

STANDARDS & REGUATIONS COMPLIANCE AUDIT

Related Product Video:

https://www.youtube.com/watch?v=x-TsWvmlzy0

STARTING A NEW COMPLIANCE AUDIT

1. Click *Compliance* module that appears in the middle-left-bottom side of the screen.

			Q Search & Berk Ser
auditrunner	And Grands	-	
^ጵ Activity Stream	Berk Senogiu		
Inbox			
🔺 Important			<u> </u>
🔀 All Waiting			
A Followed			
 Completed 			
♦ All			
🋗 My Calendar			
Database			
_Parameters			
Action Follow-up & Remediation			
Asset Inventory			
Business Continuity			
Compliance			
🖿 Data Protection Compliance			
Document Editor			
Document Manager			
Ethical Breach Reporting			
Internal Audit			
Internal Controls			
Quality Assurance			
Risk Management			

2. Select the Audit Plan & Assignment activity.





3. Select *Year* under the *Audit Term* section.

		Audit Plan & Assig	gnment		2290 a few seconds ago
Edited by					
Name	Identity	Department	Position	Date	
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/14/2021	
Audit Term					
Year	1				
✓ [Select an item] 2019					
2020					
2021 2022					
2023					
2024 2025					

4. Then, press the + Add New Activity button.

		Audit Plan & Assig	gnment		2290 2 minutes ago
Edited by					
Name	Identity	Department	Position	Date	
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/14/2021	
Audit Term					
Year					
2020	\$				
New Activity Planned Act	tivities				
Activity Details					
Activity Details					
 No item found on this 	i list.				
+ Add New Activity					
XML 🗈 Copy					



5. Select the box under *Select* and fill in the *Period, Activity Type, Standard, and Activity Rating* sections. Choose the dates in the *Plan Details* section and the auditors from the *Auditors* section that will appear at the bottom of the page.

Year 2020	÷							
LOED	-							
New Activity Planne	d Activities							
Activity Details								
Select to add	Period	,	Activity Type		Standard		Activity Rating	
	March		Standards Compliance					19
+ Add New Activity Plan Details	March	·	standarus compitance	¢	FSSC 22000	¢	High	•
+ Add New Activity Plan Details Dates	MOLI	•	standards compliance	¢	FSSC 22000	Ŷ	High	Ŷ
+ Add New Activity Plan Details Dates Year	Period		Planned Start Date	¢ Planned End D	FSSC 22000	¢ Vork Days	High	Ŷ
+ Add New Activity Plan Details Dates Year 2020	Period March	¢	Planned Start Date	• Planned End D @03/31/2021	PSSC 22000	¢ Vork Days	High	¢
+ Add New Activity Plan Details Dates Year 2020 Auditors	Period March	\$	Planned Start Date	Planned End D	rssC 22000	• Work Days	High	•
Add New Activity Plan Details Dates Year 2020 Auditors Auditor	Period March	¢	Planned Start Date	Planned End D m 03/31/2021	ate V	e Work Days	High	•

PRELIMINARY WORK

1. In the Inbox section, select Preliminary Work for Standards Compliance Activity.

	2 Refr	resh	Q Sea	rch		å B	erk Ser	oglu	۰	≡
auditrunner		Task Name	\$ Dead	lline ;	;	Fold	er	\$	#\$	1.
Activity Stream Inbox	0	Preliminary Work for Investigation Activity Please complete the preliminary work for Investigation activity.			Interr	nal Ai	udit		2042 🧿	2
▲ Important X All Waiting	0	Preliminary Work for Investigation Activity Please complete the preliminary work for investigation activity.			Interr	nal Ai	udit		2206 Ø	2
Followed Completed All	0	Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.			Interr	nal Ai	ıdit		2213 O	2
m My Calendar	0	Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.			Interr	nal Ai	udit		2242 📀	2
Compliance Liabilities	0	Opening Meeting Minutes Please click for Audit Opening Meeting Report.			Interr	nal Au	ıdit		2247 🧿	2
Parameters Report Archive	0	Opening Meeting Minutes Please click for Audit Opening Meeting Report.			Interr	nal Au	ıdit		2250 Ø	2
🐂 Market 🥕 Administration	0	Closing Meeting Reports Please click for Audit Closing Meeting Report.			Interr	nal Au	ıdit		2254 O	3
	0	Closing Meeting Reports Please click for Audit Closing Meeting Report.			Interr	nal Au	ıdit		2256 O	3
	0	Preliminary Work for Standards Compliance Activity Please complete the preliminary work for Standards Compliance activity.			Comp	pliand	e		2291 🧿	10



2. In the *General Information* section, first name the *Activity Subject*. Then, fill in the *Activity Purpose* and *Activity Scope* fields.

Preliminary work	
General Information	
Activity Title	
🖋 Standards Compliance Activity	
Report No	Activity Type
2020/35	Standards Compliance
Activity Scope	
Standard	Activity Rating
FSSC 22000	High
Activity Purpose	
"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed aliquip ex ea commodo consequat. Duis aute irure dolor in re officia deserunt mollit anim id est laborum."	do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut prehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui
Activity Scope	
"Sed ut perspiciatis unde omnis iste natus error sit voluptate sunt explicabo. Nemo enim ipsam voluptatem quia voluptas	n accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta it aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt."

3. In the *Activities* section, see the *Questions* that are automatically added for the *Criteria* of selected *Standard/Regulation*.

Select Standard/Regulation	Criteria Prepare a maintenance program for air filters	Auditor State
Questions		
Question		
Check air filter maintenance records		
i Delete		
Question		
Use of HEPA filters, change period max	3 months	
鱼 Delete		
+ Add New Ouestion		
+ Add New Question		
+ Add New		
Audit Team		
Auditor		Lead Auditor
a O		



4. In the *Audit Team* section, add other auditors, if any, by clicking +Add New.

Use of HEPA filters, change period max 3 months				
i Delete				
+ Add New Question				
+ Add New				
Audit Team				
Auditor		Load	Auditor	
			Additor	
Supple to search				
D Recently Used 🔢 Organization Q Search Results				
- 😁 Internal Audit	Lead Auditor's Sci	hedule Forecast		
🕂 💄 James Hammond				
	Stage	Start Date	End Date	Work Days
+ 🙀 Ozgur Hamurcu		(m)	m	(Empty)
+ 🙀 Ozgur Hamurcu + 💄 Richard May	Preliminary Work			
Gzgur Hamurcu Z Richard May System 2 Yigit Taka	Preliminary Work Stage	Start Date	End Date	Work Days
Gzgur Hamurcu Z Richard May Z Yigit Taka Winternal Audit Group Mgmt	Preliminary Work Stage Field Work	Start Date	End Date	Work Days (Empty)
 E Ozgur Hamurcu Richard May Yigit Taka Yigit Taka Internal Audit Group Mgmt Yinternal Audit Manager 	Preliminary Work Stage Field Work	Start Date	End Date	Work Days (Empty)

5. In the *Annual Audit Plan* section, enter the each *Start Date* and *End Date* for the current compliance activity. In the *Attachments* section, add any related file by clicking *+Add New*.

Auditor			Lead	Auditor	
🚢 Ozgur Hamurcu					
🚔 Yigit Taka					
+ Add New					
Planned Schedule		Lead Auditor's Sch	nedule Forecast		
Planned Start Date	Planned End Date	Stage	Start Date	End Date	Work Days
3/21/2021	3/31/2021	Preliminary Work	mu 03/21/2021	m 03/23/2021	2
Work Days		Stare	Start Date	End Date	Work Dave
# 8		Field Work	m 03/24/2021	m 03/26/2021	3
		Stage	Start Date	End Date	Work Days
		Report Preparation	m 03/27/2021	m 03/31/2021	3
			Total Work	: Days8	
Attachments					
You may use the camera of your d	evice to take a picture and directly upload it.				
File					



6. Click Proceed to finish Preliminary Work part.

est Mode work item working in test mode, all next work it	ems will be n Yes X Cancel		
	Preliminary Work for Standar	ds Compliance Activity 2293 2 hours age	,
Preliminary Work			
Preliminary Work			
General Information			
Activity Title			
A Standards Compliance Activity			
Report No	Acti	vity Type	
2020/35	Star	ndards Compliance	
Activity Scope			
Standard	Acti	vity Rating	
FSSC 22000	Hig	h	
Activity Purpose			
"Lorem ipsum dolor sit amet, consecte aliquip ex ea commodo consequat. Du officia deserunt mollit anim id est labo	tur adipiscing elit, sed do eiusmod tempor incididunt ut labore et do is aute irure dolor in reprehenderit in voluptate velit esse cillum dolo rum."	lore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullarnco laboris nisi ut re eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui	

OPENING MEETING

1. In the *Opening Meeting* part, fill in all the required fields to arrange an opening meeting for the current compliance activity. Then, click *Proceed* to move forward.

Open	Ves X Cancel			
Activity Scope				
Standard		Activity Rating		
F5SC 22000		High		
Activity Start - End Dates:				
3/21/2021 / 3/31/2021				
Meeting Date & Place				
m 03/20/2021 12:00 am	Meeting Room		Contact Persons	
Active Participants		•	Contact Persons	
Ozgur Hamurcu	e a tigit taka		a berk serugiu	
- Derk Schöffe	+ Add New		experimente	
+ Add New			+ Add New	
Meeting Minutes				
¶В/Ц\$\$				
"Lorem ipsum doior sit amet. consec ut aliquip ex ea commodo consequa qui officia deserunt mollit anim id es	tetur adipiscing elit, sed do eiusmod tempor incididur t. Duis aute irure dolor in reprehenderit in voluptate v t laborum."	it ut labore et dolore magna aliqua. Ut enim a elit esse cillum dolore eu fugiat nulla pariatur	ad minim veniam, guis nostrud exercitation ullamco laboris nisi r. Excepteur sint occaecat cupidatat non proident, sunt in culpa	di b
Department's Requests				
*Sed ut perspiciatis unde omnis iste	natus error sit voluptatem accusantium doloremoue l	audantium, totam rem aperiam, eaque ipsa q	suae ab illo inventore veritatis et quasi architecto beatae vitae	
dicta sunt explicabo. Nemo enim ips	am voluptatem quia voluptas sit aspernatur aut odit a	ut fugit, sed quia consequuntur magni dolore	es eos qui ratione voluptatem sequi nesciunt."	
🕫 XML 🖷 Copy				



FIELDWORK

1. In the *Fieldwork* part, the system shows each auditor's individual *Fieldwork Findings* for the current compliance activity.

Auditors					
 Select a 	n activity a	and assign to the auditor who will	I execute the fieldwork. You may reassign an activity during the fi	eldwork.	
Ozgur Hai	nurcu				
Field	work Act	tivities			
	Select	Standard/Regulation	Criteria	Auditor	State
-	~	FSSC 22000	Prepare a maintenance program for air filters	🗵 Ozgur Hamurcu	Waiting
	Questio	ns			
	Quest	ion			
	Check	air filter maintenance records			
	Те	ests			
		No keep found on this list			
		No item round on this list.			
	Quest	ion f HEPA filters, change period max	3 months		
	Te	aete			
		2313			
		No item found on this list.			
	Remark	s			
Yigit Taka					
Field	work Act	tivities			

2. Click *Proceed* to move to the next part.

Are you sure you want to	v Yes X Cancel	pliance Activity 2293 2 hours ago
Preliminary Work Opening Meeong		
Auditors		
Select an activity and assign to the auditor who will end of the auditor who who will end of the auditor who	xecute the fieldwork. You may reassign an activity during the fieldwork.	
Ozgur Hamurcu		
Fieldwork Activities		
Select Standard/Regulation	Criteria Prepare a maintenance program for air filters	Auditor State
Questions		organ Hamarca v Hanang
questions		
Question Check air filter maintenance records		
Tests		
No item found on this list.		
Question		
Use of HEPA filters, change period max 3	months	
Tests		
O No item found on this list.		
Remarks		
Yigit Taka		
Fieldwork Activities		
8 No item found on this list.		
A XML Copy		



CLOSING MEETING

1. In the *Closing Meeting* part, fill in all the required fields to arrange a closing meeting for the current audit activity. Then, click *Proceed* to move to the next part.

Are you sure you want to select the action Proc	eed ?			
🗸 Yes 🗶 Ca	eeting for Standards Compliance	e Activity - Standards Complia	ance Activity	2293 hours ago
Preliminary Work Opening Meeting Fieldwork Close	ing Meeting Audit Report			
Closing Meeting				
Activity Scope				
Standard		Activity Rating		
FSSC 22000		High		
Meeting Date & Place				
m03/31/2021 10:00 am				
Active Participants	сс	Co	ntact Persons	
🛔 Ozgur Hamurcu	自 备 Yigit Taka	8 4	i Berk Senoglu	8
🏝 Ozgur Hamurcu	+ Add New	4	ozgur Hamurcu	8
+ Add New			+ Add New	
 No item found on this list. 				
Cap Auditor's Remarks				
	it cad do alurmed tamper incididunt ut labora a	t dolore magna aligua. Lit enim ad mi	nim vaniam, quis portrud avarsitation ullamso laboris pisi	
ut aliqui per ea commodo consequer. Duis aute inure o qui officia deserunt mollit anim id est laborum."	in and do enderson tempor inclandari di adone e Jolor in reprehenderit in voluptate velit esse cillu	m dolore eu fugiat nulla pariatur. Exc	spiteur sint occaecat cupidatat non proident, sunt in culpa	
Report Info				
Report Date	Report No	Su	bject	
m 03/14/2021	# 2020/35	1	Standards Compliance Activity	
Conclusion				
"Sed ut perspiciatis unde omnis iste natus error sit voi sunt explicabo. Nemo enim ipsam voluptatem quia vo	luptatem accusantium doloremque laudantium, oluptas sit aspernatur aut odit aut fugit, sed quia	totam rem aperiam, eaque ipsa quae consequuntur magni dolores eos qui	ab illo inventore veritatis et quasi architecto beatae vitae d ratione voluptatem sequi nesciunt."	licta

AUDIT REPORT

1. In the *Audit Report* part, write an *Overview* for the current audit activity. Then, if any, add a *Draft Audit* Report (optional).

Approve Closing Meeting for Standards Compliance Activity - Standards Compliance Activity							2293
Preliminary Work	Opening Meeting Fieldwork	Closing Meeting Audit Report	rt Private Notes				5 1100.000
Audit Report		•					
Department (Empty)	Process FSSC 22000	Activity Rating High	Report Date 3/14/2021 5:56 PM	Report No 2020/35	Executive Summary Click to view	Audit Report Click to view	
Draft Activity Re	port						
Click to view draft Ac	tivity Report						
XML 🗈 Copy							



PRIVATE NOTES

1. If any, add Private Notes by clicking +Add New.

Approve Closing Meeting for Standards Compliance Activity - Standards Compliance Activity							
Preliminary Work Op	pening Meeting Fieldwork C	losing Meeting Audit Report	Private Notes				
Audit Report		•					
Department	Process	Activity Rating	Report Date	Report No	Executive Summary	Audit Report	
(Empty)	FSSC 22000	High	3/14/2021 5:56 PM	2020/35	Click to view	Click to view	
Draft Activity Rep	ort						
Click to view draft Activ	vity Report						
XML 🖪 Copy							

2. By clicking *Approve,* finalize the audit activity.

est Mode work item working in test mode, all next w	vork items will t	
	Approve Closing Meeting for Standards Compliance Activity - Standards Compliance Activity	2293 5 hours ago
Preliminary Work Opening Mee	ting Fieldwork Closing Meeting Audit Report Private Notes	
Private Notes		
+ Add New		
XML Copy		



3. In the *Executive Summary* section, select the *Distribution List*.

Preliminary Work Oper	ing Meeting Fieldwork Closing Meet	ting Management Response Executive	Summary Audit Report Private Notes		
Executive Summary	1				
Edited by					
Name	Identity	Department	Position	Form Date	
(Empty)	(Empty)	Board of Directors	Board Member	m 3/15/2021	
Report No					
2020/37					
Click to view draft Execuit	re Summary				
Executive Summar	1				
 No item found on the 	is list.				
+ Add Section					
Distribution List					
Distribution List					
Name		Title	Executive Summary		
🛎 WorkRunner		(Empty)	Send Executive Summary		⊕ ++•
Type to search		(Empty)	Send Executive Summary		₩ +
	Organization O Search Results				Delete All
ා Recently Used 📕	organization a scarcinicsaits				

4. Share the Audit Report by clicking Distribute Report.

	Finalize Report for Standards Compliance Activity - Standards Compliance Activity						
Preliminary Work	Opening Meeting Fieldwork	Closing Meeting Managemen	t Response Executive Summary	Audit Report Private	Notes		
Audit Report							
Department (Empty)	Process FSSC 22000	Activity Rating High	Report Date 3/14/2021 5:56 PM	Report No 2020/35	Executive Summary Click to view	Audit Report <u>Click to view</u>	
Draft Activity Re	port						
Click to view draft Ac	tivity Report						
XML Copy							