



## Regulations

Everyone needs to know the law. A statement that in practice however is hardly feasible for many managers or operators. Due to the large quantity and variety of regulations and the often complex contexts.

The Ambla Forma System however "translates" these requirements with the help of experts into practical control procedures and short explanations.

And only the requirements which are really important for the accommodation are defined.



## Management

With the Ambla Forma System the manager determines himself whether, in practice, compliance with all legal requirements and rules are still properly fulfilled. And whereby unexpected risks, such as government sanctions or, in case of emergencies or accidents, claims for intentional failure are suitably prevented. The system distributes therefore all the by the participant (self) chosen and appropriate control procedures evenly over a calendar year, or two seasons.

## Organization/Group

The Ambla Forma System is also for a group or organization a very practical tool for quality management. The system can be upgraded for an organization or group, in such a way that the responsible (quality) manager gets direct access to the data of each accommodation. In addition, the (quality) manager can receive a copy of the email alerts and has also the opportunity to include own procedures, short control checks or events in the agenda of each of individual participant(s).

## External inspections or audits

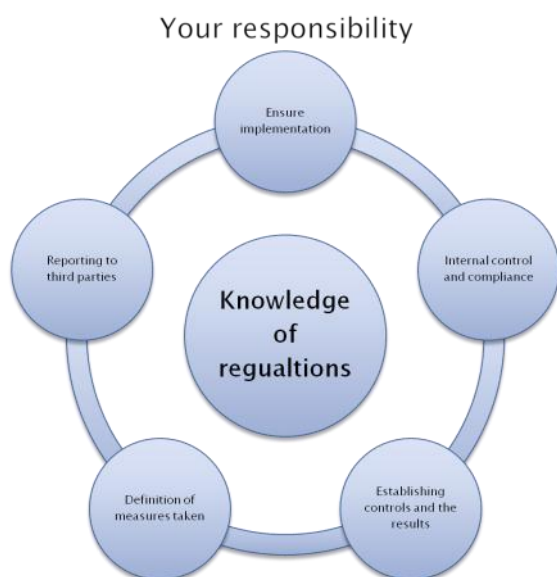
The Ambla Forma System is not only suitable for a group or organization to implement, but can similarly be used as a tool for system controls by the government or audits of other large organizations. The system can be upgraded with an option that allows the manager to authorize the government to view certain data. For example stored control data, analysis results and/or accident records. They can also be provided with a copy of specific mail alerts. When such an access is allowed, as well when it is redrawn, the (government) organization will receive automatically a message.

## Staff members

An optimum operation of the Forma Ambla system is achieved when it is carried out by your own staff, preferably "as low as possible" in the organization. The system provides an opportunity to give your staff members their own login code. This makes them more involved and in practice they (also) feel more responsible for the inspection outcome. The result is that implementation within the organization increases significantly.

## Controle procedures

An audit must be quick to perform and easy to understand. For this reason, each control procedure includes a maximum of only 15 questions, which only can be answered with "Yes" (= sufficient), "No" (= inadequate) or "Not Applicable". Implementation will take an average 5-10 minutes to complete. Noteworthy is that staff members are also invited to give a final verdict on their own audit and to indicate their (potential) observations.



## Administrative recording

The Ambla Forma System not only ensures the delivery and distribution of control procedures, but also takes care of a proper administrative recording.

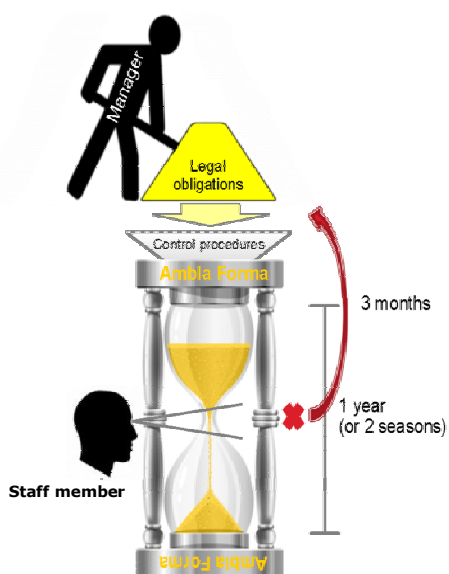
All preformed control procedures and results are instantly saved and organized. Including the actions or measures taken by the manager. And these results are quick and easy to find afterwards.

Eg for business analysis and evaluations.

## Insufficient controle results

If the result of a reviewed procedure is considered as negative, this same procedure is automatically being scheduled after three months for rechecking. Which shall be repeated until the result of the control procedure is considered as sufficient. Afterwards this procedure again is planned for once during a calendar year - or two seasons. The advantage of this approach is that each time also the actions taken by the manager are recorded. And therefore a history is constructed which proves that all the required precautions, as far as possible, has (directly) been taken. And thus, the manager was not (intentionally) negligent.

## Management Procedures versus working procedures



A manager who is familiar with the requirements related to his business or property will also take action to ensure that those are actually observed. This is often done in the form of working procedures customized to the situation and then be carried out by staff. A common problem is that often, over time, these agreements in whole or in part are omitted. As a result of eg. personnel changes, lack of time, organizational changes. And usually without the management being aware of it.

Therefore, the control procedures of the Ambla Forma System are management procedures. Which are especially focussed at the responsibilities of the manage-

ment and the compliance with applicable regulations. But, besides that, the system also offers a possibility for the implementation of (own) work procedures.

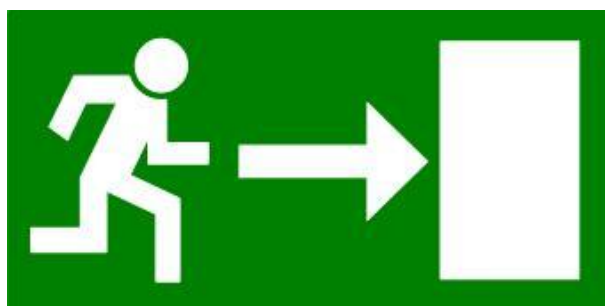
## Mail Alerts

An important novelty of the Ambla Forma System are the mail alerts. Short, clear messages that are sent automatically after every major event that is recorded in the system and is important for the management. All messages are sent to the manager by default, but the manager can self-select which messages should be sent or not. And of what messages a copy should be sent to staff members for information. In addition, for each mail alert there is an opportunity to add other parties (an administration adviser, organization, etc.) as recipient.

## Work procedures

The Ambla Forma System already contains a number of working procedures, in the form of short checklists, for when a sudden emergency occurs. Such as an excess of Legionella bacteria or a serious accident.

But the management can also include their own working procedures (or events) to the system. The frequency is thereby configurable (eg. weekly, quarterly, annually or just only once). And the management can also decide that a specific procedure Ambla Forma procedure should be performed more frequently. Which, in some situations, can be useful. For example for safety reasons, or to repeat a specific procedure again, just a few days before an announced government inspection.



## Agenda

The Ambla Forma System takes care of the distribution of the number of selected procedures over a calendar year. These procedures are indicated in an summary calendar that shows the planned procedures for the next 8 weeks. Therefore, there is always sufficient time to assign them to a staff member. And in addition, every new scheduled procedure is also announced via an email alert.

## Accident recording

100% security is often difficult to achieve. The accident recording which is included in the system helps in this aim. Every accident is quick and easy registered and can subsequently be recalled for accident analyse reasons. And again, every recorded accident is also announced to the manager via a mail alert, which also mentions the type of accident.

## Analysis data

Sometimes information which is of direct concern for the management, can be received from third parties. For example research Laboratories, and this data is often digitally available. The Ambla Forma System offers the manager the ability to give a laboratory permission to upload these data (eg. Legionella analysis results) directly - through a private screened entry - onto the system. Whereby the manager is directly informed via a mail alert, but also when standard values are exceeded.

## Overview of the functions of the Ambla Forma System



**Management system:** The manager/owner /operator is responsible and decisive. Eg. for the settings, choices of procedures and who obtains access to the system



**Standard modules:** Several modules with control procedures applicable to different laws, standards and regulations



**Own procedures:** Possibility to import your own control proceedings about control issues or other important issues that are (yet) not existing in the system



**Non-recurring procedures:** Several non-recurring procedures that apply to single events such as new build or renovatuion projects conversion or the access for elderly and disabled people



**Multifunctional:** Widely applicable to virtually all business activities for which general laws, standards, guidelines or other regulations apply



**Emergency:** Several control procedures about the necessary actions to be taken at (unexpected) incidents, such as Legionella infection or a serious accident



**Delegable:** Simple control procedures with short explanations, and therefore enforceable by staff members (approx. 10 minutes per procedure)



**Staff members account:** Fully self manage login accounts for staff members, so that their name is associated with audit results



**Uniform distribution:** Low load operating through a proportional distribution of the selected control on a calendar year (or season)



**Web-based:** Accessible via the Internet, everywhere and from any location. Even when abroad or at holiday



**Archive:** Convenient storage of all monitored results, observations, actions and other measures



**Example documents:** Examples of log books, checklists, house rules, protocols, etc. that can directly be used or adjusted to your own requirements



**Organization entry:** Central access and management capabilities for groups or organizations with direct access to all their affiliated establishments



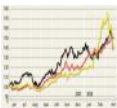
**Government access:** Easy access for the controlling authorities, for example at the archive or laboratory analysis (only when allowed by the manager)



**Laboratory access:** Shielded upload entrance for laboratory analysis, eg. on pool water, Legionella, floor hygiene, etc



**Durability:** Registration options for water, electricity and energy and possibilities for benchmarking (in development)



**Materials/chemicals:** Registration option for materials and chemicals (eg chlorine, acid, flocculant) with possibilities for benchmarking (in development)



**Accident Registration:** Standardized registration of accidents, including overview and selection options



**Dashboard:** Central and adjustable access page with a summary of key system data



**Certification options:** Access, registration and inspection facilities for inspection bodies



**Education/training:** Registration options for education and/or training (for each staff member) with possibilities for direct registration by the school or trainings institute (in development)



**Inspections etc.:** Registration options for inspections, audits and maintenance of installations with possibilities for direct registration by the external company (in development)



**Periodically maintenance:** Registration options for periodical maintenance of installations and equipment with possibilities for direct registration by the external company (in development)

**Regular Maintenance:** Registration options for the regular maintenance of plant and equipment with possibilities for direct registration by a company (in development)



**Exercises and tests:** Registration options for all exercises or (skills) tests with possibilities for direct registration by an external organization (in development)



**Mail Alert:** Every major action scheduled in the system or important event or registration an email is send to the manager (optionally to a company /organization)



**Manual:** The System Ambla Forma explains itself almost automatically, but all participants obtain at the registering to the system a comprehensive manual



**General Database:** The general database is via Forma Ambla also available to participants. Filled with actual field data, to select for the kind of regulation, type of business, region, country, etc. (because of the Protection Act, Ambla Forma will not provide names and/or address)

## Users options for the system (see also the following pages)

1. Basic version (functional, but without the possibility to change the settings and other options)
2. Full version (without advertising, with possibility to change the settings, benchmarking, registration and access for third parties and various other extra options)
3. Organization version (for corporations, governments, organizations, etc.)

## Registering or more information

At our website you will find some illustrative video clips. You can also very easily join the Ambla Forma system, directly at our site.

If you want more information about the possibilities of the Ambla Forma System, or the use of the system for companies, groups and organizations, but also for small and seasonal business, you can always contact us directly.

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### **Basic version (FREE)**

- Mail authentication at logon
- Manual can be downloaded at logon
- Dashboard page with overview of main features
- Completely web-based
- Choice of up to three of the available Ambla Forma modules (with laws , standards and other regulations)
- Proportional distribution of the control procedures over a calendar year/2 seasons
- Possibility to add comments and/or taken actions at each assessed procedure
- Storage of all assessed results in a archive
- Automatic repetition of inadequate procedures after 3 months
- Automatic repetition of the procedures for the following calendar year/2 seasons
- Receipt of all mail alerts by participant/manager
- Account will be automatically be removed when it is > 3 months inactive
- Shielded upload option for Laboratories
- Display of laboratory analysis in table form
- Registration of accidents
- Advertising on documents and site



### **Full version (only € 365, with automatic payment )**

- All the features of the Basic version
- Unlimited choice of the available Ambla Forma modules
- Unlimited choice of the available Ambla Forma once-only and emergency procedures
- Option to provide third parties (government, certification organization, etc.) access to the stored data
- Account information is retained even if it is inactive
- Ability to create accounts for employees
- Adjustable mail alerts for what the manager
- Adjustable mail alerts for employees and/or third parties
- Access to all available sample documents
- Also graphical display of pool water analysis received from a laboratory
- Ability to create own control procedures
- Storage of the assessed results of own control procedures in a separate section of the archive
- Opportunities for a more frequent implementation of control procedures
- Possibility to add your own business data, serving a better support /benchmarking
- Direct, limited database analysis on a single parameter
- Database analysis for multiple parameters through Ambla Forma against administrative costs

- Registration of sustainability (gas, water, electricity) with benchmark options
- Registration of used materials (chlorine, flocculant, acid, etc.), with benchmark options
- Registration of inspections (equipment, installations) with an upload option of reports
- Registration of maintenance (equipment, installations) with an upload option of reports
- Registration of trainings (per employee)
- Registration of internal exercises/testing (evacuation, skill of employees)
- No advertising on documents and site, only a pages with preferred suppliers
- Option to give permission to preferred suppliers to transfer and register data directly

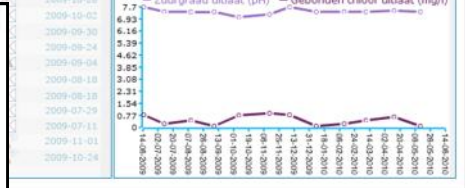


### **Organization version**

- Organization version (from € 7500)
- Only linked to Full version members
- Completely web-based
- Interconnection of several accommodations, including foreign
- Over 30% discount on subscription fees (Full version), per organization participant: € 250
- Easy option to provide access (by manager)
- Notification/verification mail to check that a property really belongs to your organization
- Mail message when a participant unsubscribes
- Possibility for receiving a copy off the mail alerts send to members/managers (adjustable)
- Menu for direct access to connected participants
- Ability tot view the participants archive with Ambla Forma procedures
- Ability tot view the participants archive with once-only and emergency procedures
- Ability tot view the participants archive with their own control procedures
- Ability tot view the participants dashboard page
- Ability tot view the participants laboratory analysis, both in table and in graphical form
- Ability tot view the participants recorded accidents
- Possibility for a direct import of organziation control procedures/inquiries (per participant(s) or to all participants)
- Ability tot view the participants business data
- Database analysis for multiple parameters through Ambla Forma against administrative costs
- Ability tot view the participants registration of sustainability (gas, water, electricity)
- Ability tot view the participants registration of used materials (chlorine, flocculant, acid, etc.)
- Ability tot view the participants registration of inseptions (equipment, installations)
- Ability tot view the participants registration of maintenance (equipment, installations)
- Ability tot view the participants registration of training (per employee)
- Ability tot view the participants registration of internal exercises/testing (evacuation, skill of employees)
- Ability tot view the participants page with preferred suppliers
- Contribution to the control procedures (min. 10 documents), **with the annual return of 10 free Full version subscriptions**

If you log at the system in your own language, you will of course also get these examples in that language

### Clear dashboard



### Graphical presentation of pool water analysis

### Data in table, with indication of exceeding standards

	08-10-09	14-11-09	08-12-09	09-01-10	12-02-10	10-03-10	13-04-10	15-05-10
Zuurgraad inlaat (pH)	7.67	7.20	7.23	7.25	6.89	7.21	7.67	7.25
Zuurgraad uitlaat (pH)	7.70	7.40	7.39	7.39	7.05	7.23	7.70	7.39
Vrij beschikbaar chloor inlaat (mg/l)	1.45	1.01	1.30	1.00	<b>1.90</b>	<b>1.79</b>	1.45	1.00
Vrij beschikbaar chloor uitlaat (mg/l)	1.23	0.81	0.94	0.81	<b>1.67</b>	<b>1.56</b>	1.23	0.81
Ureum (mg/l)	1.89	1.00	1.34	0.50	1.88	<b>2.04</b>	1.89	n.a.
Oxydeerbaarheid (mg/l O2)	4.20	3.67	3.89	3.45	4.37	4.15	4.20	3.45
Totaal kiemgetal bij 37°C (kve / ml)	8	0	2	15	20	15	8	15
Vrij actief chloor inlaat (mg/l)	1.34	0.78	0.56	0.90	1.25	1.36	1.34	0.90
Vrij actief chloor uitlaat (mg/l)	0.78	0.44	0.50	0.33	0.69	0.67	0.78	0.33
Temperatuur (Celsius)	22.7	22.9	23.0	<b>0.81</b>	22.9	22.8	22.7	22.8
Bicarbonaat (mg/l HCO3)	<b>53</b>	65	67	<b>50</b>	67	<b>52</b>	<b>53</b>	<b>50</b>
Turbiditeit (NTU)	<b>0.56</b>	0.34	0.47	0.50	<b>0.51</b>	<b>0.55</b>	<b>0.56</b>	0.30

### Universal recording of accidents



### Multilingual, applicable across Europe