

TOOL USER GUIDE

REMOTE AUDIT MANAGER

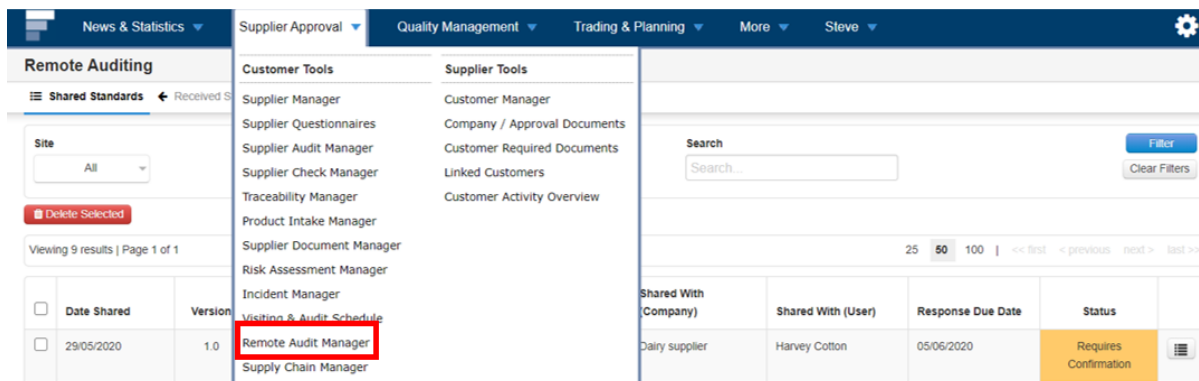


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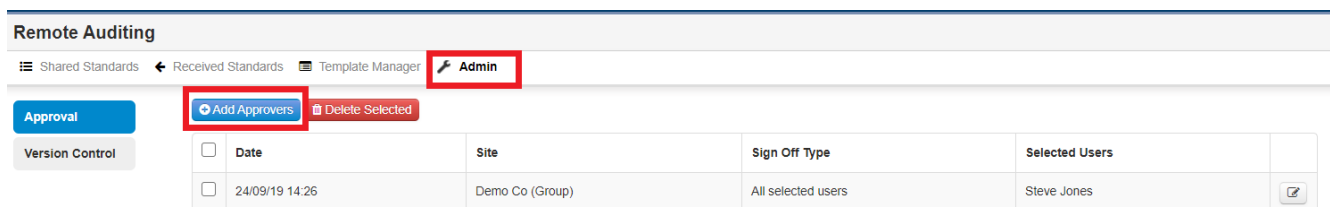
1. INITIAL SET UP

Step 1: Sign in and go to the *Remote Audit Manager*

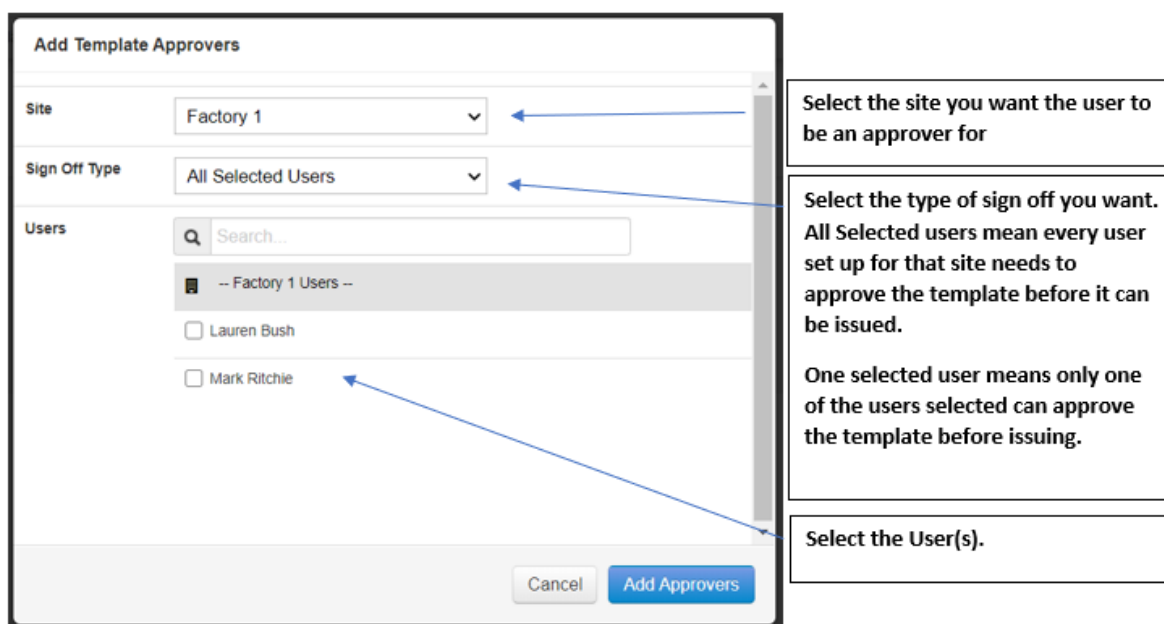


1.1 APPROVERS

Step 1: Select the *Admin* tab and click on the *Add Approvers* button.



Step 2: Select the approvers you want to approve the audit templates per site and press *Add Approvers*.



1.2 VERISON CONTROL

Step 1: Select the *Admin* tab and click on the *Version Control* button.

Step 2: Set the version number you want the templates to start at and press *Update Version Increments*.

The screenshot shows the 'Remote Auditing' interface with the 'Admin' tab selected. Under the 'Approval' section, the 'Version Control' button is highlighted. The 'Master Version Increment' field is set to '1'. The 'Update Version Increments' button is also highlighted.

1.3 SETTINGS

Step 1: Select the *Admin* tab and click on the *Settings* button.

Step 2: Select the toggle to 'On' to have the option of setting a standard as 'Completed' or the ability to 'Re-open' and audit.

The screenshot shows the 'Remote Auditing' interface with the 'Admin' tab selected. Under the 'Version Control' section, the 'Settings' button is highlighted. The 'Complete/Re-Open Audit' toggle is currently set to 'Off'. The 'Save Settings' button is also highlighted.

2. CREATING / EDITING STANDARD TEMPLATE

Step 1: Select the *Template Manager* tab and click on *Add Template*.

The screenshot shows the 'Remote Auditing' interface with the 'Template Manager' tab selected. The 'Add Template' button is highlighted. Below the table, it says 'Viewing 8 results | Page 1 of 1'. The table has columns: Last Updated, Version, Template Title, Last Updated By, Template Setup, Approval Status, and Options.

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | Options |
|-------------------------------------|------------------------|---------|--------------------|-----------------|---|---|-----------|
| <input checked="" type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | Options ▾ |

2.1 TEMPLATE DETAILS

Step 1: Fill out the template details modal with the name of the template, the site that manages the template, if you want the documents shared to expire and the sites it relates to and press *Save Template*.

NB. If Document Expiry is selected, the evidence attached to remote audits once confirmed & approved will expire and no longer visible.

Template Details

Template Title: Beef Farm Pre-Audit Document Request

First Version: 1.0

Management Site: Demo Co (Group)

Document Expiry: No

Sites:

- ☒ Demo Co (Group)
- ☐ Factory 1
- ☐ Factory 2
- ☐ Factory 3

Buttons: Cancel, Save Template

2.2 CLAUSE FORM

Step 1: Click on the options button for the new template and select *Edit Clause Form*.

Remote Auditing

Shared Standards | Received Standards | **Template Manager** | Admin

+ Add Template | - Delete Selected | + Duplicate Selected

Viewing 8 results | Page 1 of 1

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|---|--|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | Options |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Appr | <input checked="" type="checkbox"/> Edit Clause Form <input checked="" type="checkbox"/> Edit Non-Conformance Form <input checked="" type="checkbox"/> Edit Clause Response Form <input checked="" type="checkbox"/> Edit Standard Section(s) <input checked="" type="checkbox"/> Edit Standard Form <input checked="" type="checkbox"/> Share Standard |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | <input checked="" type="checkbox"/> Clause Form | <input checked="" type="checkbox"/> Version has | |

Step 2: Create the clause template form by using form builder (On how to use form builder please refer to the Form Builder user guide).

Step 3: Once you are finished with building your clause form press the *Back* button.

2.3 NON-CONFORMANCE FORM

Step 1: Click on the options button for the new template and select *Edit Non-Conformance Form*.

The screenshot shows the 'Remote Auditing' interface with the 'Template Manager' tab selected. A table lists templates, and the 'Options' dropdown for the 'Packaging Standard' template is open, highlighting 'Edit Non-Conformance Form'.

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|---|--|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | Options ▾ |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | <input checked="" type="checkbox"/> Edit Clause Form <input checked="" type="checkbox"/> Edit Non-Conformance Form <input checked="" type="checkbox"/> Edit Clause Response Form <input checked="" type="checkbox"/> Edit Standard Section(s) <input checked="" type="checkbox"/> Edit Standard Form <input checked="" type="checkbox"/> Share Standard |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | <input checked="" type="checkbox"/> Clause Form | <input checked="" type="checkbox"/> Approve Version | Options ▾ |

Step 2: Create the Non-Conformance template by using form builder (On how to use form builder please refer to the Form Builder user guide).

Step 3: Once you are finished with building your clause form press the *Back* button.

2.4 CLAUSE RESPONSE FORM

Step 1: Click on the options button for the new template and select *Edit Clause Response Form*.

The screenshot shows the 'Remote Auditing' interface with the 'Template Manager' tab selected. A table lists templates, and the 'Options' dropdown for the 'Packaging Standard' template is open, highlighting 'Edit Clause Response Form'.

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|---|--|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | Options ▾ |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | <input checked="" type="checkbox"/> Clause Form <input checked="" type="checkbox"/> Non-Conformance Form <input checked="" type="checkbox"/> Clause Response Form | <input checked="" type="checkbox"/> Approve Version | <input checked="" type="checkbox"/> Edit Clause Form <input checked="" type="checkbox"/> Edit Non-Conformance Form <input checked="" type="checkbox"/> Edit Clause Response Form <input checked="" type="checkbox"/> Edit Standard Section(s) <input checked="" type="checkbox"/> Edit Standard Form <input checked="" type="checkbox"/> Share Standard |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | <input checked="" type="checkbox"/> Clause Form | <input checked="" type="checkbox"/> Approve Version | Options ▾ |

Step 2: Create the Clause Response template by using form builder (On how to use form builder please refer to the Form Builder user guide).

Step 3: Once you are finished with building your clause form press the *Back* button.

2.5 STANDARD SECTIONS

Step 1: Click on the options button for the new template and select *Edit Standard Section(s)*.

Remote Auditing

Shared Standards ← Received Standards **Template Manager** Admin

[Add Template](#)
[Delete Selected](#)
[Duplicate Selected](#)

Viewing 8 results | Page 1 of 1

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|-------------------|---|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | ✓ Approve Version | Options ▼ |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | ✓ Approve Version | Template Details Template Activity Version Control Edit Clause Form Edit Non-Conformance Form Edit Clause Response Form Edit Standard Section(s) Edit Standard Form Share Standard |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | ✓ Clause Form | Version has | |

Step 2: Click on *Add Section* to add the sections of the standard.

Remote Auditing - Food Standard - Sections [Return to Templates List](#)

To re-order sections within the template, click and drag the corresponding section icon (↑) to the new required position. When you are finished, click the 'Save Section Order' button to save your changes.

[Add Section](#)
[Save Section Order](#)

Step 3: Enter the sections title and an introduction to the section if relevant and press *Save*.

Add Section

These requirements relate to site standards.

Cancel

Save

Remote Auditing - Food Standard - Sections Return to Templates List

To re-order sections within the template, click and drag the corresponding section icon (↑) to the new required position. When you are finished, click the 'Save Section Order' button to save your changes.

Add Section Save Section Order

↑ Core Requirements + Add Child Section Edit Section

↑ 1. Management commitment and control Edit Section

Step 4: Add Child sections to the parent section if relevant. Clicking the *Add Child Section* against the parent section and follow Step 3.

Step 5: The parent sections can be reordered by dragging them to the correct position taking the associated child sections with it. The children sections can only be rearranged in their parent section. Once all sections are arranged in order press *Save Section Order*.

Remote Auditing - Food Standard - Sections Return to Templates List

To re-order sections within the template, click and drag the corresponding section icon (↑) to the new required position. When you are finished, click the 'Save Section Order' button to save your changes.

Add Section Save Section Order

↑ Core Requirements + Add Child Section Edit Section

↑ 1. Management commitment and control Edit Section

2.6 STANDARD FORM

Step 1: Click on the options button for the new template and select *Edit Standard Form*.

Remote Auditing

Shared Standards Received Standards Template Manager Admin

Add Template Delete Selected Duplicate Selected

Viewing 8 results | Page 1 of 1 25 50 100 << first < previous next > last >>

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|---------------------------|--|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | ✓ Approve Version | Options Template Details Template Activity Version Control Edit Clause Form Edit Non-Conformance Form Edit Clause Response Form Edit Standard Section(s) Edit Standard Form Share Standard |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | ✓ Approve Version | |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | ✓ Clause Form | Version has been approved | |

Step 2: Add the clauses by selecting the blue plus sign against each section.

Remote Auditing - Food Standard - SHORT Return to Templates List

1. Pest Control Program +

The whole site shall have an effective preventive pest management programme in place to minimise the risk of infestation and resources shall be available to respond rapidly to any issues which occur to prevent risk to products. Pest management programmes shall comply with all applicable legislation.

| Clause | Requirements | Edit |
|--------|---|--------------------------|
| 1.1 | Pest management documentation and records shall be maintained. At a minimum, this shall include: • an up-to-date plan of the full site, identifying pest control devices and their locations • identification of the baits and/or monitoring devices on site • clearly defined responsibilities for the site management and the contractor • details of pest control products used, including instructions for their effective use and action to be taken in case of emergencies • any observed pest activity • details of pest control treatments undertaken. Records may be on paper (hard copy) or controlled on an electronic system (e.g. an online reporting system). | Edit Clause |

Step 3: Fill out the Clause template that you created in point 2.2 Clause form and press *Save*.

Core Requirements - Add Clause

Clause

Evidence type

☐ Policies/Procedures

☐ Records

☐ Observations

Clause number

Topic

Requirements

Cancel Save

Step 4: Continue adding clauses until the template is finished.

2.7 APPROVING STANDARD

The standard must be approved by the set-up approver(s) before it can be shared to a supplier. This then starts the version of the remote audit standard to 1.

Step 1: Set-up approver(s) clicks the Green *Approve Version* button.

If more than one approver is required to approve the standard, then you must wait until all approvers have approved before sharing to suppliers.

2.8 DUPLICATING STANDARDS

Step 1: Select a similar template you have previously created by ticking the box and press the *Duplicate Selected*.

| Remote Auditing | | | | | | | |
|--|------------------------|---------|--------------------|-----------------|--|------------------------------|---------|
| Shared Standards Received Standards Template Manager Admin | | | | | | | |
| Add Template Delete Selected Duplicate Selected | | | | | | | |
| Viewing 8 results Page 1 of 1 | | | | | | | |
| <div> <div>25</div> <div>50</div> <div>100</div> <div><< first</div> <div>< previous</div> <div>next ></div> <div>last >></div> </div> | | | | | | | |
| <input type="checkbox"/> | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
| <input checked="" type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | <div>✓ Clause Form</div> <div>✓ Non-Conformance Form</div> <div>✓ Clause Response Form</div> | <div>✓ Approve Version</div> | Options |

2.9 DELETING STANDARDS

Step 1: Select the template you want to delete and press the *Delete Selected* button.

Remote Auditing

Shared Standards ← Received Standards **Template Manager** Admin

Viewing 8 results | Page 1 of 1

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|-------------------------------------|------------------------|---------|--------------------|-----------------|---|--|-----------|
| <input checked="" type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | <input type="button" value="Approve Version"/> | Options ▾ |

3. SHARING STANDARD TEMPLATE

Once the remote audit is built you can share the standard within your company or to suppliers to complete. All shared audits are available in the 'Shared Standards' Tab.

Step 1: In Template Manager select *Options* button against the relevant approved remote audit template and select *Share Standard*.

Remote Auditing

Shared Standards ← Received Standards **Template Manager** Admin

Viewing 8 results | Page 1 of 1

| | Last Updated | Version | Template Title | Last Updated By | Template Setup | Approval Status | |
|--------------------------|------------------------|---------|---------------------------------|-----------------|---|--|-----------|
| <input type="checkbox"/> | 20/04/2020 15:17:28 | 1.0 | Packaging Standard | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | <input type="button" value="Approve Version"/> | Options ▾ |
| <input type="checkbox"/> | 03/04/2020 15:50:02 | 2.0 | Food Standard - SHORT | Steve Jones | ✓ Clause Form ✓ Non-Conformance Form ✓ Clause Response Form | <input type="button" value="Approve Version"/> | |
| <input type="checkbox"/> | 30/03/2020 | 1.0 | BRC Food Safety Issue 8 - Short | Steve Jones | ✓ Clause Form | <input type="button" value="Approve Version"/> | |

Template Details
 Template Activity
 Version Control
 Edit Clause Form
 Edit Non-Conformance Form
 Edit Clause Response Form
 Edit Standard Section(s)
 Edit Standard Form

Step 2: Fill in the standard details, the supplier you want to share the standard with and the user you want to notify and click the *Share Standard* button.

The user you shared the standard with will be notified via email and a task generated in their task bar.

Standard Details

Title: **Name the standard.**

Site: **Select the site the standard belongs to**

Template: **Select the template you want to share**

Respond By Date: **Select the date you want the supplier to respond by**

Share Details

Select Suppliers:

- ☒ Abattoir 1
- ☐ Abattoir 2
- ☐ Abattoir 3
- ☐ Bakery Supplier
- ☐ Butter Supplier
- ☐ Cheese supplier
- ☐ Cleaning services
- ☐ Cold Store
- ☐ Customer 1
- ☐ Dairy supplier
- ☐ Distribution Centre 1
- ☐ FC Farm
- ☐ Finished Goods Foods
- ☐ Fruit Supplier
- ☐ Ingredient Trading Agent
- ☐ Ingredients supplier
- ☐ Meat Processor

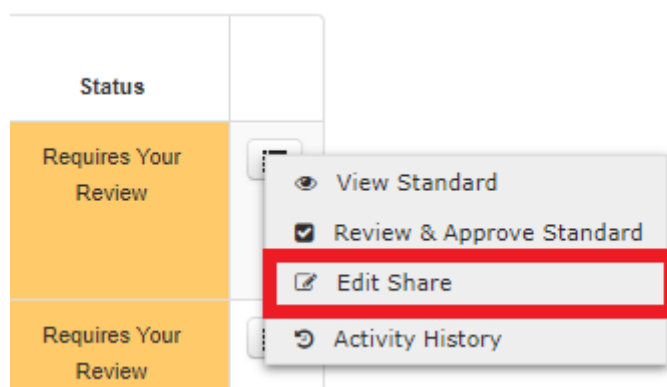
Select the supplier(s) you want to share the standard with. More than one supplier can be selected.

Supplier(s): Select Users: CC Users:

Select the users who you want to complete the standard. You can also CC in a user to be notified.

Alternatively, you can select to send to the agent of that supplier if you have supplied via set up in Supplier Manager (Please refer to Supplier Manager Guide to set up supplied vias).

Step 3: Once the standard is shared you can change the Recipient, Due Date and Auditor by selecting 'Edit Share' against the shared standard in the 'Shared standard' section.

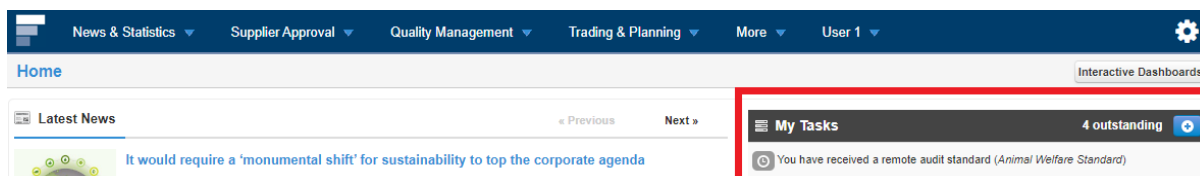


4. RECEIVING A SHARED STANDARD

You will be notified by email and a task will be generated when a remote audit standard has been shared with you.

4.1 ACCESSING STANDARD

Step 1: Access the shared standard by clicking on the task in *My Task* tool bar and this will take you to *Received standards*.



OR

Step 1: Select *Received Remote Audits* from the *Supplier Approval* tab and select the *Received standards* tab. If you have no subscription to Remote Audit Manager, it will take you straight to the *Received standards* tab.

The screenshot shows the 'Supplier Approval' dropdown menu. The 'Received Remote Audits' option is highlighted in blue. The menu also includes options like 'Received Questionnaires', 'Received Audits', 'Received Supplier Checks', 'Received Traceabilities', 'Received Product Intakes', 'Received Supplier Documents', 'Received Risk Assessments', 'Received Incidents', 'Upcoming Supplier Visits', and 'Received Supply Chains'.

Step 2: Click on the Icons button and select *Update Clause Evidence*.

The screenshot shows the 'Remote Auditing - Received Standards' page. The 'Update Clause Evidence' button is highlighted in red. The page displays a table of standards with columns for Received Date, Version, Standard Title, Received From, Response Due By, and Status. The 'Status' column shows 'Requires Your Action' for the first two standards.

4.2 UPLOADING EVIDENCE

There are 3 options you can choose from when uploading evidence; upload document, data form & link to item on Foods Connected. You can upload as many types of evidence you want to a single clause to show your compliance.

Step 1: Click the '+' button beside the clause you want to upload evidence to.

The screenshot shows the 'Remote Auditing - Animal Welfare Standard' page. The '+' button next to the 'Awaiting Evidence' status is highlighted in red. The page displays a table of standards with columns for Clause, Requirements, Status, and Evidence. The 'Status' column shows 'Awaiting Evidence' for the first standard.

Step 2 – Document Upload: A Modal will pop up for you to select what evidence you are uploading. If uploading a document, the following modal will show. Fill out the detail and press *Save*. If you want to attach more evidence to this clause press the 'Save & Add New' button.

Add Proof

Mark as non-applicable ☐ Yes ☒ No

Attached Evidence of Compliance ☒ Upload document ☐ Data Form ☐ Link to item on Foods Connected

Document Name

Document Owner

Start/End Date

Select Document ⓘ No file chosen
(Max File Size = 5MB)

Clause Owner

Mark as non-applicable: If the clause is not applicable to your site select *Yes* and fill in the reason why.

Attached Evidence of Compliance: Select *Upload Document*

Document Name: Name your document

Document Owner: Select the user that is the owner of this document.

Start/End Date: Select when the document starts and expires.

Select Document: Upload the document, picture, or video.

Clause Owner: Select the user that will be the owner of that clause.

Step 2 – Data Form: The following modal will show if completing the Data form. NB. This view can change due to the set up of the data form on the customer side.

Fill in the data form that the customer has created and press the *Save* button. This will attach as evidence to the clause.

Add Proof

Mark as non-applicable
☐ Yes
☒ No

Attached Evidence of Compliance
☐ Upload document
☒ Data Form
☐ Link to item on Foods Connected

Clause Owner

-- Select --

Compliance

Explain how you are compliant to this clause

Cancel

Save

Step 2 – Link to item on Foods Connected: The following modal will show if linking an existing document on Foods Connected to the clause.

Select the tool you want to link to e.g. document manager and select the item that is available in your document manager.

Select the clause owner and press *Save*.

Add Proof

Mark as non-applicable
☐ Yes
☒ No

Attached Evidence of Compliance
☐ Upload document
☐ Data Form
☒ Link to item on Foods Connected

Tool

- Select -

Select Item

- Select -

Clause Owner

-- Select --

Cancel

Save

4.3 FILTERING BY SECTIONS

This allows the user to filter the standard by sections, sub-sections, clause status and evidence status.

Step 1: Select *Filter Standard* at the top of the page in the selected standard.

| | | | | | | | | | | |
|-------------------|---|----------------|---|-----------|---|---------------|---|----------------|---|------------------------|
| Awaiting Evidence | 0 | Pending Review | 1 | Compliant | 0 | Non Compliant | 0 | Non Applicable | 1 | Filter Standard |
|-------------------|---|----------------|---|-----------|---|---------------|---|----------------|---|------------------------|

Step 2: To filter by sections click *Section(s)* tab in the pop-up modal and select which parent and child section you want to filter to.

Filter Standard

Section(s) Other

To filter this standard by its sections, click on the sections you wish to show (blue) or hide (grey) and click the 'Save Filter(s)' button below. filtering by all sections will default to all sections...

- ☐ Core Requirements
 - ☐ 1. Management commitment and control
 - ☒ 2. Quality Management System and site audits
 - ☐ 3. Ethical trading
 - ☐ 4. Environment, water and waste management
- ☐ Supplier Assurance Requirements
- ☐ Product Assurance Requirements

OR

Step 2: To filter by clauses or evidence click the *Other* tab in the pop-up modal and select the type of status and/or if evidence is attached and press *Save Filter(s)*.

Filter Standard

Section(s) Other

Clause Status:

Evidence Attached: ☒ Off ☐ Yes ☐ No

Step 3: To clear the filters click *Remove all* at the bottom of the pop-up modal.

4.4 SUBMITTING FOR REVIEW

Once all evidence is attached to all clauses or non-relevant clauses marked as N/A, you can submit the standard for review. The submit for review button will be greyed out until all clauses have evidence attached to them.

Step 1: Click *Submit for Review* button at the bottom of the page.

This will send the standard back to the customer for review and change the status of the standard from *Requires your Action* to *Awaiting Action*.

4.5 RESPONDING TO NON-CONFORMANCES

Step 1: Select the *Non-Conformance* tab at the top of the Remote Audit Standard (This will only be available if there are non-conformances against the standard).

Step 2: Click the '+' button under action against the clause.

Remote Auditing - Food Standard - SHORT ← Return to Standards List

Evidence **Non-Conformances (1)**

Awaiting Evidence 0 Pending Review 0 Compliant 0 Non Compliant 1 Non Applicable 0 Filter Standard

2. Environmental policies

The site shall have a documented food safety policy

| Clause | Requirements | Review Status | Action |
|--------|--|-----------------|--------|
| 2.1 | The site shall establish and maintain environmental and operational programmes necessary to create an environment suitable to produce safe and legal food products (prerequisite programmes). As a guide these may include the following, although this is not an exhaustive list: • cleaning and sanitising • pest management • maintenance programmes for equipment and buildings • personal hygiene requirements • staff training • purchasing • transportation arrangements • processes to prevent cross-contamination • allergen controls. The control measures and monitoring procedures for the prerequisite programmes must be clearly documented and shall be included within the development and reviews of the HACCP or food safety plan. | Non-Conformance | |

Send Response(s)

A modal will pop-up with the non-conformance comment and a form for you to respond to the non-conformance.

Step 3: Fill in the non-conformance response template and press *Save Form*.

Step 4: Once all the clauses have been updated and the Non-conformance form has been complete you can then send the remote audit standard back by pressing the *Send Response(s)* button.

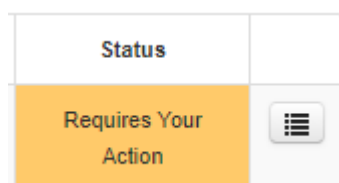
5. RECALLING A SHARED STANDARD

When a standard has been shared back with the customer for review, you can recall the standard back. This can only be done with shared standards that have a status of 'Awaiting Review'

Step 1: Navigate to the 'Received Standards' tab.

Step 2: Select the icon button against the shared standard you want to recall with a status of 'Awaiting Review' and select 'Recall Remote Audit'.

Step 3: When the standard has been recalled the status will revert to 'Requires Your Action' and any tasks generated for the customer to review will be removed.



6. REVIEWING & APPROVING

Step 1: Click on the new task in *My Tasks* and this will take you to the *Shared Standard* or select *Remote Audit Manager* within *Supplier Approval* tab and navigate to the *Shared Standard* tab.

Step 2: Click the icon button against the standard that 'Requires Confirmation' and select *Review & Approve Standard*.

6.1 REVIEWING CLAUSE EVIDENCE

NB. If the document expiry toggle is selected when setting up the template details, then the shared evidence from the supplier will expire after the audit is reviewed and confirmed.

Step1: Click the magnifying glass icon to view the evidence attached to a clause.

6.2 SELECTING OUTCOMES

Step 1: In the outcome section select from the dropdown whether the evidence is Approved, Requires more information or Non-conformance.

Step 2: Enter your comment about the evidence and compliancy in the comments section under the outcome dropdown. This comment is tracked will appear under the clause with the date, reviewer name, comment, and status for the supplier to view.

| Evidence Type | Clause Number | Topic | Requirements | Status | Evidence | Outcome |
|------------------|---------------|----------------|--|----------------|----------|---|
| Policy/Procedure | 1.1 | Quality Policy | <p>The site must have a documented quality policy which states the site's intention to consistently produce safe and legal products of the specified quality, whilst ensuring that all customer obligations and requirements are met.</p> <p>This must be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> signed by the person with overall responsibility for the site <input type="checkbox"/> effectively communicated to all site employees | Pending Review | Q | <div>Pending Review</div> <div>Enter Additional Information... (Optional)</div> |

Step 3: When you save progress, the status will change depending on the outcome you have selected.

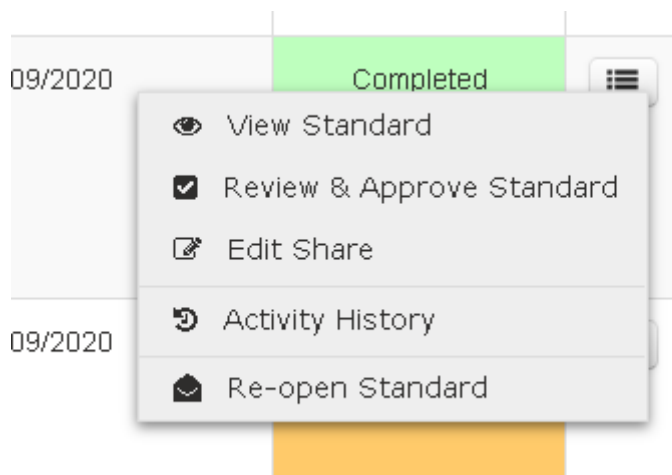
| Status | Evidence | Outcome |
|-----------|----------------------------------|---|
| Compliant | <input type="button" value="Q"/> | <div>Approved ▼</div> <div>Enter Additional Information... (Optional)</div> |

| Status | Evidence | Outcome |
|----------------|----------------------------------|---|
| Pending Review | <input type="button" value="Q"/> | <div>Requires More Info ▼</div> <div>Enter Additional Information... (Optional)</div> |

| Status | Evidence | Outcome |
|---------------|----------------------------------|--|
| Non Compliant | <input type="button" value="Q"/> | <div>Non-Conformance ▼</div> <div>Enter Additional Information... (Optional)</div> |

Step 4: When all clauses have been reviewed press the *Submit Review* button to send back to the supplier or *Completed & Approved* if no further action is required.

Step 5: If the standard is set to *Completed & Approved* and the standard needs re-opened then press the icon against the selected standard and select *Re-open Standard*.



7. ACCESSING ACTIVITY HISTORY

This will show all the history from when the standard was shared to a supplier to when evidence was uploaded & when clauses are reviewed.

Step 1: Click the icon button against the relevant remote audit standard and select the *Activity History*.

Remote Auditing

← Received Standards

Received Between: [] Shared With (Supplier): All Shared With (User): All Rec'd From (Company): All Status: All Search: [] Filter Clear Filters

Viewing 2 results | Page 1 of 1 25 50 100 All << first < previous next > last >>

| | Received Date | Version | Standard Title | Received From | Response Due By | Status | |
|--------------------------|---------------|---------|-------------------------|---------------|-----------------|-----------------------|--|
| <input type="checkbox"/> | 26/06/2020 | 1.0 | Animal Welfare Standard | Steve Jones | 17/07/2020 | Requires Your Action | View Standard |
| <input type="checkbox"/> | 24/03/2020 | 1.0 | Animal Welfare Standard | Steve Jones | 24/04/2020 | Awaiting Confirmation | Update Clause Evidence Activity History |

Step 2: You can view the history in here and search by user, dates or by typing in the search bar.

8. UPDATING STANDARD

This will allow you to edit the response due date and the auditor assigned to the shared standard.

Step 1: Click the icon button against the relevant remote audit standard and select the *Edit Share* option.

| Response Due Date | Status | |
|-------------------|----------------------|--|
| 21/07/2020 | Requires Your Review | ⋮ |
| | | <ul style="list-style-type: none"> View Standard <input checked="" type="checkbox"/> Review & Approve Standard <input checked="" type="checkbox"/> Edit Share Activity History |
| 20/07/2020 | Requires Your Review | |

Step 2: This will open a modal where you can change the supplier, company user, due date, or auditor.

Step 3: When you have updated the relevant section press *Update*.

Edit Share-

Supplier

Fresh Food Supplies

Company User

Rob Phelps

Response Due Date

23-10-2020

Auditor

Cancel

Update