LIME ACCESS

Digitalization and hosting of business systems

LimeBook **CEM**

Regulatory compliance assessment

Subcontractor qualification – from compliance questionnaires and risk assessment to onboarding, ongoing compliance monitoring, and reporting.

limebook

EN ISO/IEC 27001:2023



LIME ACCESS

We digitize business processes using our proprietary web application, LimeBook, which provides secure data hosting, cloud storage, and controlled access to business information and documentation.

The application combines the advantages of custom-built solutions with the simplicity and fast deployment of off-the-shelf products.

Users of the LimeBook application value both the flexibility of customization and the scalability of the solution, as well as support during process mapping, digital implementation, and ongoing technical support.

The benefits we deliver include:

- streamlined workflows and information flow,
- increased operational efficiency,
- cost reduction and time savings,
- improved team collaboration,
- effective data management.

We are proud to be a boutique provider. This allows us to offer you something that often disappears with market leaders: a **genuine relationship** and the assurance that your business **truly matters to us.**

By choosing us, you can be **confident** that you won't be overshadowed by other projects.

We are here to **support your growth** with the **utmost care**.



Consistent subcontractor management – from qualification to audit



LimeBook CEM is a module of the LimeBook system designed for comprehensive management of subcontractor compliance, safety, and regulatory requirements.

The system covers the full subcontractor lifecycle—from **qualification and onboarding, through compliance and safety monitoring, to performance evaluation and audits.** It enables centralized management of documentation, qualifications, and operational risk, ensuring that only contractors who meet the required standards are allowed to perform work.

The module eliminates issues related to fragmented documentation, lack of control over certificate validity, and the risk of allowing unauthorized contractors to operate.

Initial qualification and onboarding of subcontractors is a challenge

Especially when it is done using a spreadsheet.

PROBLEM:

- an Excel file form with hundreds of questions, without validation or mandatory responses,
- no clear and measurable assessment criteria,
- lack of adaptation to local country and regional specifics,
- manual verification of responses,
- no single repository for all documents,
- lengthy onboarding processes delaying the start of work,
- risk of allowing unauthorized contractors to perform work,
- no history of actions and decisions.

SOLUTION:

A qualification process based on LimeBook CEM, driven by your organization’s business logic and supported by artificial intelligence.



LimeBook CEM – how will it guide your organization through the subcontractor qualification process?

- **Invitation to the process** – the contractor receives an invitation to complete the compliance questionnaire.
- **Data collection and analysis** – the subcontractor provides the required information and documents.
- **Automatic risk calculation** – the system determines the risk level based on the collected data.
- **Qualitative analysis (AI)** – additional evaluation of the data and identification of potential irregularities.
- **Risk area identification** – the system flags key risks that require attention.
- **Qualification decision** – selection of the subcontractor based on data and risk analysis.
- **Contractor onboarding** – formal approval for collaboration and commencement of work.
- **Continuous compliance monitoring** – automated control of risk levels and document validity.
- **Communication and escalation** – notifications and corrective actions in case of non-compliance.

LimeBook CEM – key benefits

Full control over subcontractor compliance.
Verification of qualifications and documents before work begins.

Reduction of operational and legal risk.
Elimination of “compliance gaps” resulting from expired documents.

Centralization of documentation and processes.
A single repository for all data and certificates.

LimeBook CEM – key benefits

Continuous audit readiness.
Full history and data availability for audits and inspections.

AI-supported qualitative risk analysis.
Advanced language models analyze compliance questionnaires and synthesize key insights.

Automatic flagging of high-risk areas.
Risk calculators combined with AI analysis facilitate the selection of reliable subcontractors.

Key features include:

INITIAL QUALIFICATION AND ONBOARDING OF SUBCONTRACTORS

LimeBook CEM enables **structured contractor onboarding** through verification of required qualifications and documentation. Key features include:

- verification of business licenses and formal documentation,
- verification of insurance and monitoring of its validity,
- management of employee qualifications and certifications,
- submission and approval of health and safety (HSE) documentation,
- acknowledgment of company policies and the contractor’s code of conduct.

DOCUMENT AND CERTIFICATE MANAGEMENT

The central repository **manages all compliance documentation**. Key features include:

- secure storage of contracts, permits, certificates, and risk assessments,
- document version control,
- role-based access control,
- automatic notifications for expiring or missing documents,
- visibility of compliance status for each contractor.

Key features include:

COMPLIANCE MONITORING AND ALERTS

LimeBook CEM continuously **monitors the compliance status** of contractors and projects:

- monitoring the validity of certificates and training,
- control of insurance validity,
- automatic notifications and escalation workflows,
- compliance dashboards and status indicators.

SAFETY AND RISK MANAGEMENT

Safety management tools help **control operational risk and ensure compliance with HSE requirements**:

- management of risk assessments across customized categories (e.g., legal, HSE, operational, financial, etc.),
- automatic risk calculation based on the organization's business logic,
- compliance dashboard.

Key features include:

EVALUATION AND AUTHORIZATION OF SUBCONTRACTORS

The application **supports the evaluation and monitoring** of contractor performance:

- contractor scorecards,
- monitoring of safety performance,
- assessment of quality and timeliness,
- compliance indicators,
- subcontractor authorization statuses,
- dashboards and reports.

AI ANALYSIS AND MANAGEMENT REPORTING

LimeBook CEM provides significant **support for decision-making** processes:

- quantitative risk calculation,
- qualitative analysis of compliance audit data,
- customized AI prompts for qualitative analysis,
- flagging of key non-compliance areas,
- generation of reports and summaries.

As part of LimeBook CEM, we provide:

QUESTIONS IN THE QUESTIONNAIRE	150	Questions in the compliance questionnaire.
MEMORY	2 GB	For documents within a given location.
EMAILS / NOTIFICATIONS	unlimited	As part of system notifications.
USERS	unlimited	With standard permissions.
PERMISSION GROUPS	4	Data access control permissions.
NUMBER OF SUPPORTED DEVICES	unlimited	Any devices with internet access.
OPERATIONS	unlimited	As part of the supported processes.
SMS MESSAGES	optional	As part of system notifications.
AVAILABLE INTERFACE LANGUAGES	EN and local	Extra languages available on demand.

Customization and exploitation support

PROCESS ANALYSIS AND MAPPING

A necessary stage of a properly conducted digitalization process. It enables:

- precise definition of the digitalization objectives,
- identification of areas requiring optimization,
- preparation of a process map that serves as the basis for system implementation.

SYSTEM IMPLEMENTATION

A key phase consisting of:

- system launch,
- process testing,
- training for key users,
- preparation of user manuals,
- handover of the system for production use.

ONGOING TECHNICAL SUPPORT

Its scope includes:

- technical support for day-to-day system usage,
- resolution of any issues and failures,
- optimization of currently supported processes.

OPTIMIZATION AND DEVELOPMENT

It is the implementation of the continuous improvement approach, delivered through regular system updates with particular focus on:

- cybersecurity,
- UX/UI functionality,
- adding new system features.

Key features of the LimeBook CEM system / service

CLOUD-HOSTED

Guaranteed reliability and data security through environment isolation, continuous updates, and infrastructure managed by specialists—without the need for in-house investments or server maintenance.

SUBSCRIPTION-BASED BILLING

Predictable fixed monthly costs make budget planning easier without the risk of unexpected expenses. No upfront investment in hardware, software, or licenses is required, resulting in a low barrier to entry.

CUSTOMIZATION

Our approach maps your physical processes into a digital environment. Our bespoke configuration translates complex business logic into user-centric solutions, delivering an individualized foundation for scalable automation in your operational area core.

COMPLIANT WITH ISO/IEC 27001:2023

LimeBook CEM operates based on processes and mechanisms that support full data control—from collection and processing to archiving. The system ensures data consistency, integrity, and availability, aligning with the core principles of ISO/IEC 27001:2023.

MODULAR ARCHITECTURE

LimeBook CEM operates as a standalone solution, creating a consistent and scalable system tailored to the specific needs of the organization.
The module can be extended with additional processes within integrated LimeBook modules: REJ, SZK, POZ, and TMS.

SCALABLE

By using the system, you incur only the necessary costs, and when needed, LimeBook grows with you in line with demand for:

- additional types of processes,
- additional locations,
- higher volumes of operations.

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