

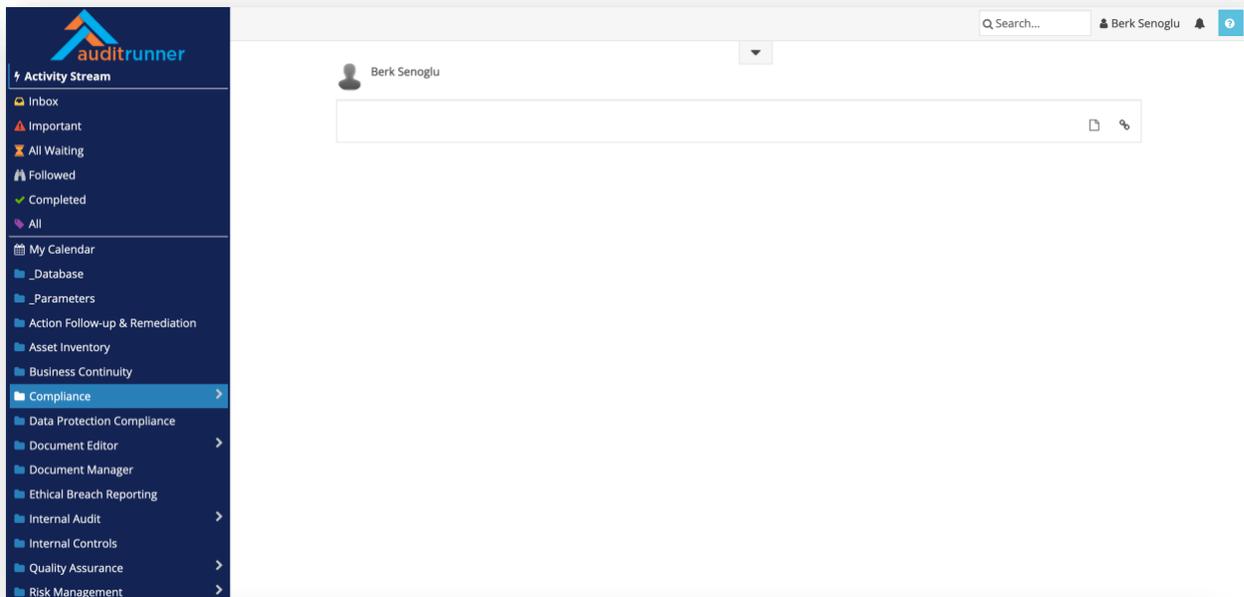
STANDARDS & REGULATIONS COMPLIANCE AUDIT

Related Product Video:

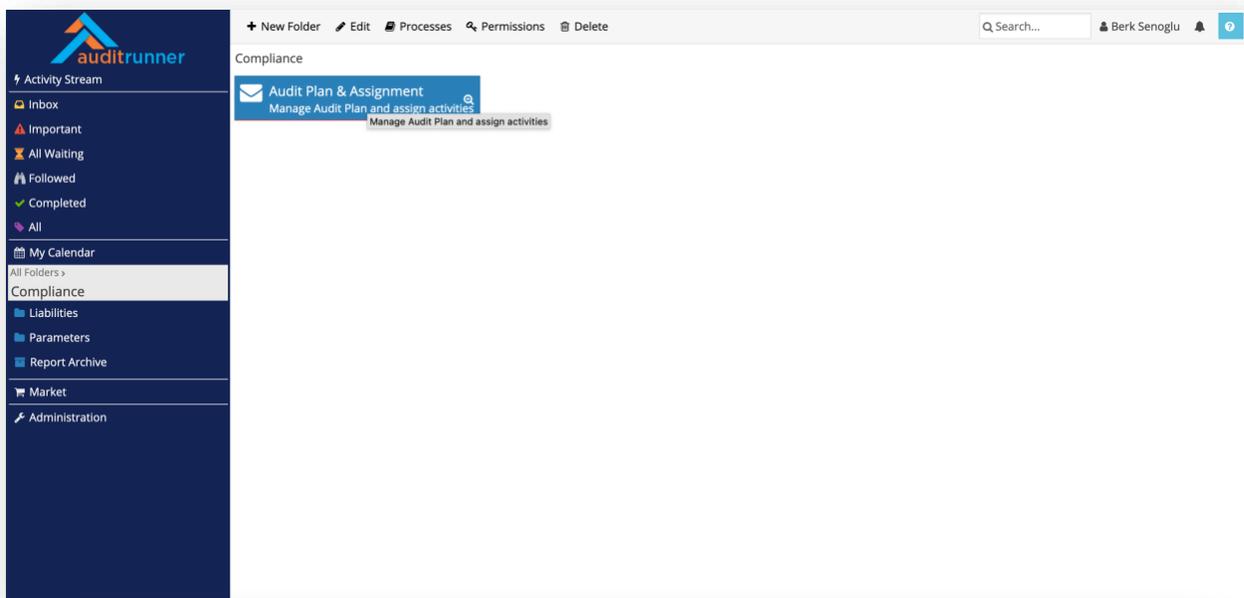
<https://www.youtube.com/watch?v=x-TsWvmlzy0>

STARTING A NEW COMPLIANCE AUDIT

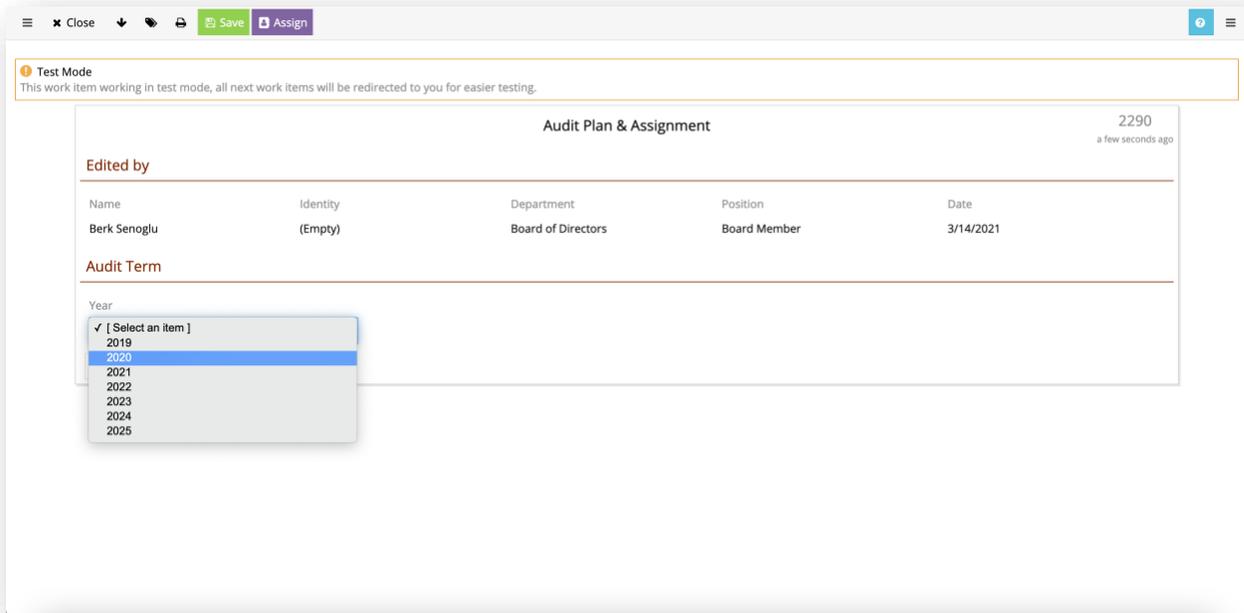
1. Click *Compliance* module that appears in the middle-left-bottom side of the screen.



2. Select the *Audit Plan & Assignment* activity.



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

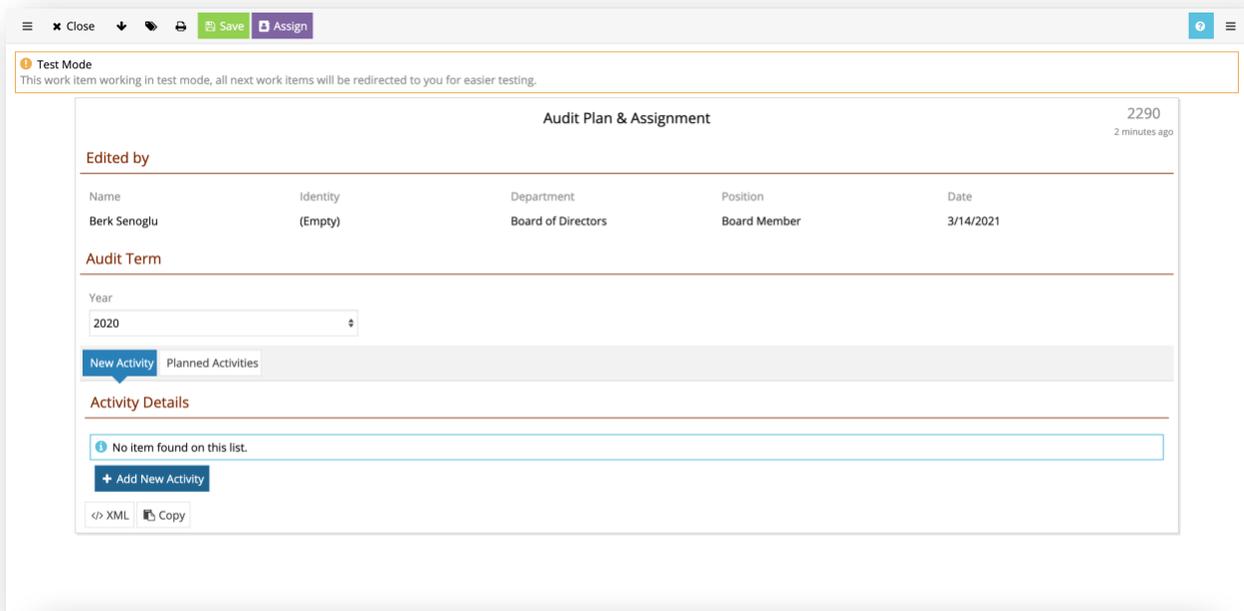


The screenshot shows the 'Audit Plan & Assignment' interface. At the top, there is a 'Test Mode' warning. Below it, the title 'Audit Plan & Assignment' is displayed with a timestamp '2290 a few seconds ago'. The 'Edited by' section shows a table with the following data:

Name	Identity	Department	Position	Date
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/14/2021

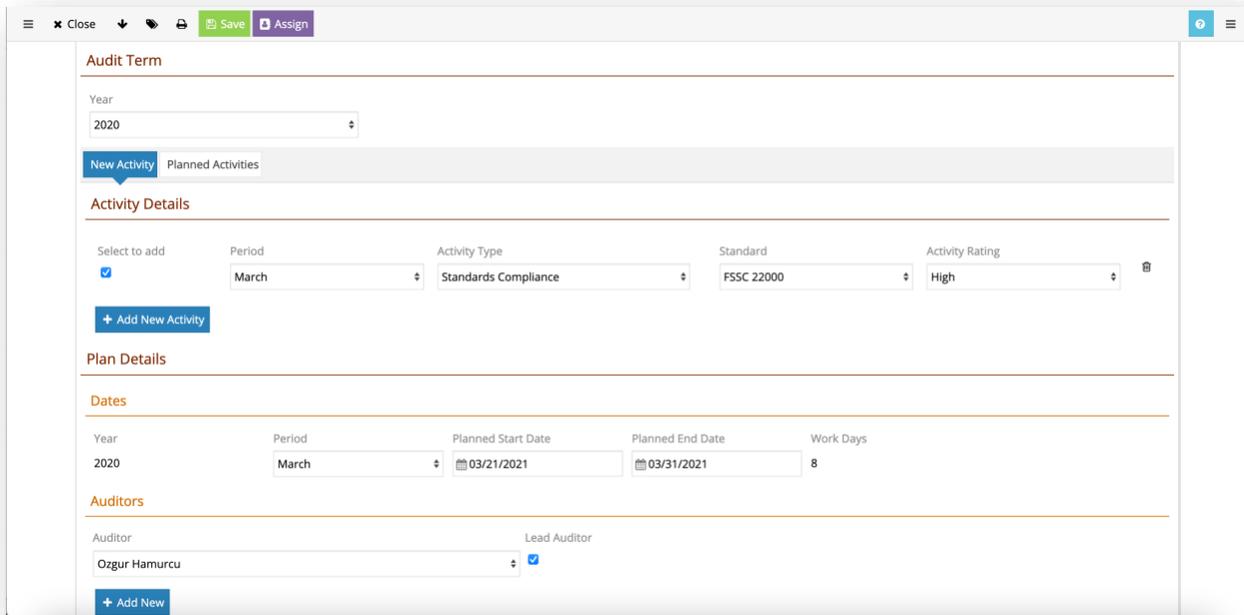
The 'Audit Term' section has a 'Year' dropdown menu open, showing a list of years from 2019 to 2025. The year 2020 is currently selected.

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



The screenshot shows the 'Audit Plan & Assignment' interface after selecting the year 2020. The 'Year' dropdown is now a text field containing '2020'. Below it, there are two tabs: 'New Activity' (active) and 'Planned Activities'. The 'Activity Details' section shows a message: 'No item found on this list.' Below this message is a blue button labeled '+ Add New Activity'. At the bottom left, there are links for '</ XML' and 'Copy'.

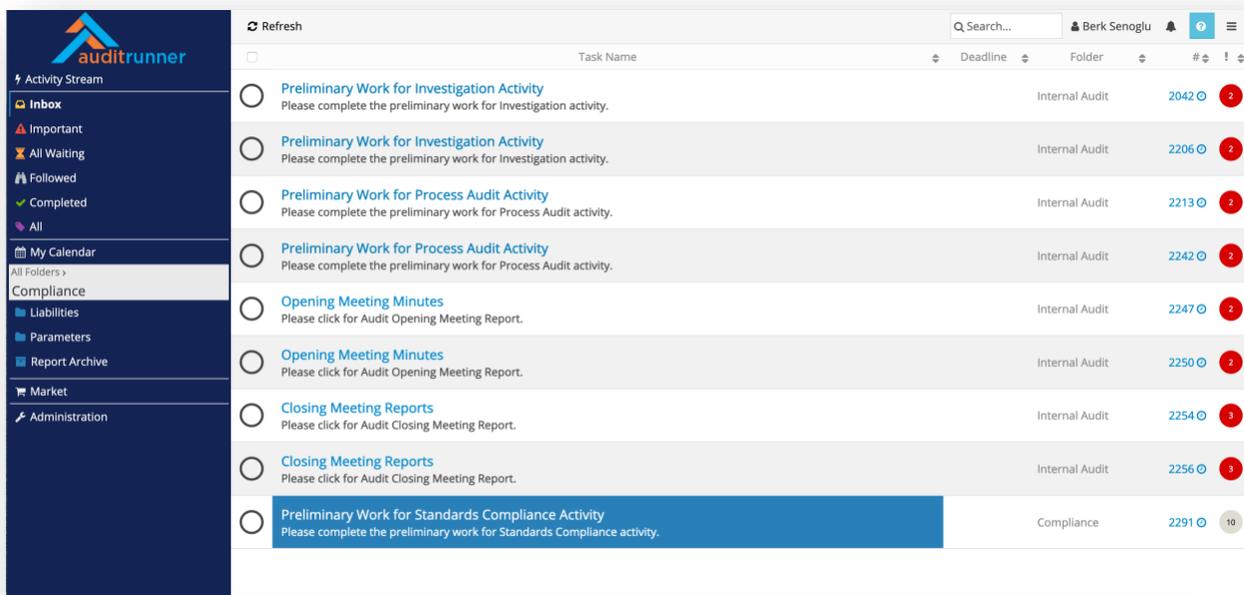
- Select the box under *Select* and fill in the *Period*, *Activity Type*, *Standard*, and *Activity Rating* sections. Choose the dates in the *Plan Details* section and the auditors from the *Auditors* section that will appear at the bottom of the page.



The screenshot shows the 'Audit Term' configuration form. It includes sections for 'Audit Term', 'Activity Details', 'Plan Details', and 'Auditors'. The 'Activity Details' section has a 'Select to add' checkbox checked, and dropdowns for 'Period' (March), 'Activity Type' (Standards Compliance), 'Standard' (FSSC 22000), and 'Activity Rating' (High). The 'Plan Details' section has dropdowns for 'Year' (2020) and 'Period' (March), and input fields for 'Planned Start Date' (03/21/2021), 'Planned End Date' (03/31/2021), and 'Work Days' (8). The 'Auditors' section has a dropdown for 'Auditor' (Ozgur Hamurcu) and a checked 'Lead Auditor' checkbox.

PRELIMINARY WORK

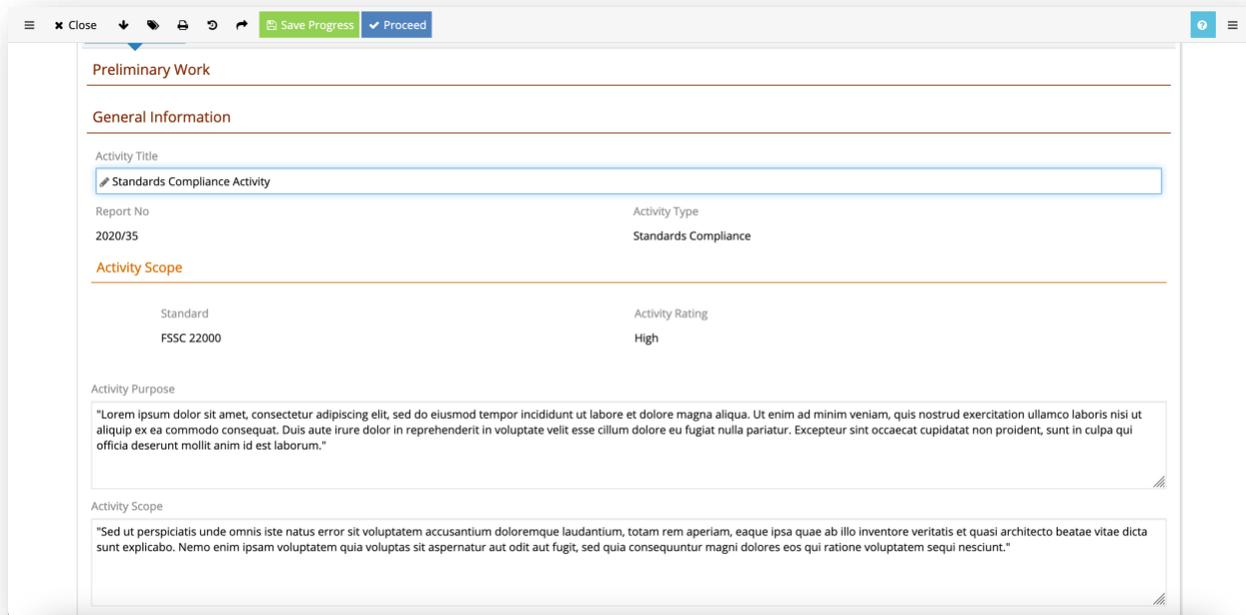
- In the *Inbox* section, select *Preliminary Work for Standards Compliance Activity*.



The screenshot shows the 'Inbox' section of the AuditRunner application. The left sidebar contains navigation options like 'Activity Stream', 'Inbox', 'Important', 'All Waiting', 'Followed', 'Completed', 'All', 'My Calendar', and 'All Folders'. The main area displays a list of tasks with columns for 'Task Name', 'Deadline', 'Folder', and a status indicator. The task 'Preliminary Work for Standards Compliance Activity' is highlighted in blue.

Task Name	Deadline	Folder	Status
Preliminary Work for Investigation Activity Please complete the preliminary work for Investigation activity.	2042	Internal Audit	2
Preliminary Work for Investigation Activity Please complete the preliminary work for Investigation activity.	2206	Internal Audit	2
Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.	2213	Internal Audit	2
Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.	2242	Internal Audit	2
Opening Meeting Minutes Please click for Audit Opening Meeting Report.	2247	Internal Audit	2
Opening Meeting Minutes Please click for Audit Opening Meeting Report.	2250	Internal Audit	2
Closing Meeting Reports Please click for Audit Closing Meeting Report.	2254	Internal Audit	3
Closing Meeting Reports Please click for Audit Closing Meeting Report.	2256	Internal Audit	3
Preliminary Work for Standards Compliance Activity Please complete the preliminary work for Standards Compliance activity.	2291	Compliance	10

- 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: 2020/35 Activity Type: Standards Compliance

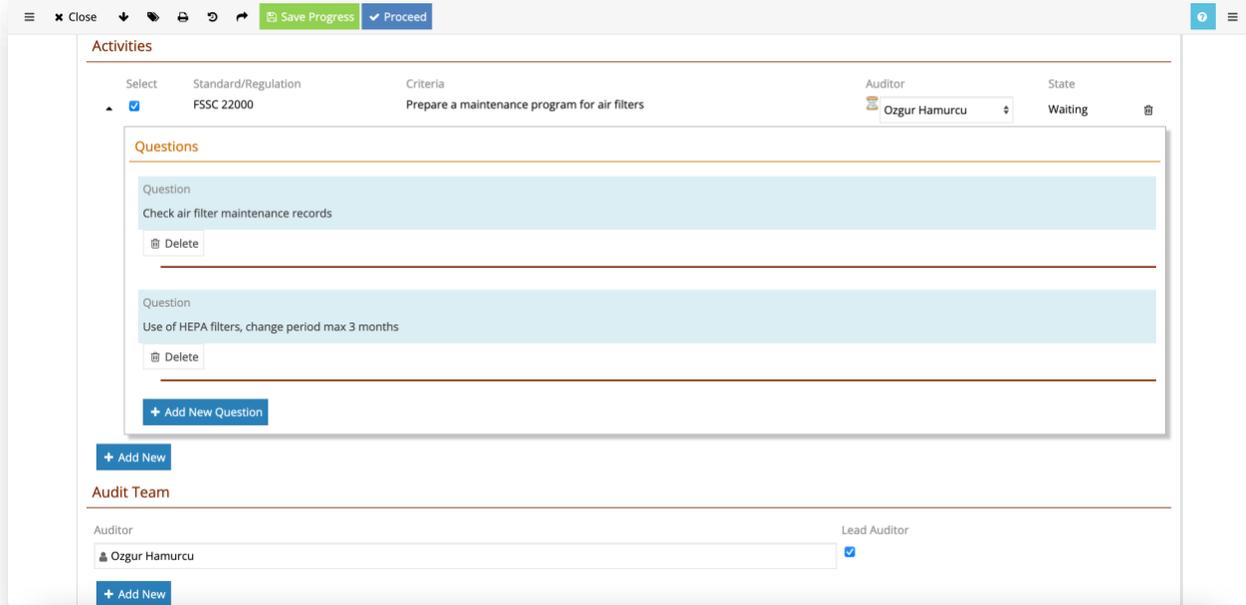
Activity Scope

Standard: FSSC 22000 Activity Rating: High

Activity Purpose
"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Activity Scope
"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt."

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



Activities

Select	Standard/Regulation	Criteria	Auditor	State
<input checked="" type="checkbox"/>	FSSC 22000	Prepare a maintenance program for air filters	Ozgur Hamurcu	Waiting

Questions

Question: Check air filter maintenance records
Delete

Question: Use of HEPA filters, change period max 3 months
Delete

+ Add New Question

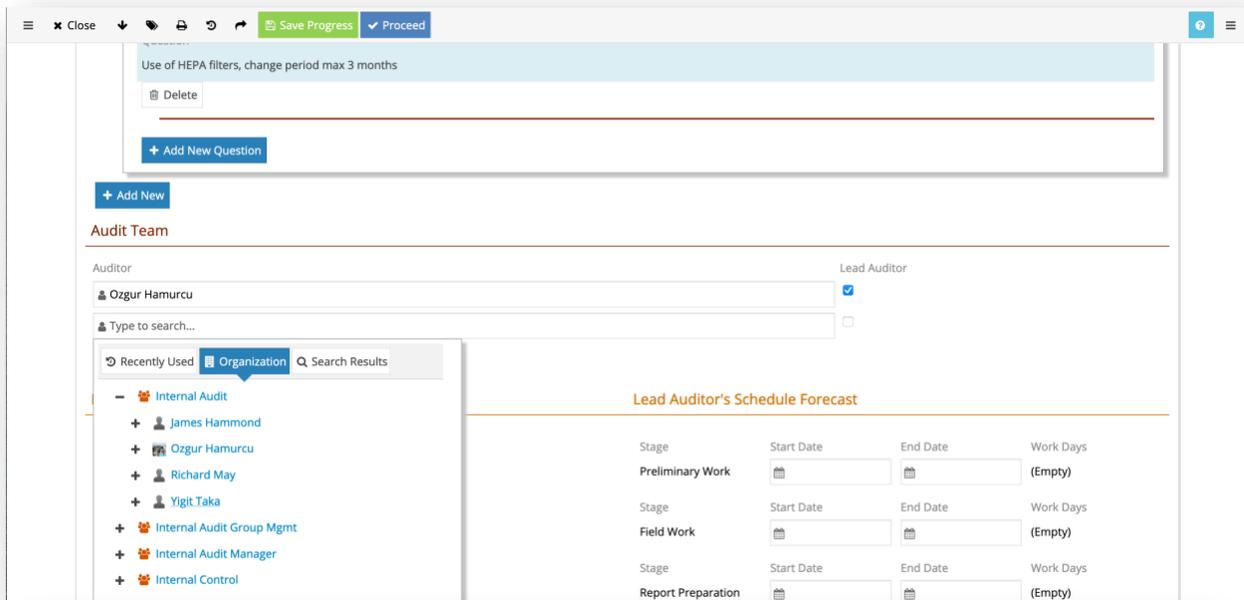
+ Add New

Audit Team

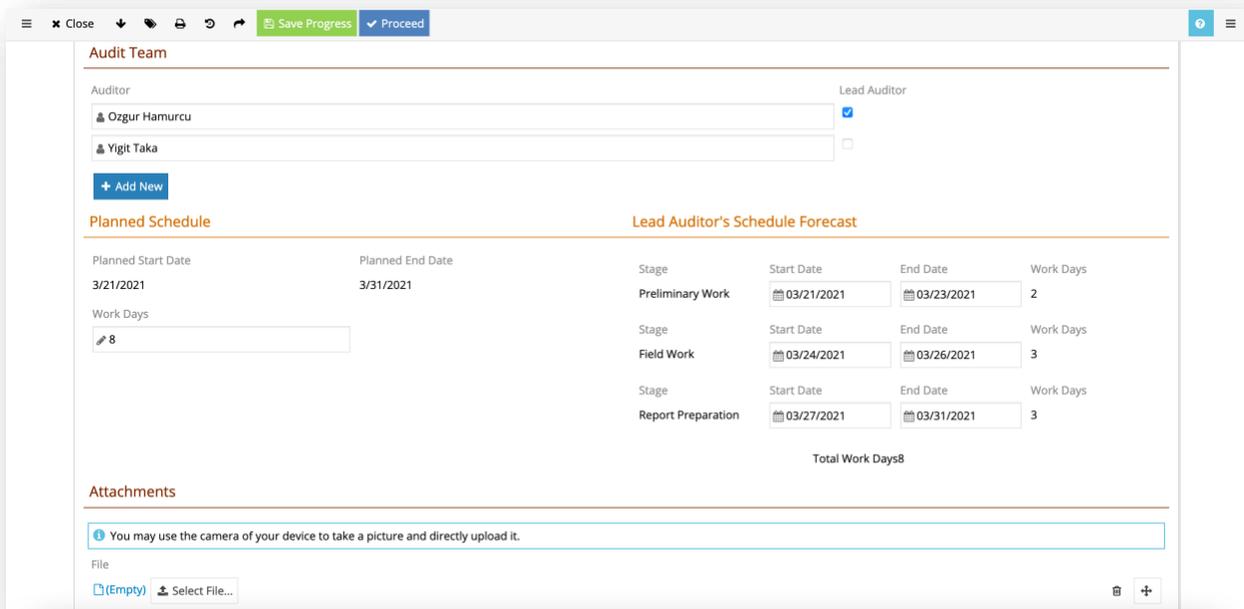
Auditor: Ozgur Hamurcu Lead Auditor:

+ Add New

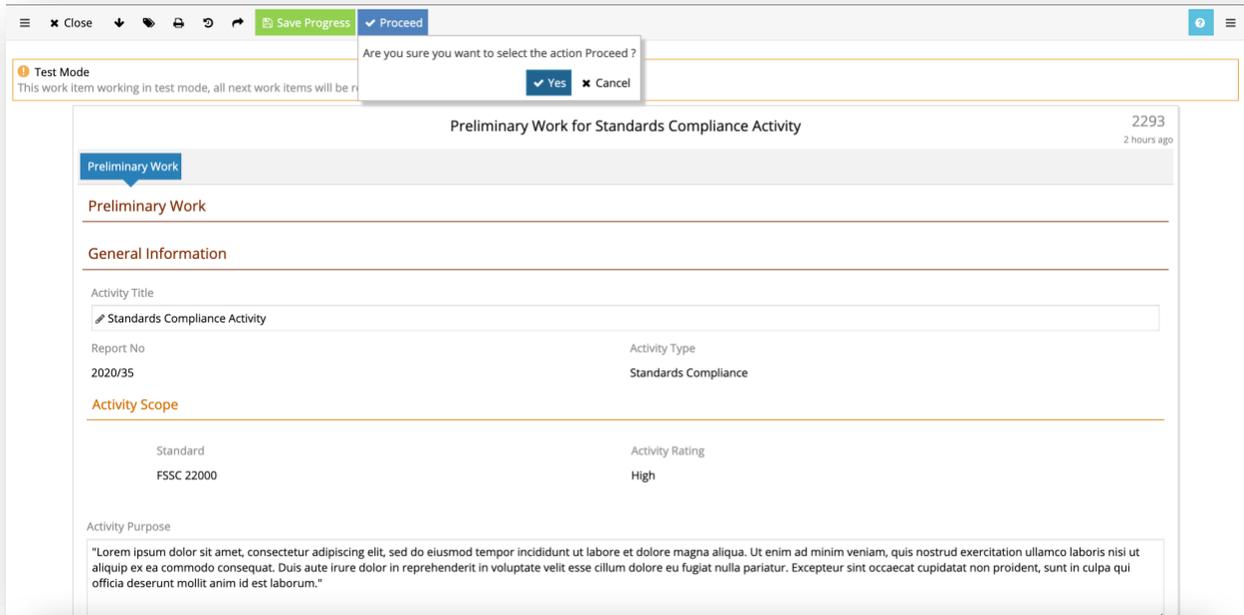
4. In the *Audit Team* section, add other auditors, if any, by clicking +Add New.



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.

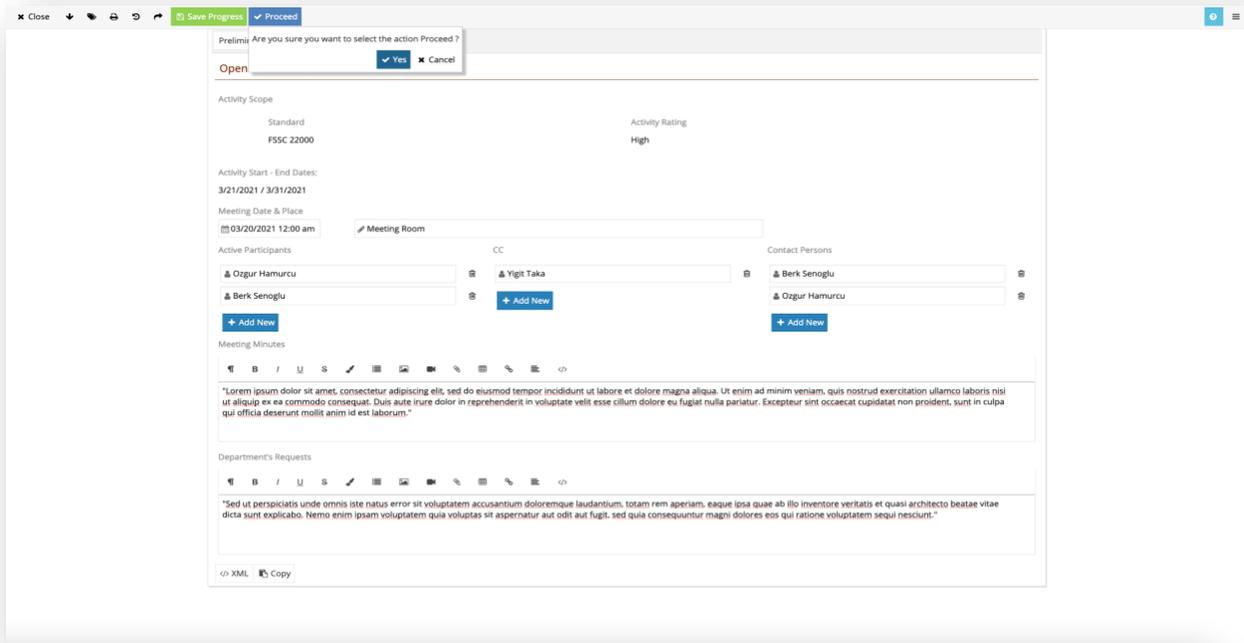


6. Click *Proceed* to finish *Preliminary Work* part.



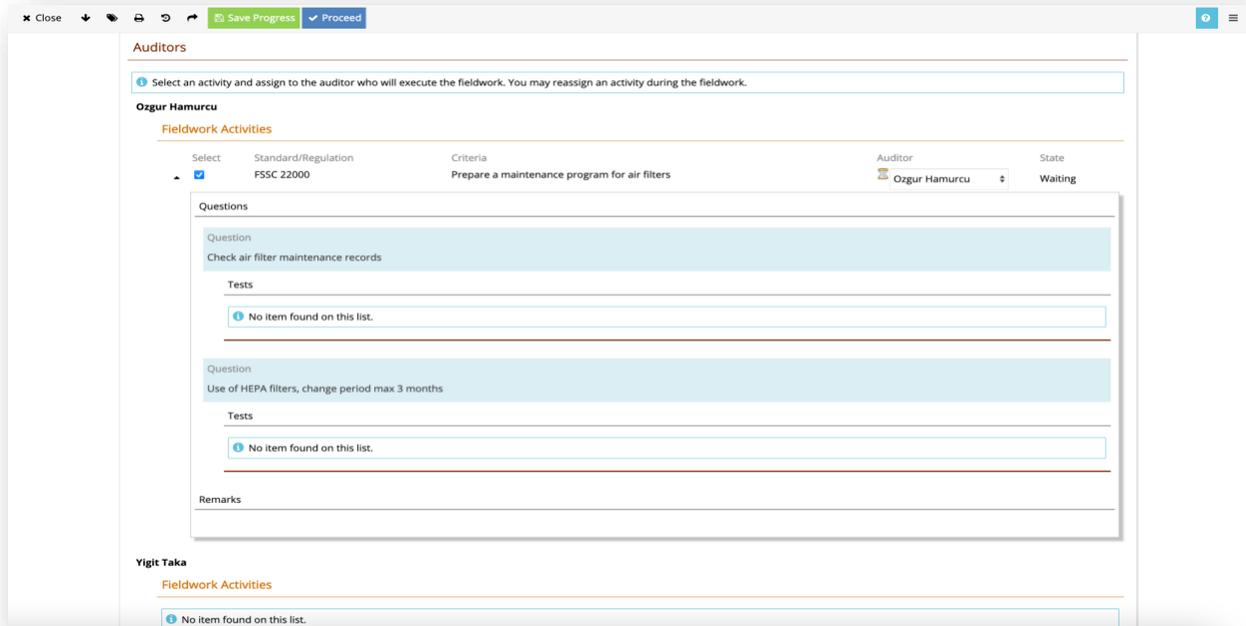
OPENING MEETING

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.



FIELDWORK

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



Auditors

Select an activity and assign to the auditor who will execute the fieldwork. You may reassign an activity during the fieldwork.

Ozgur Hamurcu

Fieldwork Activities

Select	Standard/Regulation	Criteria	Auditor	State
<input checked="" type="checkbox"/>	FSSC 22000	Prepare a maintenance program for air filters	Ozgur Hamurcu	Waiting

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

No item found on this list.

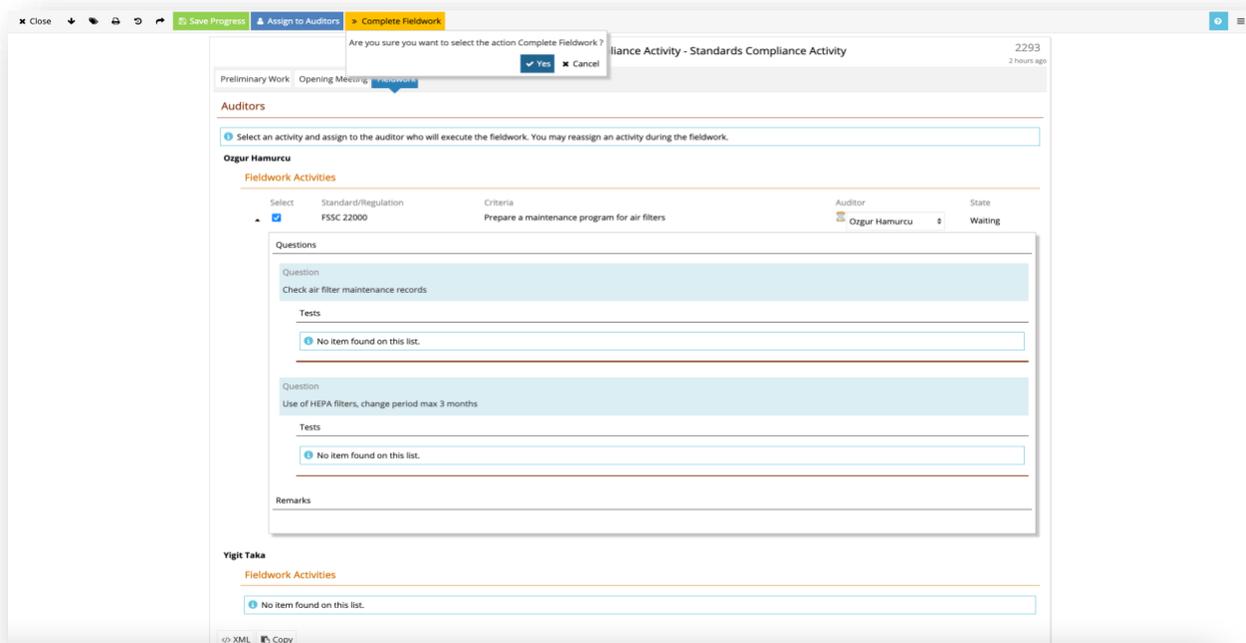
Remarks

Vigitt Taka

Fieldwork Activities

No item found on this list.

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



Auditors

Select an activity and assign to the auditor who will execute the fieldwork. You may reassign an activity during the fieldwork.

Ozgur Hamurcu

Fieldwork Activities

Select	Standard/Regulation	Criteria	Auditor	State
<input checked="" type="checkbox"/>	FSSC 22000	Prepare a maintenance program for air filters	Ozgur Hamurcu	Waiting

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

No item found on this list.

Remarks

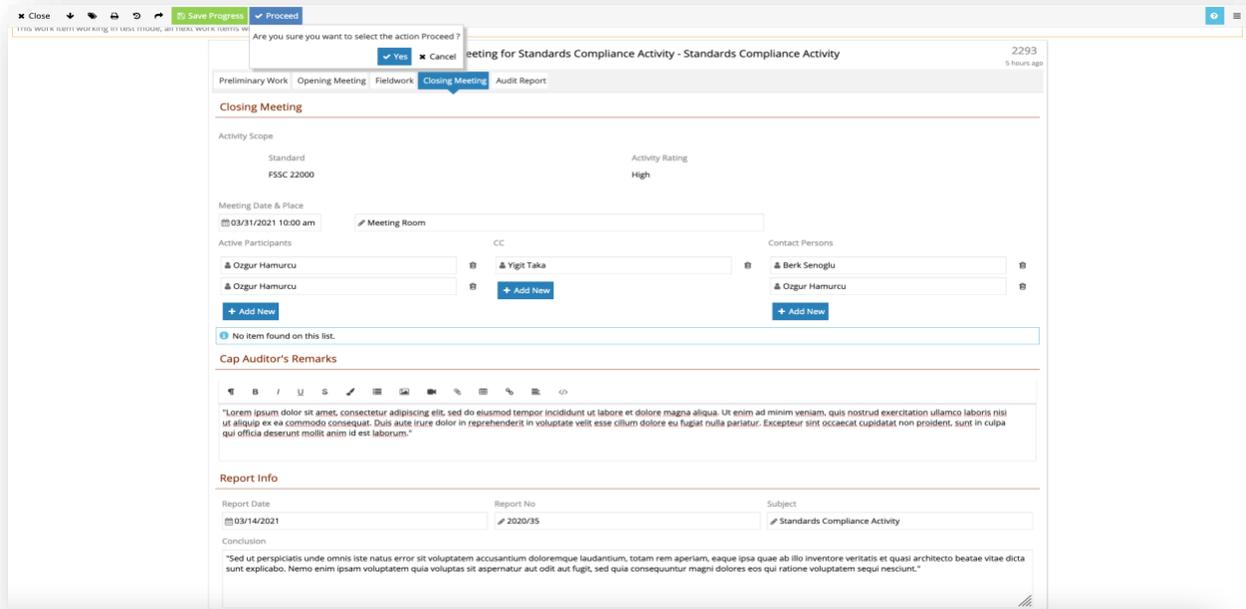
Vigitt Taka

Fieldwork Activities

No item found on this list.

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 Proceed?

Proceeding for Standards Compliance Activity - Standards Compliance Activity 2293 5 hours ago

Preliminary Work | Opening Meeting | Fieldwork | **Closing Meeting** | Audit Report

Closing Meeting

Activity Scope

Standard: FSSC 22000 Activity Rating: High

Meeting Date & Place: 03/31/2021 10:00 am Meeting Room

Active Participants: Ozgur Hamurcu, Yigit Taka, Berk Senoglu, Ozgur Hamurcu

CC: + Add New

Contact Persons: + Add New

No item found on this list.

Cap Auditor's Remarks

Rich text editor with placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

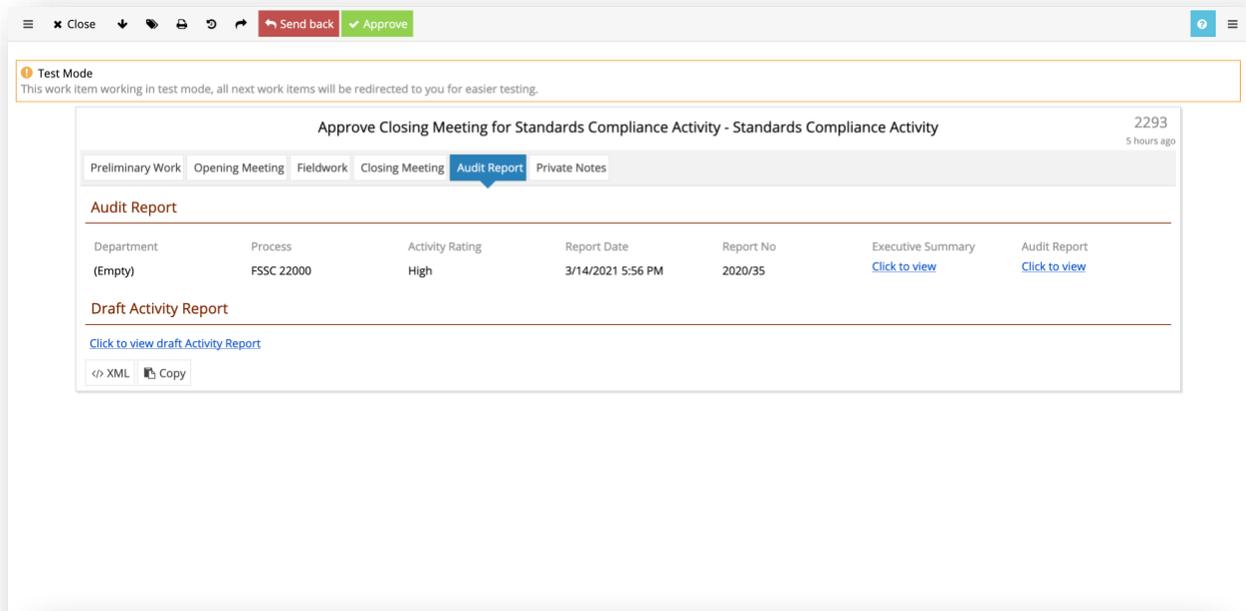
Report Info

Report Date: 03/14/2021 Report No: 2020/35 Subject: Standards Compliance Activity

Conclusion: "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt."

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).



Test Mode: This work item working in test mode, all next work items will be redirected to you for easier testing.

Approve Closing Meeting for Standards Compliance Activity - Standards Compliance Activity 2293 5 hours ago

Preliminary Work | Opening Meeting | Fieldwork | Closing 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

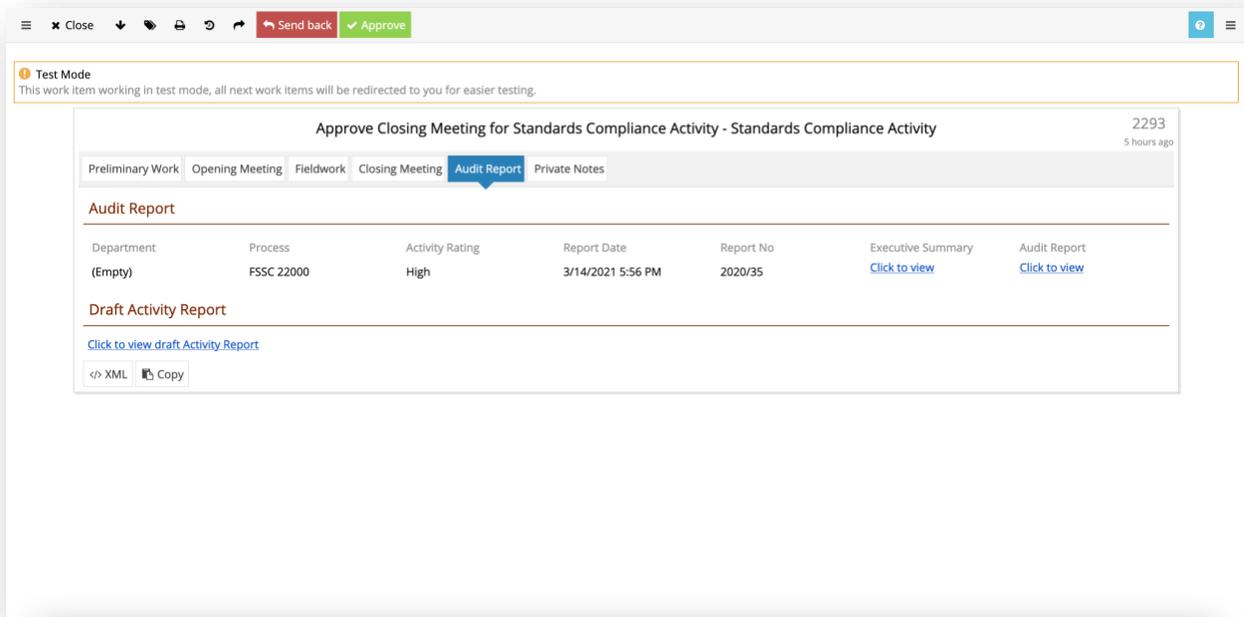
Draft Activity Report

[Click to view draft Activity Report](#)

XML Copy

PRIVATE NOTES

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

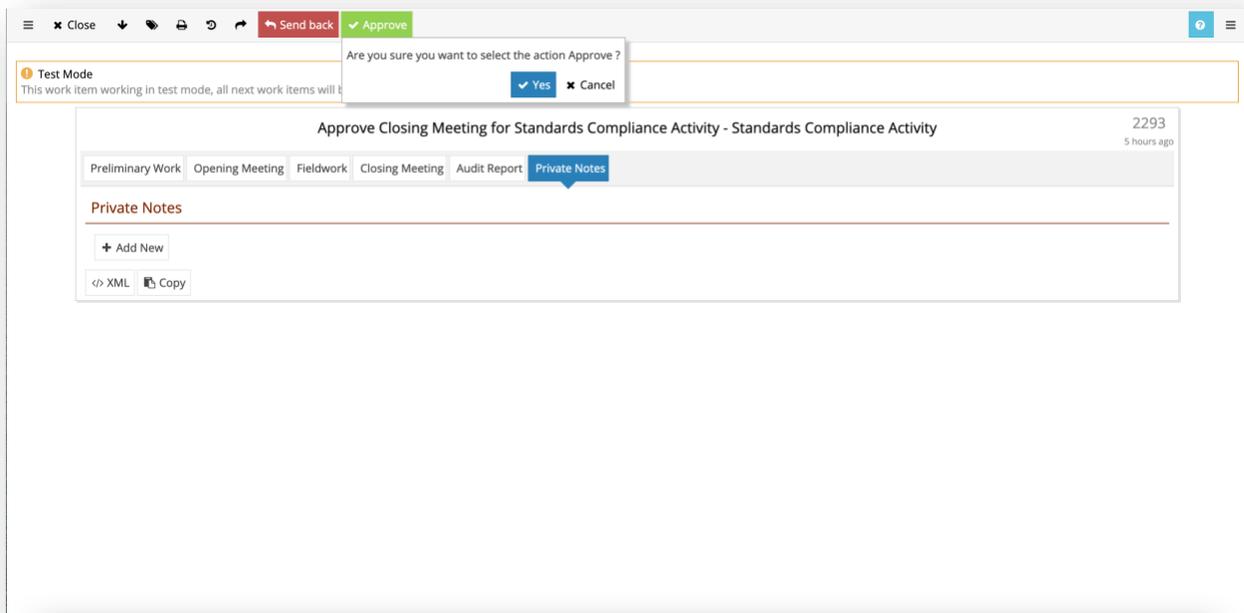


The screenshot shows the 'Audit Report' tab selected in the breadcrumb navigation. The main content area displays the following information:

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

Below the table, there is a section for 'Draft Activity Report' with a link: [Click to view draft Activity Report](#). At the bottom, there are icons for XML and Copy.

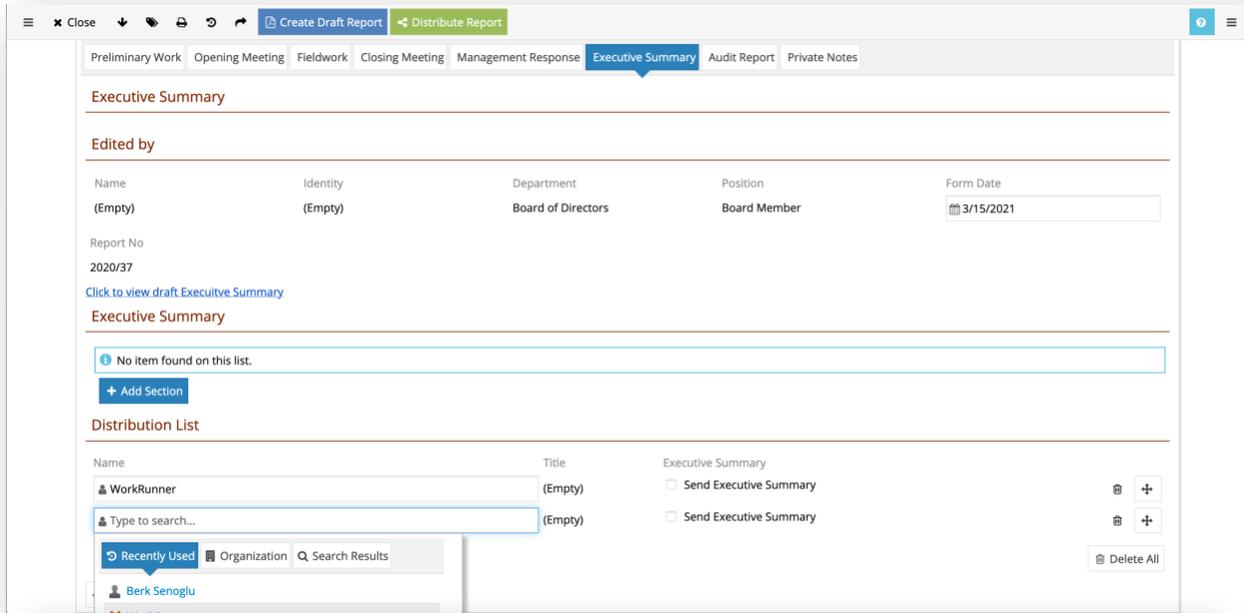
2. By clicking *Approve*, finalize the audit activity.



The screenshot shows the 'Private Notes' tab selected in the breadcrumb navigation. A confirmation dialog box is displayed over the top of the page with the text: "Are you sure you want to select the action Approve?". The dialog has two buttons: "Yes" and "Cancel".

Below the dialog, the main content area displays the 'Private Notes' section with an "+ Add New" button and XML/Copy icons at the bottom.

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



4. Share the *Audit Report* by clicking *Distribute Report*.

