TOOL OVERVIEW

SUPPLIER AUDITMANAGER

TOOL SUMMARY

Our Supplier Audit Manager tool enables you to carry out comprehensive audits on all your suppliers in a format that is standard, clear and user friendly. The Supplier Audit Manager is enabled on the Foods Connected app meaning audits can be completed offline using a tabletdevice. Using our fully customisable checklists, items can be checked off during the audit to ensure all required areas have been assessed and audit items created as and when they arise.

As audits reports and responses are stored in one central platform you can be certain that the relevant company team members are all working from the same supplier information. Fully tracked update history for both the customer and the supplier allows for better accountabilityand transparency of changes made.

Our reporting functionality helps you to analyse your supplier audits and create customisablecharts in our dashboards which will provide a summarised overview of the response information that is of key importance to you.

KEY FUNCTIONALITY

The table below highlights the main functionality available with this tool and describeshow each can be utilised within the system.

MOBILE ENABLED	Supplier Audits can be completed on the Foods Connected app even when offline. The audit can be uploaded to the web when internet connection becomesavailable to allow information to be available in one central location and eliminate duplication of work.
AUDIT CHECKLISTS	Create an audit check list which defines all areas which require to be covered during a supplier audit. Each check can be ticked off and a comment can be added during the audit using the Foods Connected app on a tablet ensuring that the audit is comprehensive. Link each check to an audit item to enable audit items to beautogenerated from the details inputted into the audit check list.

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LINKED DOCUMENTS

Documents can be linked to Audit Types and referred to during an audit on the Foods Connectedapp. E.g. company supplier approval guidelines can be linked to a specific audit and referred to during an audit for guidance.

SCORING CRITERIA

Scoring criteria is created based on score boundaries. The number and category of Audit Items raised during an audit will contribute to the Audit Score Outcome.

AUDIT OUTCOMES

If an audit outcome is not calculated on the number and type of Audit Items raised the auditor can select an Audit Outcome. Audit Outcomes canbe used as the only method to asses an audit or in addition to Scoring Criteria.

COLOUR CODED STATUSES

Colour coded completion statuses immediately give you an overview of which risk audits are in progress, require your action, awaiting response or complete.

UPDATES HISTORY

All changes made to audits are tracked with details of the date and time as well as who made the change, allowing for full transparency and accountability of updates.
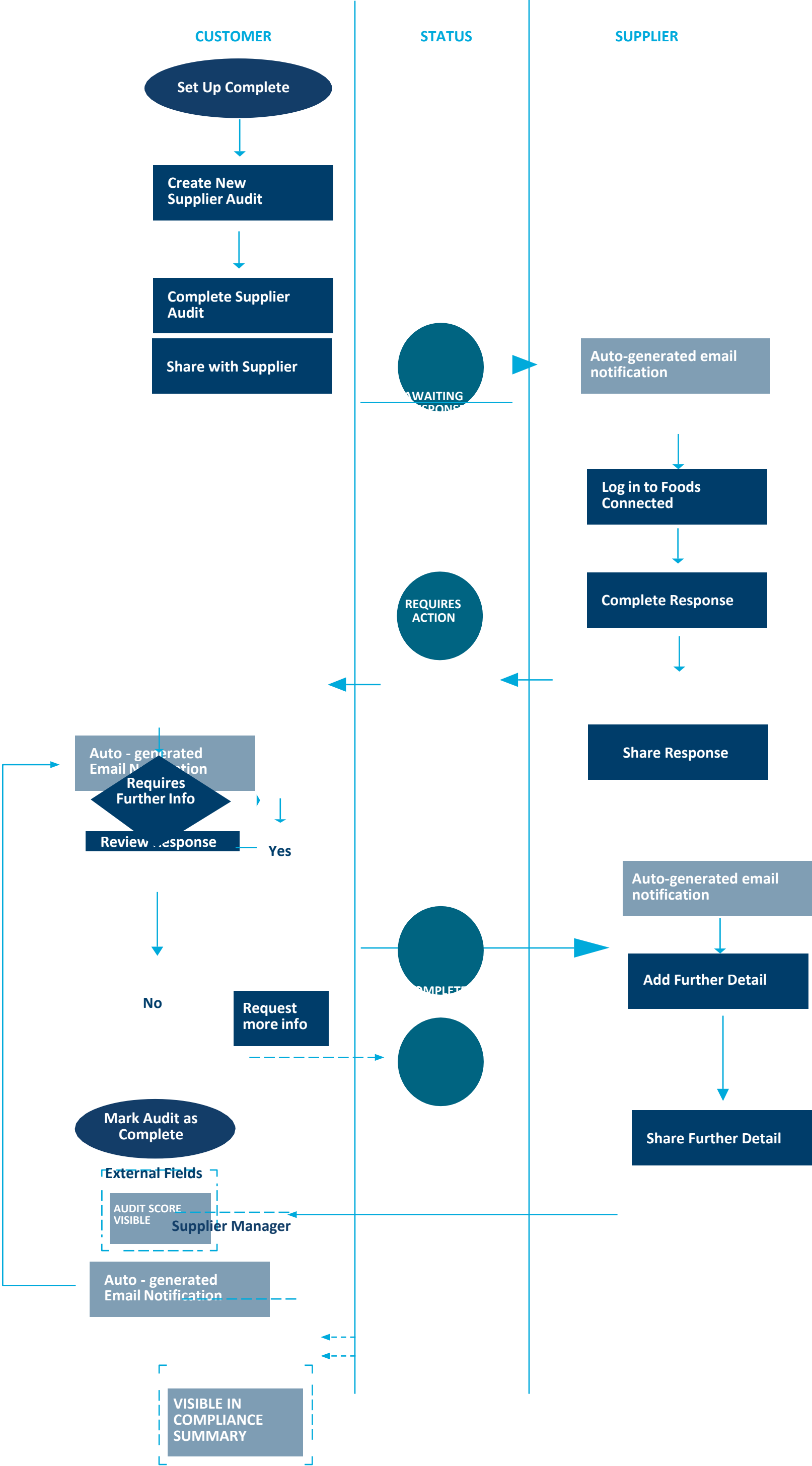
DASHBOARDS

Create fully customisable dashboards including charts from your Foods Connected reports or general response status widgets which provide an instant overview audit status and outcomes.

RESPONSE SUMMARY

Quickly summarise the status of audit responsesin a table showing who an audit has beensent to, when it was sent and what the current response status is.

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TOOL PROCESS USAGE FLOW

The below process flow guides you through the steps completing an Audit and how the interaction moved back and forward between your company and your suppliers.

CUSTOMER | **STATUS** | **SUPPLIER**

Set Up Complete

Create New Supplier Audit

Complete Supplier Audit

Share with Supplier

AWAITING RESPONSE

Auto-generated email notification

Log in to Foods Connected

REQUIRES ACTION

Complete Response

Share Response

Auto - generated Email Notification

Requires Further Info

Review Response

Yes

No

Request more info

COMPLETE

Auto-generated email notification

Add Further Detail

Share Further Detail

Mark Audit as Complete

External Fields

AUDIT SCORE VISIBLE

Supplier Manager

Auto - generated Email Notification

VISIBLE IN COMPLIANCE SUMMARY

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CONFIGURATION OPTIONS

There are various possibilities for configuration within the Supplier Audit Manager which are managed within the administration options. They will allow you to tailor the tool to best fit your company's requirements for completing supplier audits, in away that will make the process as hassle-free as possible.

The configuration options are expanded upon in the table below.

OPTION	DETAILS
AUDIT TYPES	Create audits specific to supplier types created in the Supplier Manager. When an audit type is selected when creating an audit only the relevant suppliers will be available to select.
DATA FORM	Additional information can be recorded during the audit by creating an Audit Data Form using our form builder's numerous field types including text, numeric, checkbox, dropdown and table options. Set fields as optional, mandatory or conditional mandatory based onan answer to a previous field response. Data forms are audit specific and a data form can be created for each audit type.
LINKED DOCUMENT	Relevant documents can be created in the Document Manger using the formbuilder functionality and linked to the relevant audit types to refer to during an audit.
AUDIT LOCATIONS	Audit locations refers to each section of an audit and can be created to meet your specific requirements. E.g.audit locations can be HACCP, QMS, allergens etc
AUDIT ITEMS	Audit items refer to the non-conformances raised duringan audit. These are fully customisable and can be linked to the audit type which they apply to.
AUDIT CATEGORIES	Audit categories refers to how you categorise audit items. E.g. audit categories can be satisfactory, minor, major or critical. Audit categories which generate a non-conformance can be linked to selected audit items.

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AUDIT CHECKLIST

Customised check lists can be used as a guide during an audit to ensure essential items are assessed. Checklists are linked to audit types and only the relevant checklists can be selected depending on the requirements of an audit. Each check can be linked to an audit Item and when selected as a non-conformance an audit item will be auto-generated.

SCORING CRITERIA

Scoring criteria can be set against audit items and an overall audit score can be calculated based on the audit items and the category of the audit item raised. Colour coding the total scores allows you to quickly view the outcome of supplier audits.

AUDIT OUTCOMES

Where the audit outcome is not calculated from the number and category of audit items raised, a colour coded audit outcome can be selected from a defined list created in the administration section.

ADMINISTRATION OPTIONS

In addition to the configuration options, the administration settings for the Supplier Audit Manager enable you to control several aspects of how audits are viewed and allows restricted exporting of audits to PDF format. This functionality is expanded upon in the table below.

OPTION	DETAILS
EXPORT ACCESS LEVELS	To ensure audit information is maintained within the company restrictions can be set to prevent company users exporting Audits to PDF.
VISIBLE LIST COLUMNS	The data shown in the audit summary table can be customised so only relevant information appears.

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INTERACTION WITH OTHER TOOLS

Our platform is interactive meaning information can flow between tools enabling your processes to work cooperatively together all on the same system. The tools can integrateand work together with other tools in the summary as described below.

TOOL	DETAILS
FORMBUILDER	Data forms linked to Audit Types can be customisedto your requirements using the formbuilder.
DOCUMENT MANAGER	Relevant documentation created in the Document Manager can be linked to Supplier Audits for the auditor to refer to during an audit.

DATA REQUIREMENTS

Detailed below are the data requirements of what will be necessary to set up andmake decisions in before launching the Supplier Audit Manager.

REQUIREMENTS	DETAILS
SUPPLIER MANAGER LAUNCHED	To be able to share audits with suppliersfor response, the Supplier Manager tool on Foods Connected needs to have been launched with all the required suppliers added into the supplier list.

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ACTIVE SUPPLIER CONTACTS

The relevant supplier users will be sent email invitations to join Foods Connected and they will need to activate their accounts to be able to view and respond to supplier audits.

AUDIT TYPES

The number of audit types needs to be confirmed to link the required audit locationsand audit items.

CONFIRMED REVIEW FREQUENCIES

The frequency at which you want your suppliers to be re-audited needs to be agreed upon before creating supplier audits if required.

AUDIT ITEMS

A confirmed list of audit items is required for eachaudit type before supplier audits can be created.

AUDIT CATEGORIES

A confirmed list of audit categories is required for each audit item before an audit can be created. Audit categories which create an audit item arerequired to be defined.

AUDIT CHECKLIST

Audit checklists can be used to ensure all requirements have been assessed during an audit. The checklist contents must first be confirmed, and audit items linked to checks must be specifiedbefore a checklist can be created on Foods Connected.

LINKED DOCUMENT

To link a document to an audit type, the document must first be created in the Document Manager.

DATA FORM

If a data form is required to collect additional information, the template must be confirmed before the audit is created.

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SCORING CRITERIA / AUDIT/ OUTCOME

Before a supplier audit is created, how an audit is tobe assessed needs to first be confirmed.

If audit outcomes are used to assess an audit list of outcomes, linked colour coding must be confirmed.

Where scoring is allocated, scoring for each audit item and audit category must be confirmed. The system uses the scoring to calculate the overall score. The score boundaries must also be confirmedwith descriptions of what each boundary determines.Any colour coding linked to score boundaries must also be confirmed.

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TOOL SETUP PROCESS FLOW

The below process flow guides you through the steps of setting up the Supplier Audit Managerand the information that needs to be included to be able to launch it to your suppliers.

SUPPLIER AUDIT MANAGER ADMINISTRATOR

DATA REQUIREMENTS COMPLETE

ADD AUDIT TYPES

- AUDIT DATA FORM
- LINKED DOCUMENT

CREATE AUDIT ITEMS

- LOCATION
- TYPES
- CATEGORY
- PRE-DEFINED COMMENTS

SET UP SCORING CRITERIA

CREATE AUDIT OUTCOMES

CREATE CHECKLISTS

CREATE RESPONSE TEMPLATE

- PRE-DEFINED COMMENTS
- LINK AUDITITEMS

COMPLETE SUPPLIER RISKASSESSMENTS

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