives – Designed to support risk management based on ISO31000 standards.

Controls and Policies - Manage business-critical processes and mitigations and allow for more accessible ISO27001 certification.

Risk Workshops – For collaborating with teams to evaluate new or existing risks or projects.

Incident Reporter – For capturing hits and near misses and how they might relate to or affect risks and controls.

Questionnaires, Surveys and Assessments - For performing Risk Assessments, Control Assessments and KRI Assessments.

Key Risk Indicators (KRI) – To collect environmental data so risk owners can see emerging threats.

BCP (Business Continuity Planning) - Allows identifying and managing resources critical to a business.

Risk Action Tracker- Allows identifying and managing resources critical to a business.

Risk Registers

The Risk Registers Module allows you to manage and report your organisation's risks in a visual and dynamic way. The Risk Registers allows a comprehensive overview of your organisation's risks and their potential impacts. Integrating other modules can further enhance the register's ability to provide a nuanced and holistic perspective in assessing risks and their potential impact.



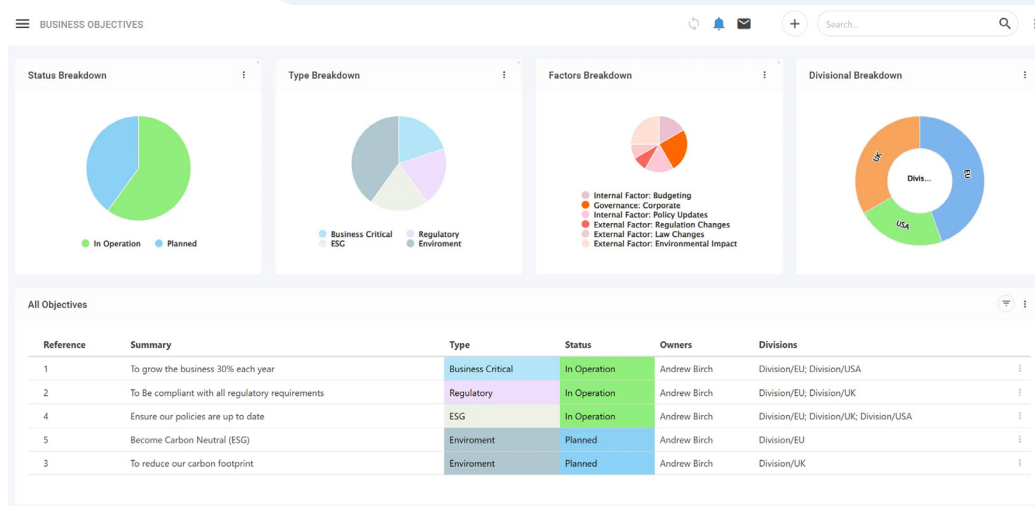
Key Features

- Multiple risk scoring methods.
- Dynamic residual scoring.
- Risk flows.
- Risk score aggregation.
- Multiple grouping and segregation methods for risks to be viewed and reported on.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

The Risk Registers Module has been designed to work as a focal point with most other modules.

Business Objectives



The Business Objectives Module is designed to support you in completing risk management based on ISO31000 standards. The module links closely with the Risk Registers Module to link your business objectives with identified risks; you can also stipulate the risk appetite, defining the acceptable level of risk. Should the associated risk exceed the specified risk appetite, automated notifications are dispatched to the respective objective owners, ensuring prompt awareness and action.

Key Features

- Identify and track business objectives.
- Link to risks in your organisation.
- Define appetites for objectives, ensuring linked risks comply.
- Allow objective owners oversight of information and manage and realise business objectives.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)
- [Incident Reporter](#)
- [Questionnaires, Surveys and Assessments](#)
- [Document Management](#)

Controls and Policies

The Controls and Policies Module facilitates individual users and teams working together to address and manage risks effectively. It streamlines compliance with ISO27001 standards and simplifies the creation of the Statement of Applicability with a single click, aiding in meeting certification requirements efficiently.

Key Features

- ISO27001 ready – one-click Statement of Applicability.
- Grouping mechanisms.
- Active and key controls.
- Easy RCSA (Risk Control Self-Assessment)
- Create reviews and remedial action plans that can be tracked to completion.
- Dynamically adjusts risk scores.
- Easily import data from spreadsheets.

Key Linking Modules

- [Risk Registers](#)
- [Risk Workshops](#)
- [Incident Reporter](#)
- [Questionnaires, Surveys and Assessments](#)

Reference	Active / Not Active	Key
C51	Active	Yes
Divisions Division/UK/Head Office		
Owners Steve Crow		
Cost	Review Date	Expiry Date
GBP 6000.00	29th February 2024	31st March 2024

ISO27001

Annex

Risk Workshops

Stage End Date
6th December 2023

The screenshot displays a web interface for risk management. At the top, it shows the 'Stage End Date' as '6th December 2023'. Below this is a 'Risk' section with a table containing one entry:

Reference	Summary	Votes
u41	Servers power down	2

Below the table is a 'Risk Scores' section. It features a yellow header for 'Inherent' risks. Underneath, there are three main components: 'Impact' (set to 'Catastrophic'), 'Likelihood' (set to 'Possible'), and 'Score' (displayed as '15.0' in a red box). A 'Score Rationale' section is partially visible at the bottom.

The Risk Workshops Module is a virtual meeting space facilitating staff participation in risk management processes. This module is designed to engage non-risk personnel in the risk management process so participants can identify, discuss, score, suggest and vote on treatment plans. Workshop managers can create action plans to develop new mitigation controls.

Additionally, it aids in adhering to compliance standards such as ISO31000 and ISO27001, ensuring that risk management procedures align with established industry guidelines and regulations.

Key Features

- Virtual meeting space.
- Multistage approach (Identifying, Measuring, Treating and Monitoring Risks).
- Treatment plan creation and track actions to completion.
- Automated notifications are sent for stage changes and stage starting/ending.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)

Incident Reporter

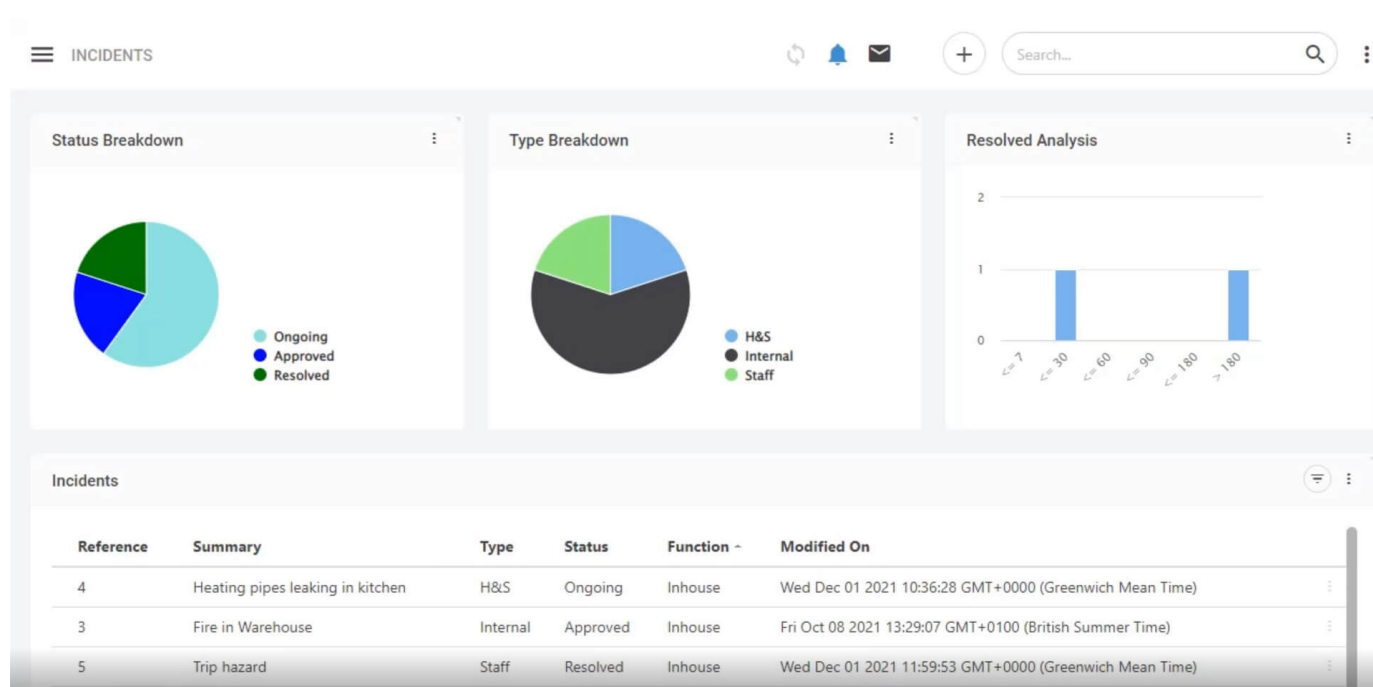
The Incident Reporting Module provides a streamlined process for reporting business-related incidents, serving as a central repository for incident documentation. It offers users simplified or intricate reporting forms tailored to their roles or divisions.

Key Features

- Dynamic reporting.
- Delegate responsibilities based on user roles or divisions.
- Link to existing risks or create new ones.
- Link to controls or create new ones.
- Create reviews and remedial action plans that can be tracked to completion.
- Helps to identify emerging threats.
- Easily import data from spreadsheets.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)
- [Risk Action Tracker](#)
- [Audit Working Papers](#)



Questionnaires, Surveys and Assessments

The Questionnaires, Surveys and Assessments Module offers dynamic and flexible assessments that can adapt based on user responses, dynamically generating or altering questions to gather additional evidence. It allows for incorporating complex rules, adjusting question behaviour based on current responses, and enhancing the depth of information collected. Users can issue questionnaires manually or schedule them for specific times, improving control over the assessment process.

Key Features

- Response history.
- Custom assessments.
- Complex rules.
- Multiple response types.
- Dynamic questions.

Key Linking Modules

- Risk Registers
- Business Objectives
- Controls and Policies
- Audit Working Papers

The screenshot shows a questionnaire titled "Risk Compliance" with two questions. Each question has a "Yes/No/NA" label and three radio button options: "N/A", "No", and "Yes".

Risk Compliance

Have you updated all risks inside the Compliance Section?

Yes/No/NA

N/A

No

Yes

Have you updated all actions inside the Compliance Section?

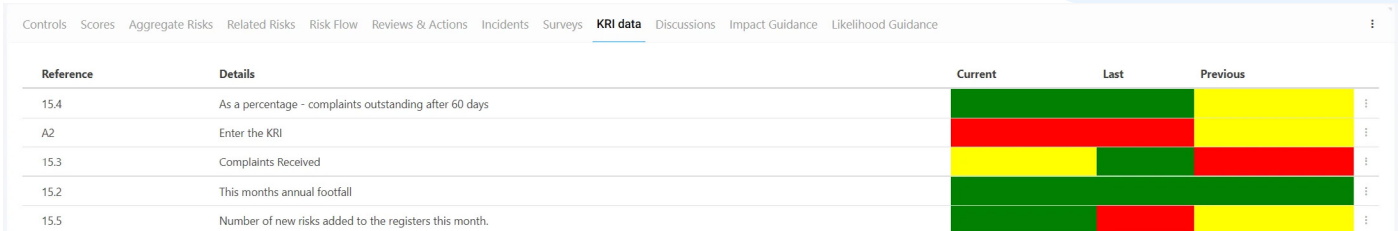
Yes/No/NA

N/A

No

Yes

Key Risk Indicators (KRI)



Reference	Details	Current	Last	Previous
15.4	As a percentage - complaints outstanding after 60 days	Green	Green	Yellow
A2	Enter the KRI	Red	Red	Yellow
15.3	Complaints Received	Yellow	Green	Red
15.2	This months annual footfall	Green	Green	Green
15.5	Number of new risks added to the registers this month.	Green	Red	Yellow

The Key Risk Indicators (KRI) Module is a complementary addition to the Questionnaires, Surveys and Assessment Module. It includes indicator-type questions that can be used to gather data for KRIs. Key Risk/Performance Indicators are an early warning system to record environmental factors that may affect risks; individual RI's can aggregate to an overall KRI.

Key Features

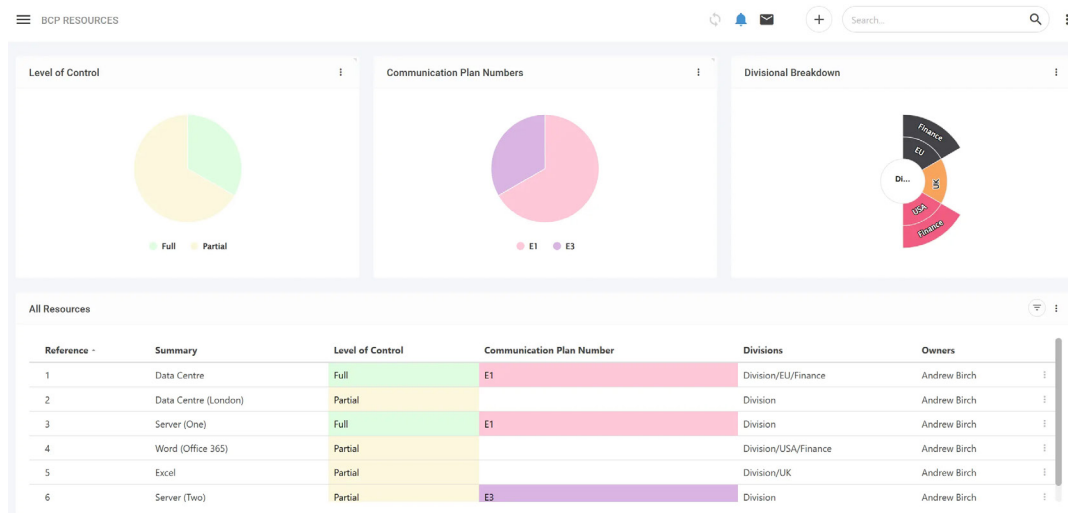
- Reduce workload.
- Early-warning indicators.
- Simple monitoring.
- Set risk category appetites.
- Filter potential issues with a click.
- One question can be linked to many risks.

Key Linking Modules

- [Risk Registers](#)

BCP (Business Continuity Planning)

Business Continuity Planning (BCP) Module allows identifying and managing resources critical to a business that, if disrupted, could severely impact its operations. These resources encompass vital components or services essential for the company's functionality.



Key Features

- Action plans for mitigating related risks.
- Incident reports in the event of a resource failure.
- See which resources are impacted and manage action plans.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)
- [Risk Action Tracker](#)

Risk Action Tracker

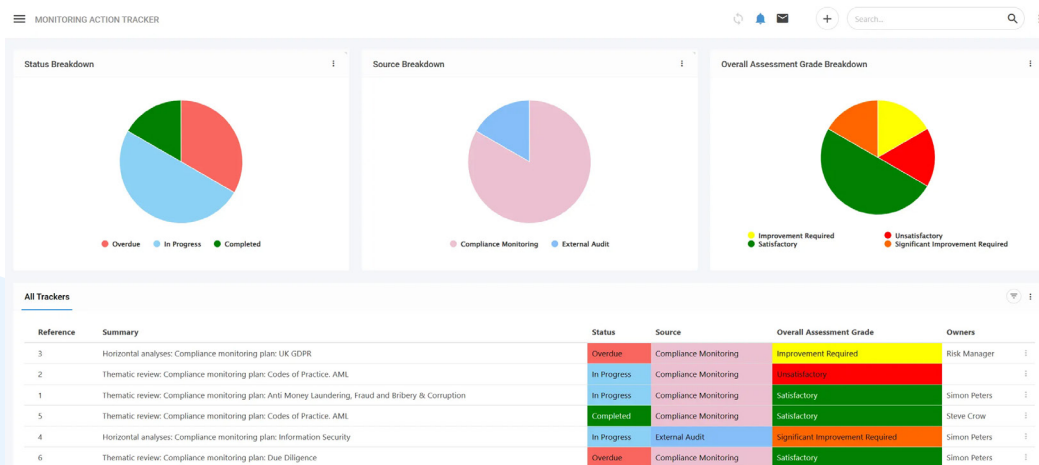
The Risk Action Tracker Module allows the comprehensive tracking of any actions taken on the site regarding your organisation's risk management. The module will enable you to track due dates and updates and monitor compliance for actions with notification emails that remind users of actions they need to complete or be aware of.

Key Features

- Attach relevant risk issues/incidents.
- Give ownership of actions with an action by date.
- Tamperproof design.
- Automated reminder notifications for assignments, becoming due and overdue actions.
- Management oversight.
- Greatly improves action clean-up rate.

Key Linking Modules

- Risk Registers
- Controls and Policies
- Risk Workshops
- Incident Reporter
- Questionnaires, Surveys and Assessments
- BCP (Business Continuity Planning)



Audit Modules

We offer several audit-focused modules designed to support internal and external auditors to be more efficient and effective.

Audit Universe - A repository for all your audit assets and entities.

Audit Working Papers – Allows auditors to plan and execute audits.

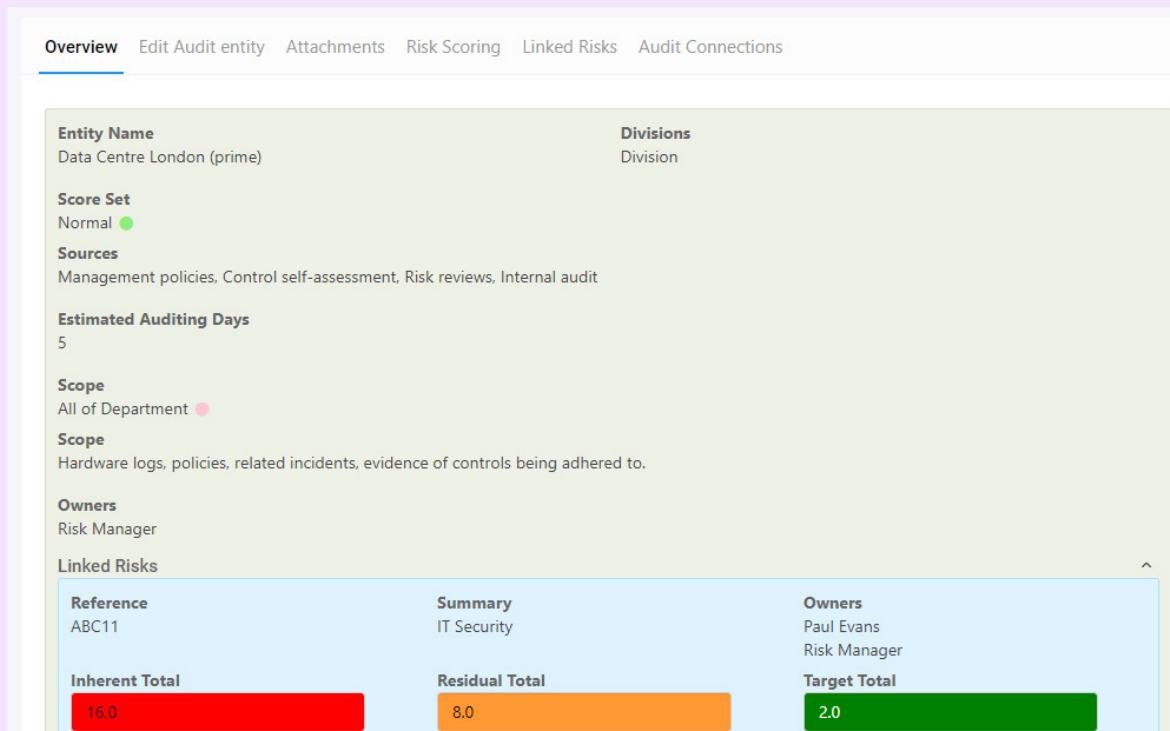
Audit Action Tracker – Gives ownership and tracking of remedial action plans arising from internal and external Audits.

Questionnaires, Surveys and Assessments – Create custom assessment questionnaires and audit tests.



Audit Universe

The Audit Universe Module is a repository for all your assets and entities that you need to audit. This module allows you to prioritise and manage what needs to be audited by, at a glance, seeing information such as estimated auditing days, the scope, the result of previous audits, etc. The module also allows you to link risks to your audits so you can see if any risk-related assets or entities need to be audited.



Key Features

- Central repository for audit assets/entities.
- Prioritise what needs to be audited.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- [Audit Action Tracker](#)
- [Audit Working Papers](#)
- [Questionnaires, Surveys and Assessments](#)
- [Risk Registers](#)

Audit Working Papers

The Audit Working Paper Module is an electronic folder containing all the information relating to an audit, such as details of what was audited, who will be doing the work and when, results of tests and any related documentation, and information about associated risks, controls and incidents. Everything stored in the working paper folder can be output into a report with a single mouse click.

The screenshot shows a navigation menu at the top with the following items: Overview (selected), Edit Working Paper, Audit Planner, Attachments, Time Sheets, Assessments, Linked Audit Issues, and Linked Connections. Below the menu is a summary card for an audit with the following details:

Reference	Start Date	End Date	External	Overdue
5	1st July 2021	6th July 2021	Internal	Not Overdue

Name
Data Centre USA 2021

Stage
Reporting ●

Rating
Pass ●

Audit Firms
Internal ●

Lead Auditor
Simon Peters

Assistant Auditors
Risk Manager
Mark Long

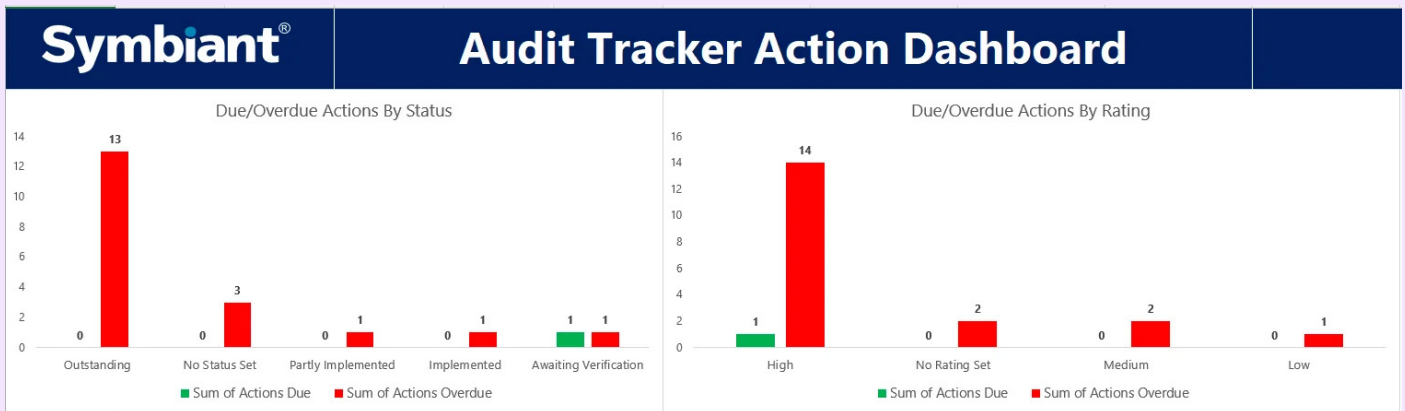
Key Features

- All audit information is stored in one place.
- One-click audit reports from audit papers.
- Planner and timesheets.
- Links to Risks, Controls and Policies and Incidents.

Key Linking Modules

- [Risk Modules](#)
- [Controls and Policies](#)
- [Audit Universe](#)
- [Audit Action Tracker](#)
- [Questionnaires, Surveys and Assessments](#)

Audit Action Tracker



The Audit Action Tracker Module successfully improves the successful implementation of actions.

The Audit Action Tracker Module will enable you to track due dates and updates and monitor compliance for actions with notification emails that remind users of actions they need to complete or be aware of.

Key Features

Key Linking Modules

- Automatic notifications - make you aware of what needs to be done, issues and due dates.
- Reports on sticking points and bottlenecks.
- Raises awareness of users' actions.
- Easy reporting to the audit committee.
- Give direct ownership of actions.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

- [Audit Working Papers](#)

Questionnaires, Surveys and Assessments

The Questionnaires, Surveys and Assessments Module offers dynamic and flexible audit tests and assessments for auditors.

Audit tests and assessments can adapt based on user responses, dynamically generating or altering questions to gather additional evidence. It allows for incorporating complex rules, adjusting question behaviour based on current responses, and enhancing the depth of information collected. Users can issue questionnaires manually or schedule them for specific times, improving control over the assessment process.

Key Features

- Response history.
- Custom assessments.
- Complex rules – allow the questionnaire to adapt to user responses.
- General assessments and audit tests.

Key Linking Modules

- [Audit Universe](#)
- [Audit Working Papers](#)
- [Audit Action Tracker](#)

The screenshot displays a survey interface with the following elements:

- Navigation:** Overview, Edit Survey, Questions and Responses (active).
- Section 1: Current Rating**
 - Question: **What is our current Sustainability rating**
 - Instruction: *Select an option*
 - Options: Bronze, Gold, None, Platinum, Silver
- Section 2: Emissions**
 - Question: **Have we reduced our CO2 emissions from the previous year?**
 - Instruction: *Why not?*
 - Text input: We missed the opportunities
 - Options: **Yes or No** **Major Fail**
 No, Yes
- Section 3: ESG Policy**
 - Question: **What percentage of our suppliers have provided us with their ESG policy?**
 - Instruction: *Please enter as a percentage* **Major Fail**
 - Text input: 37

Compliance Modules

Our Compliance Modules have been created to simplify the management of compliance-related activities.

Monitoring Action Tracker – For tracking and monitoring all compliance and regulatory actions and tasks.

Complaints – For tracking and assessing company complaints.

ISQM (International Standard on Quality Management) - Designed to assist businesses in effectively meeting the ISQM requirements.

DPIA (Data Protection Impact Assessments) - A questionnaire to support the evaluation of data privacy and security against assets or contractors.

SHE (Security, Health and Safety, Environment) - Provides a dedicated space to log and monitor SHE-related incidents.

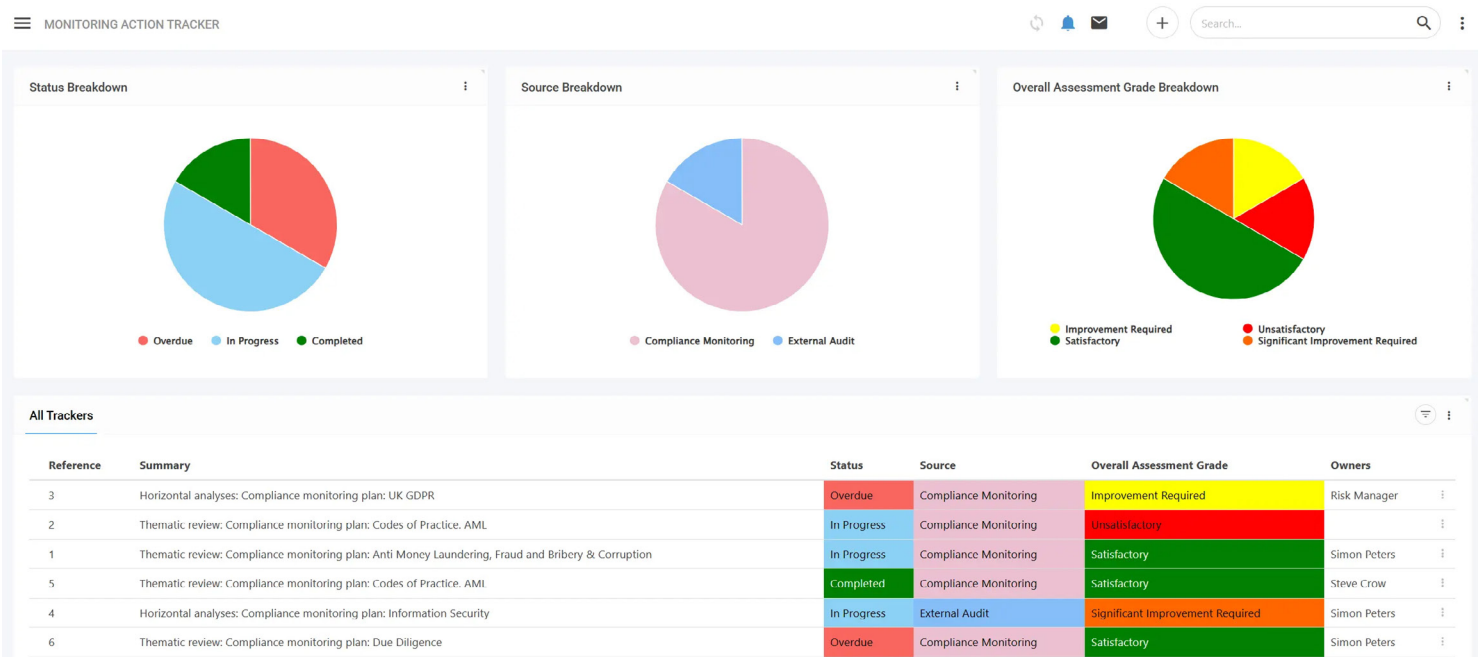
Service Desk – For seamless logging and tracking of business support tickets.



Monitoring Action Tracker

The Monitoring Action Tracker Module is designed to manage issues and remedial actions that have arisen from compliance, management and/or regulatory audits.

This solution makes it easy to find information and reports, assign ownership of findings & create your own approval or escalation procedures.



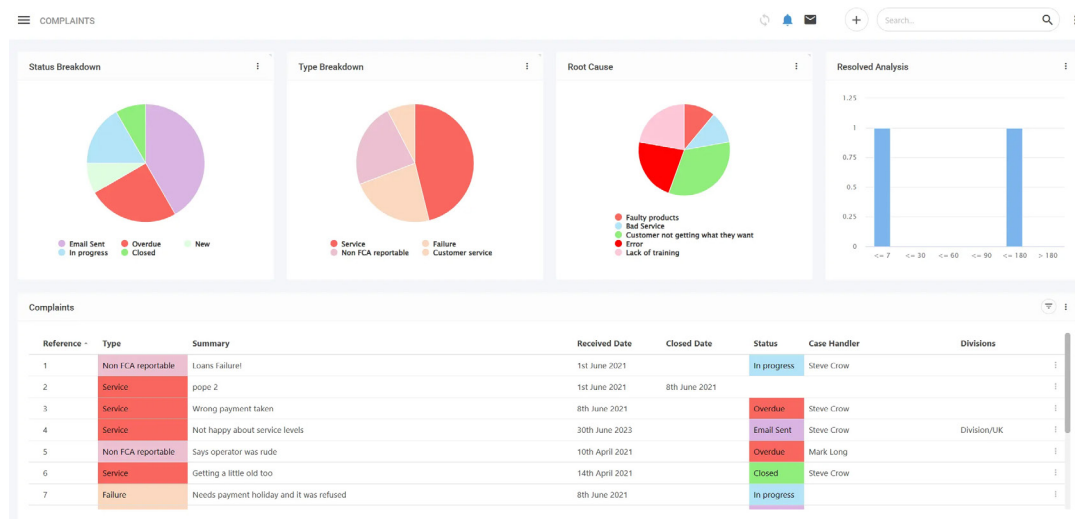
Key Features

- Track and monitor compliance actions and issues.
- Delegate actions and tasks.
- Tamperproof design.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Complaints

The Complaints Module provides a streamlined process for logging complaints and managing the complaint cycle so you don't miss deadlines and complaints are handled and resolved within policy timeframes.

In addition to managing complaints, this module also offers a section for conducting reviews and taking necessary actions to prevent recurring issues. It allows for attaching relevant documents and evidence, creating a comprehensive and well-documented record of the complaint-handling process.



Key Features

- Logging and managing complaints based on type
- Conduct reviews to prevent reoccurring issues.
- Ability to attach relevant documents.
- Set up automatic progress emails.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

ISQM (International Standard on Quality Management)

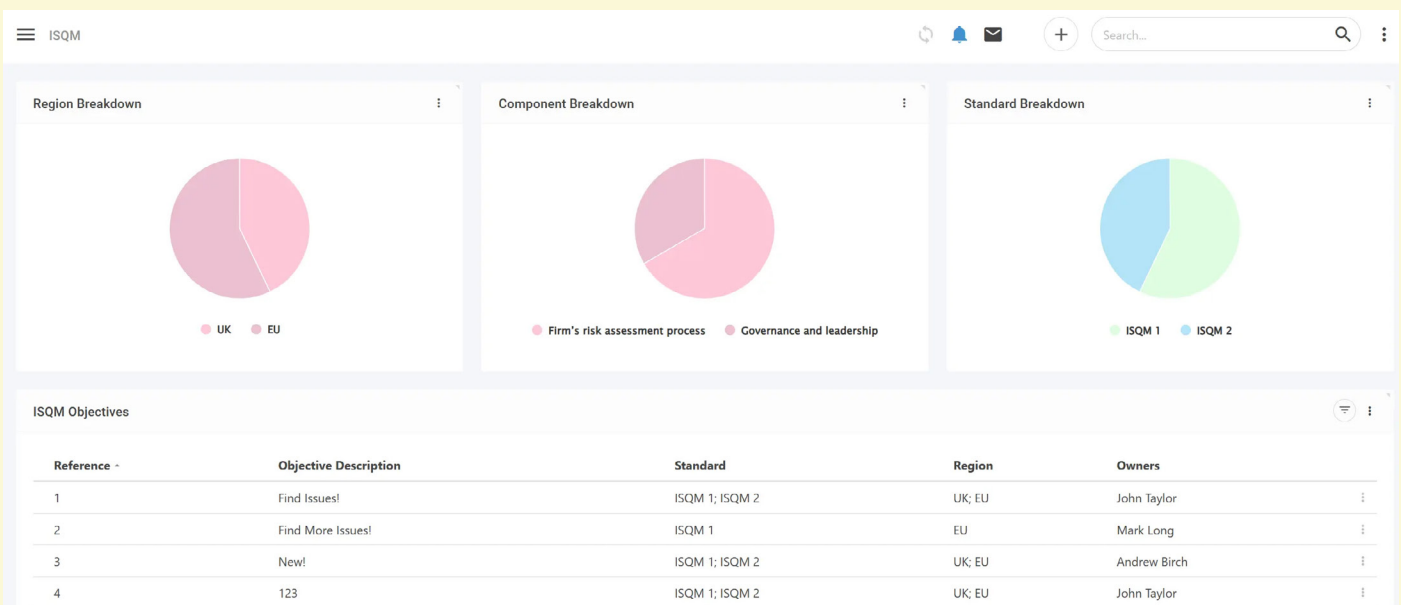
The ISQM Module is strategically designed to assist businesses in effectively meeting the International Standard on Quality Management (ISQM) requirements straightforwardly and understandably. Within this framework, businesses are provided with clear objectives to follow, beginning with the identification of risks, followed by the implementation of control measures and the management of incidents.

Key Features

- Allows for straightforward compliance with ISQM.
- Tamperproof design.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- [Risk Modules](#)
- [Risk Registers](#)
- [Controls and Policies](#)
- [Incident Reporter](#)



DPIA (Data Protection Impact Assessments)

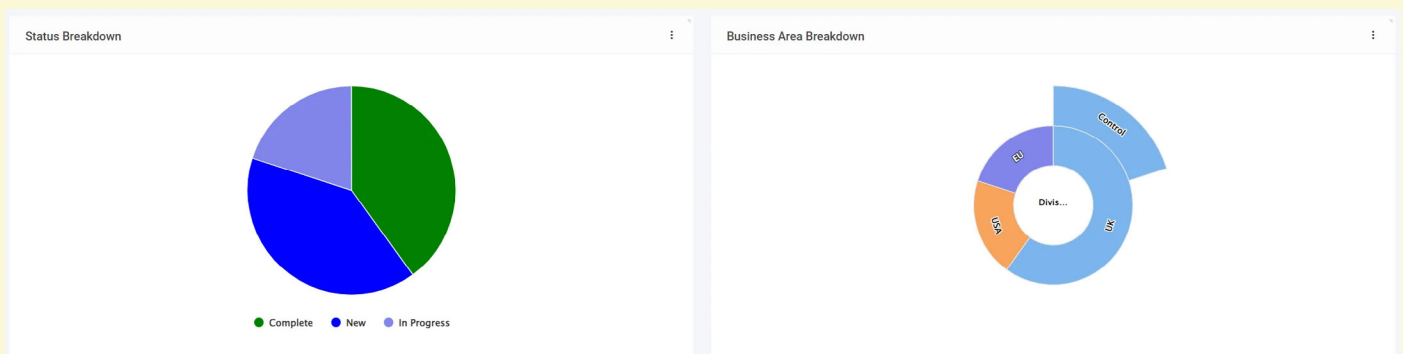
Data Protection Impact Assessments are crucial to ensuring data privacy and security. They involve an adaptable questionnaire to cover various scenarios within a company's operations. This questionnaire encapsulates a summary and scope, allowing for a comprehensive evaluation of potential data protection risks.

Key Features

- Premade assessments.
- Realtime risk scoring based on your risk score set.
- Robust action tracking.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- Risk Modules
- Risk Registers
- Controls and Policies
- Incident Reporter



SHE (Security, Health and Safety, Environment)

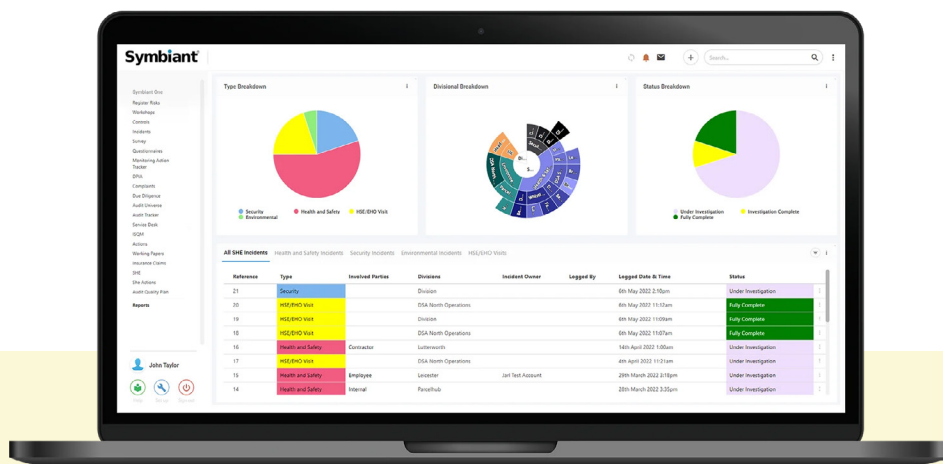
The SHE Module operates as an efficient incident reporting System. It offers four specific options to categorise incidents: Health and Safety, Security, Environmental, and external visits, ensuring thorough documentation for each incident. The SHE Module incorporates an action tracker to monitor incident response steps.

Key Features

- Over 200 data points to capture precise incident details.
- Incorporated action tracker to monitor response steps.
- “Stop & Talk” to record employee behaviour.
- Designed to collect information for RIDDOR reporting or insurance claims.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- Questionnaires, Surveys and Assessments

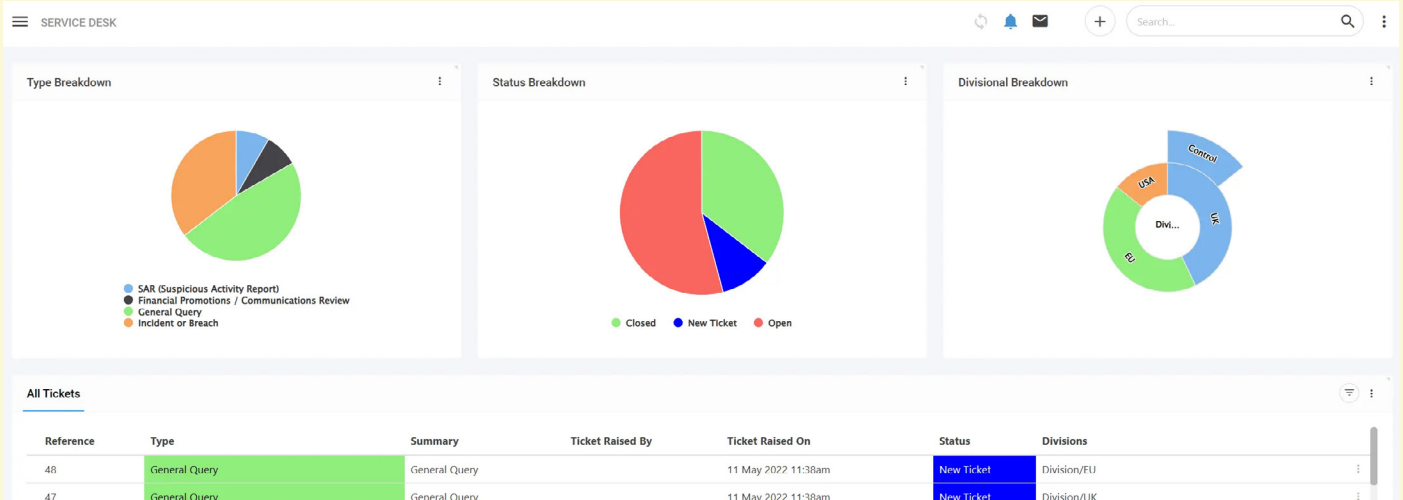


Service Desk

This module functions as a dedicated service desk, facilitating the seamless logging and tracking of business support tickets. Within the standard service desk, four predefined types of tickets are available. The premium service desk offers four additional ticket types for those seeking enhanced functionality, which you can customise to align with specific needs.

Key Features

- Streamlined process to log a ticket for all users.
- Follow-up comments/chat log between users and managers.
- Out-the-box ticket types are available to get started.



Governance Modules

Our Governance Modules assist in developing and establishing rules and policies for directing and controlling your organisation. These modules are designed to aid in defining the strategic direction and objectives of your organisation.

Document Management – To support the creation of a SSOT (Single Source of Truth) by having all relevant documents in one place.

Due Diligence – To perform assessments on external companies such as suppliers.

Business Objectives - Designed to support risk management based on ISO31000 standards.

BCP (Business Continuity Planning) - Allows identifying and managing resources critical to a business.

Controls and Policies – For managing business-critical processes and mitigation.

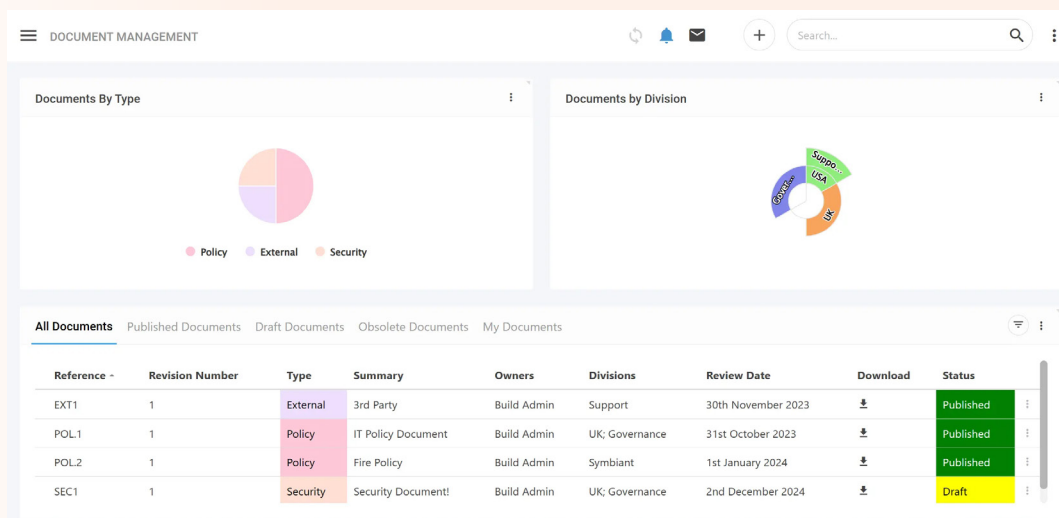
Action Tracker – Enables identifying issues and recommending appropriate remedial actions to address these identified concerns.

Questionnaires, Surveys and Assessments - Create custom questionnaires and surveys to assess governance processes.



Document Management

The Document Manager Module is a central repository that stores and manages all your documents within a structured framework. This module operates to establish a SSOT (Single Source of Truth) where users can access relevant documents, preventing duplicates and ensuring the information remains current and accurate. Additionally, it supports the interlinking of documents, fostering an interconnected repository for seamless navigation and reference.



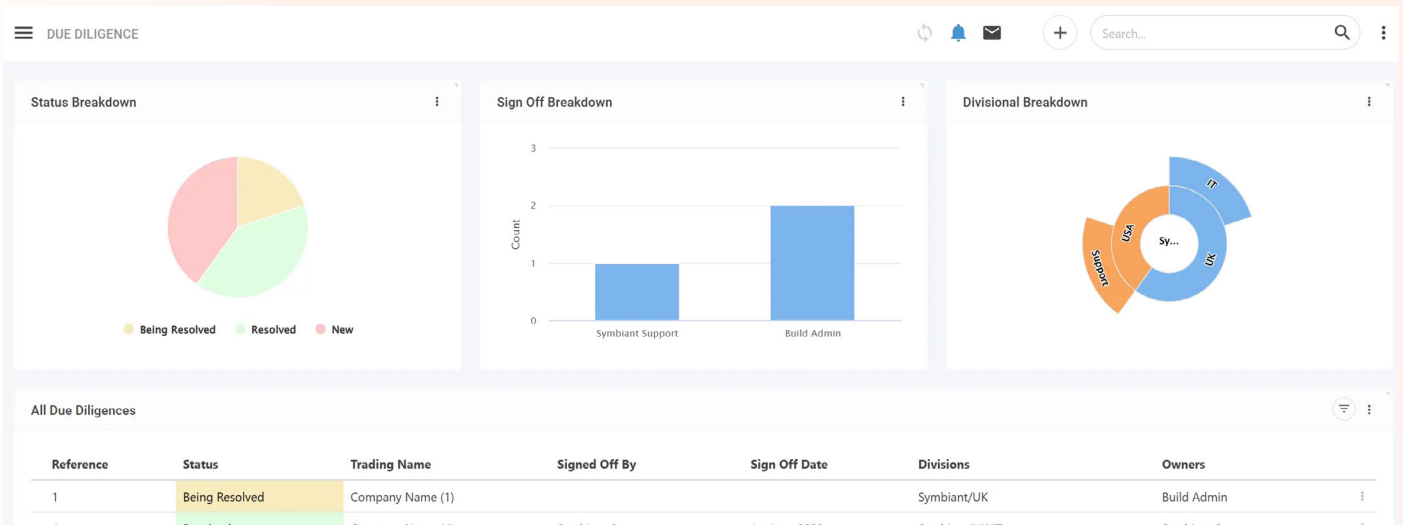
Key Features

- Creates a SSOT.
- Approval users ensure accuracy.
- Supports user change requests and processes.
- Interlinking documents.
- Interconnected repository.

Key Linking Modules

- The Document Manager has been designed to support every Symbiant Module as a central location for all documents uploaded to the site.

Due Diligence



The Due Diligence Module is for assessments of external companies such as suppliers. This questionnaire comprises a comprehensive checklist, organised into specific areas for assessment, and dedicated sections for recording any identified issues and corresponding actions.

Key Features

- Able to generate a risk score.
- Able to quantify the potential impact on the business.
- Helps prioritise risk management efforts.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)
- [Questionnaires, Surveys and Assessments](#)

Business Objectives

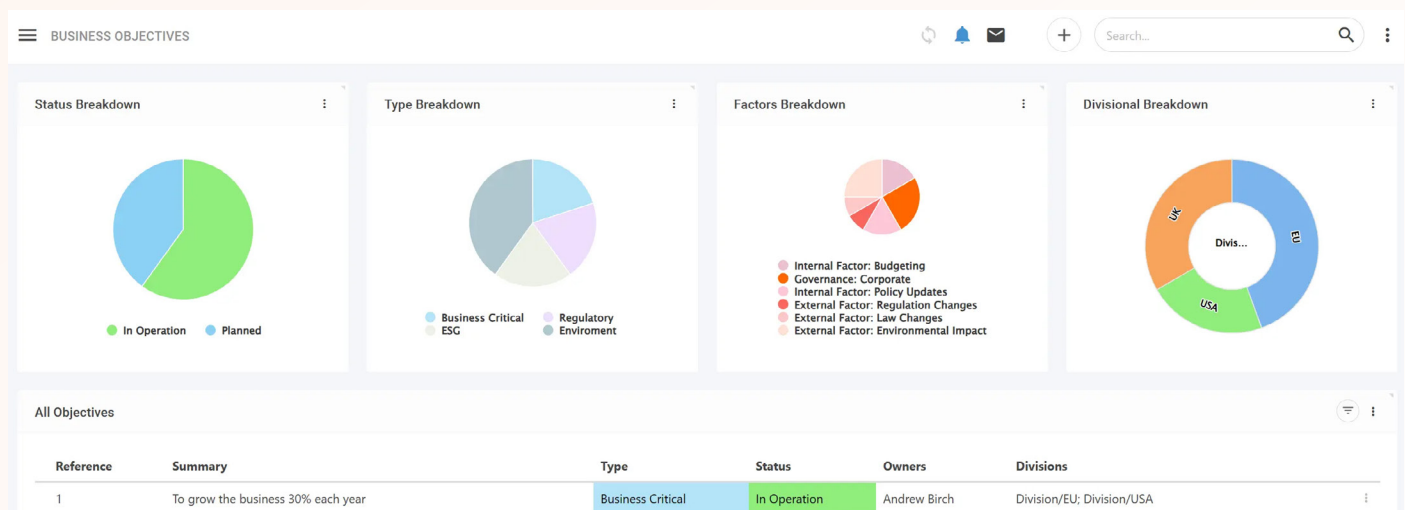
The Business Objectives Module is designed to support your risk management based on ISO31000. The module links closely with the Risk Registers Module to link your business objectives with identified risks; you can also stipulate the risk appetite, defining the acceptable level of risk. Should the associated risk exceed the specified risk appetite, automated notifications are dispatched to the respective objective owners, ensuring prompt awareness and action.

Key Features

- Identify and track business objectives.
- Link to risks in your organisation.
- Define appetites for objectives, ensuring linked risks comply.
- Allow objective owners oversight of information and manage and realise business objectives.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

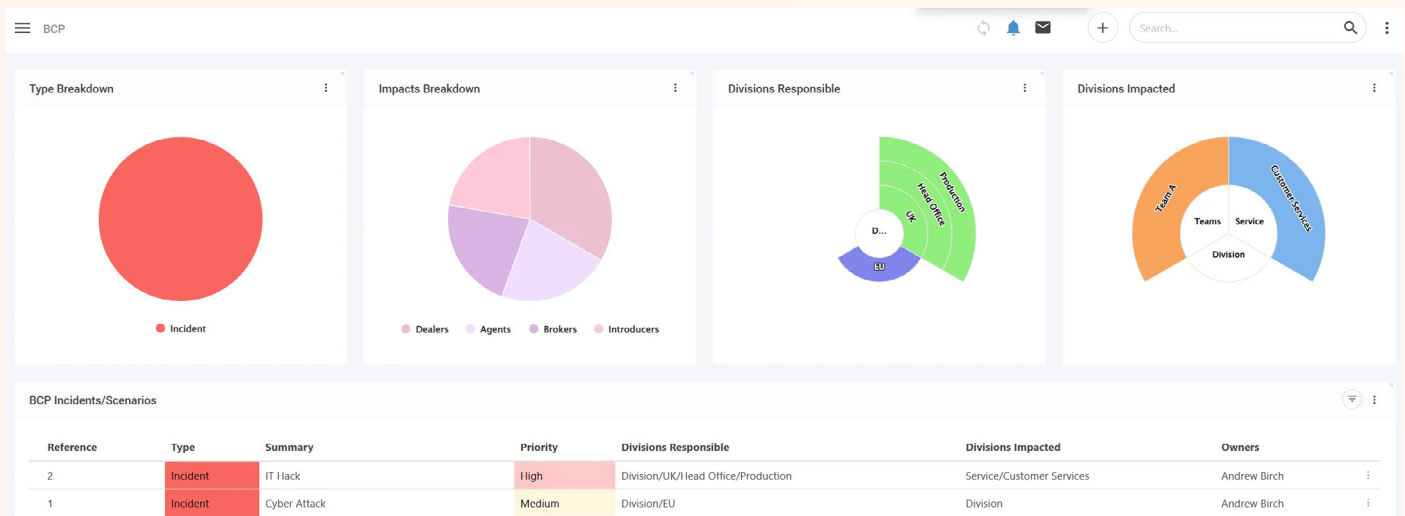
Key Linking Modules

- [Risk Registers](#)
- [Document Management](#)
- [Controls and Policies](#)
- [Questionnaires, Surveys and Assessments](#)



BCP (Business Continuity Planning)

Business Continuity Planning (BCP) Module allows identifying and managing resources critical to a business that, if disrupted, could severely impact its operations. These resources encompass vital components or services essential for the company's functionality.



Key Features

- Action plans for mitigating related risks.
- Incident reports in the event of a resource failure.
- See which resources are impacted and manage action plans.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Key Linking Modules

- [Risk Registers](#)
- [Controls and Policies](#)
- [Action Tracker](#)

Controls and Policies

The Controls and Policies Module facilitates individual users and teams working together to address and manage risks effectively. It streamlines compliance with ISO27001 standards and simplifies the creation of the Statement of Applicability with a single click, aiding in meeting certification requirements efficiently.

Key Features

- ISO27001 ready – one-click Statement of Applicability.
- Grouping mechanisms.
- Active and key controls.
- Easy RCSA (Risk Control Self-Assessment)
- Create reviews and remedial action plans that can be tracked to completion.
- Easily import data from spreadsheets.

Key Linking Modules

- [Risk Registers](#)
- [Risk Workshops](#)
- [Incident Reporter](#)
- [Questionnaires, Surveys and Assessments](#)

The screenshot displays the 'Overview' tab of a control card. The card is titled 'C51' and is marked as 'Active'. It includes details such as 'Divisions: Division/UK/Head Office', 'Owners: Steve Crow', 'Cost: GBP 6000.00', 'Review Date: 29th February 2024', and 'Expiry Date: 31st March 2024'. Below the card, there is a section for 'ISO27001' with an 'Annex' entry: 'A18: Compliance/A18.2: Information security reviews /A18.2.2: Compliance with security policies and standards'.

Reference	Active / Not Active	Key
C51	Active	Yes

Divisions
Division/UK/Head Office

Owners
Steve Crow

Cost
GBP 6000.00

Review Date
29th February 2024

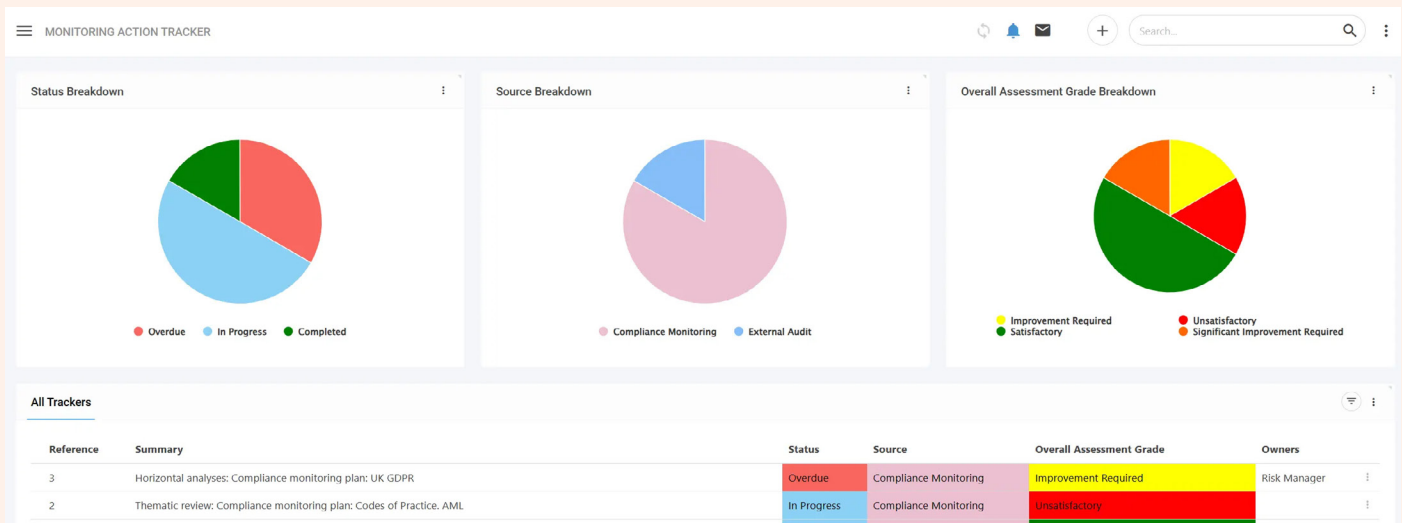
Expiry Date
31st March 2024

ISO27001

Annex
A18: Compliance/A18.2: Information security reviews /A18.2.2: Compliance with security policies and standards

Action Tracker

The Action Tracker Module enables identifying issues and recommending appropriate remedial actions to address these identified concerns. It offers a flexible and adaptable approach, allowing for the tracking and managing various actionable items across different business areas, enhancing organisational oversight and effective resolution of issues.



Key Features

- Track and monitor compliance actions and issues.
- Delegate actions and tasks.
- Tamperproof design.
- Easily import data from spreadsheets.
- Create reviews and remedial action plans that can be tracked to completion.

Questionnaires, Surveys and Assessments

The Questionnaires, Surveys and Assessments Module offers dynamic and flexible assessments that can adapt based on user responses, dynamically generating or altering questions to gather additional evidence.

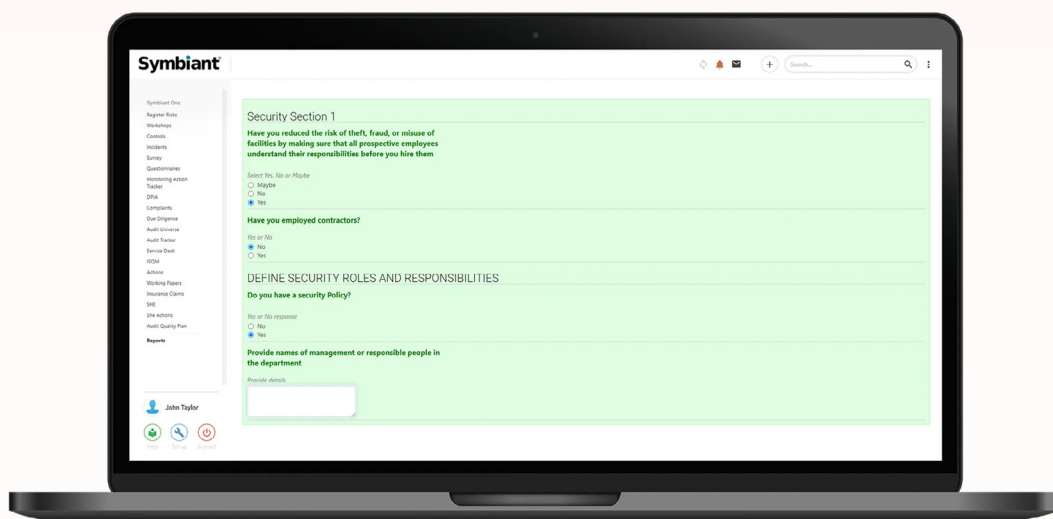
It allows for incorporating complex rules, adjusting question behaviour based on current responses, and enhancing the depth of information collected. Users can issue questionnaires manually or schedule them for specific times, improving control over the assessment process.

Key Features

- Response history.
- Custom assessments.
- Complex rules.
- Multiple response types.
- Dynamic questions

Key Linking Modules

- Document Management
- Business Objectives
- Controls and Policies



Licensing Model

Our License Model uses Seats; you purchase X number of seats on your License.

You can add an Unlimited number of Users to your System but only make Active up to the number of licensed seats.

There are no additional or hidden costs; pay for the modules and seat numbers as required.

What is a Seat?

A Seat is a slot used by an Active User within the System. An Active user takes up a single seat.

If your license was for 10 seats, but you had 100 users, you could only have 10 of them as Active Users at any given time.

What is an Active User?

Only Active users can log in; we do not restrict the number of concurrent logins, and all Active users can log in simultaneously.

Users can be made active or inactive as required. We do not change or restrict your users' permission levels; you control what access levels your users should have.

Furthermore, we don't limit what Modules your users can access. All Active Users can access all Modules on your System at no extra cost.

How do Module Costs Work?

Each Module is £100 Per Month with Unlimited Access for all Active Users.

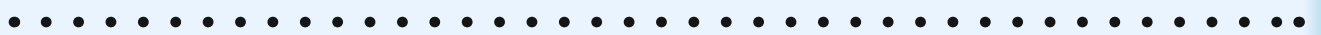
There are no hidden fees if you purchase more Modules for your License; Additional Modules will also be £100 Per Module Per Month.

License Example

A license with 10 user seats and 1 Module (Risk Registers) costs £300 per month. If you added a new module (Controls and Policies), the total cost would now be £400 per month, and all your users can access both modules at whatever permission level you require.

Benefits of the Symbiant License Model

- Unlimited Users
- Concurrent access to all Active Users
- No restrictions on module, permission, or role access
- Pay only for what you need
- No additional or hidden costs



Customisation

There may be cases where our pre-existing modules cannot be easily adapted to meet your organisation's unique requirements.

Perhaps you have a specific process that the existing modules don't cover – or you want to expand one of the existing modules further. For situations like this, we recommend reaching out for a bespoke module – we will work with you to adapt a current module or create an entirely new module that meets your requirements.

This bespoke module creation process involves close collaboration with our team, allowing you to craft a module tailored precisely to cover the specific functionalities or features your organisation needs. From conceptualisation to execution, our team works alongside you to create a fully customised module, ensuring it effectively fulfils your unique operational demands.

We also offer bespoke reports to enhance your efficiency and effectiveness. These custom reports are designed to align with your specific information needs and present data in a manner that serves your decision-making processes optimally. The advantage of bespoke reports lies in their ability to reduce the time spent on manual report generation, allowing you to redirect your efforts towards leveraging the insights and strategic value the reports provide.

Whatever you need – we can help you design it! Whether modifying an existing module or creating an entirely new one, we'll ensure that your solution meets your exact needs.

About Symbiant

For over 23 years, we here at Symbiant have been at the forefront, creating crucial and innovative modular solutions for risk, compliance, and audit needs. Our extensive experience has been instrumental in supporting various businesses, charities, and government bodies, facilitating the modernisation and consolidation of their Governance, Risk Management, Compliance (GRC), and Audit functions.

We remain committed to cost-effectiveness, offering a monthly pay-as-you-go contract model and a mix-and-match module system. This approach ensures that your solution is precisely tailored to meet your needs, allowing for a customised and cost-efficient approach.

Symbiant.One embodies agility and modularity, providing a solution designed to meet your exact requirements, regardless of complexity or scope. Our adaptable framework guarantees a solution that addresses your unique operational demands.



<https://www.linkedin.com/company/symbiant-software/>