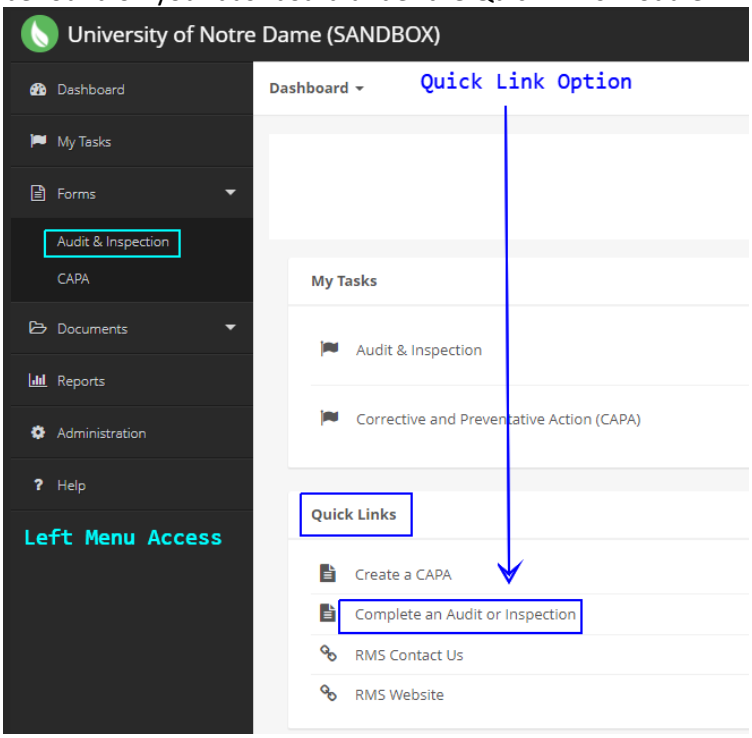
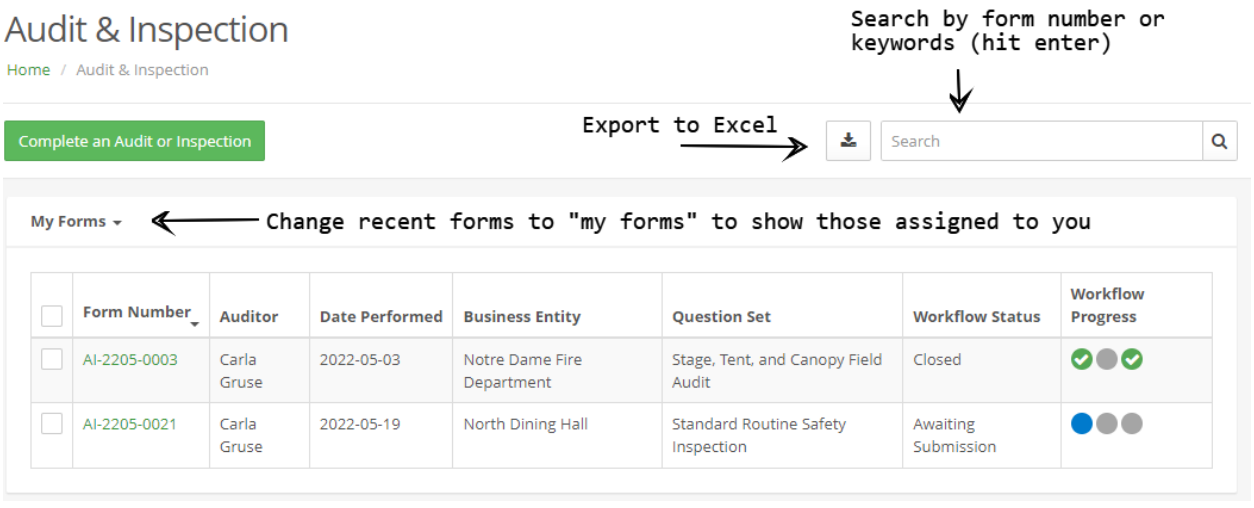
Audit & Inspection Module

Open the Audit and Inspection form. This is located on the left navigation menu under “forms” or may be found on your dashboard under the Quick Links module.



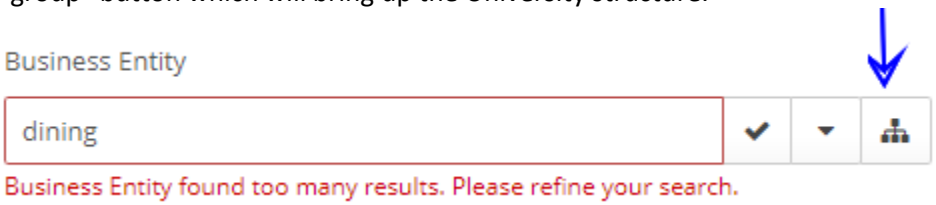
Once the Audit & Inspection module is open locate the form you wish to complete or begin a new Audit & Inspection. You may use the search box in the upper right corner of the screen to better help you locate the audit/inspection. You can search by typing in keywords. You can also export the list to excel. Changing the page default to “My Forms” can also help during a search.

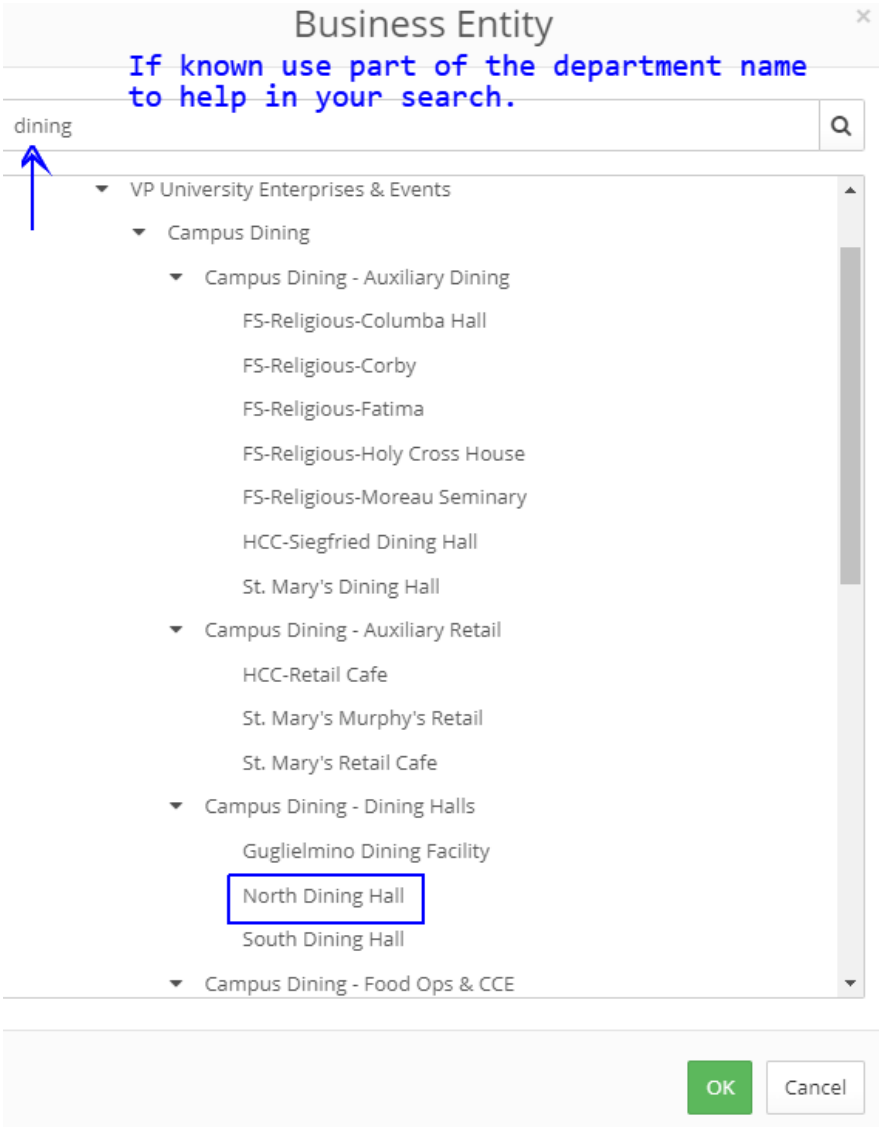


To create a new Audit & Inspection click the green "Complete an Audit or Inspection" button.

Scoping Section

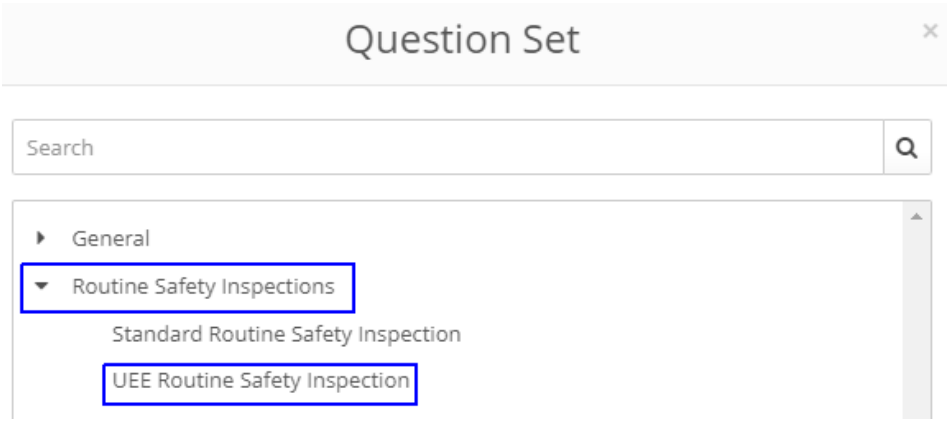
1. Choose the Business Entity (hierarchy with the University) by typing in the department name and click enter. If no results produce results you may locate the department by clicking the "group" button which will bring up the University structure.





Click “ok” and the department will autofill.

2. If room is applicable you can click on the magnifying glass to search options or begin typing the room number in the field and hit enter. Once you click on the room it will autofill the “Building.”
3. Date performed will auto fill today’s date. You can edit the date if you cannot complete the audit/inspection today. You can also save the form as a draft to complete at a later time. This option is located at the top of the form.
4. The Question Sets have been created in the system based on the Business Entity chosen. Click the magnifying glass to locate the question set options for the Business Entity.
5. **Click “ok”** once found. If you do not see the question set one can be created or you review the Business Entity you chose at I may be listed under a different department.

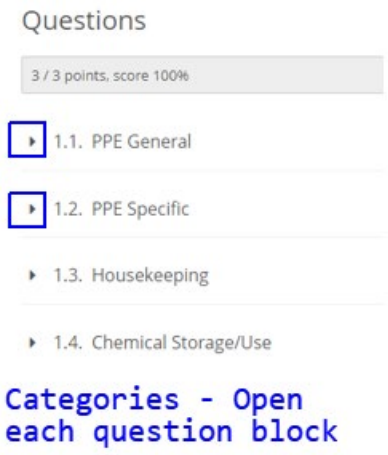


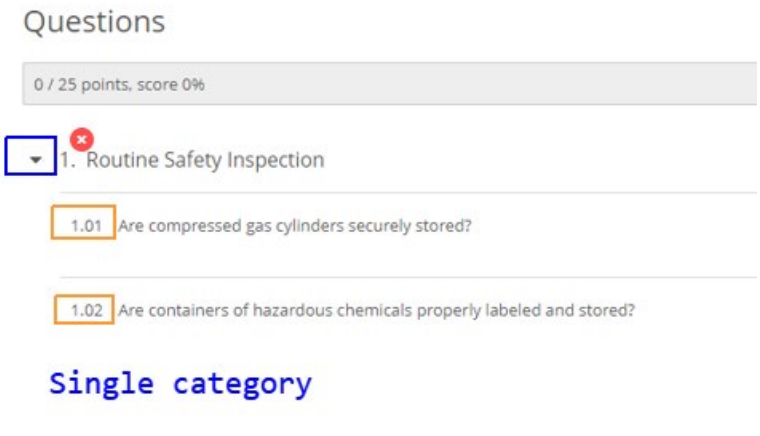
Details Section

1. Audit time will populate the current time
2. Auditor will populate your name
3. Notes - place any notes you wish to reference

Questions Section

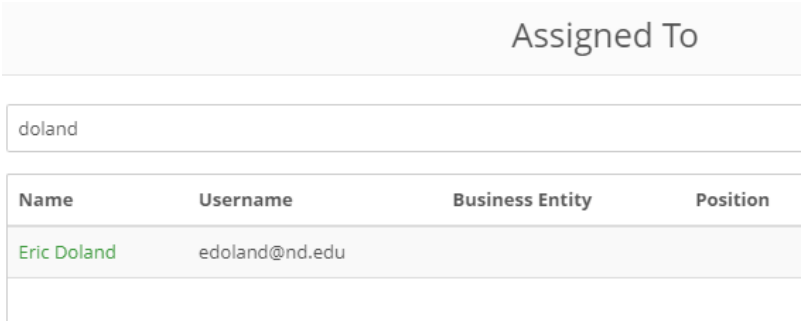
This area will provide the audit/inspection questions. You may notice categories or one full list of questions. If you notice categories listed click on the arrows beside each category to open.





1. Begin answering the questions by **clicking Yes, No or N/A.**
2. When the answer to a question is "No" the area will expand.
3. **If the answer to the action item already being completed is "Yes"** it may be that you completed the action on the "spot" or someone with you completed the action item.
4. Place the last name of the person who completed the action in the "completed by" field and click enter. If you need to search the completed by person you can use the magnifying glass to search for the person.
5. **"Action Type"** will most often be Corrective/Nonconformity but a Preventative Improvement option is available.
6. Date completed for items completed "on the spot" will be today's date.
7. Describe the findings is a free text field for description.
8. Describe the action is a free text field as well.
9. You may attach a picture(s) or document(s).

If the answer is "No" to the action being completed the expanded area will allow you to assign the action to a person or role. Enter the last name of the person you would like to assign the action to and it will autofill their name in the field. If you need to search the "assigned to person" you may do so by clicking the magnifying glass for search options.



10. A "priority" for the issue should be assigned. The options are Minor, Intermediate or Serious.
11. "Should this action be escalated?" Yes or No?

12. When choosing “Yes” the form will expand to assign a person to escalate to and an escalation date.

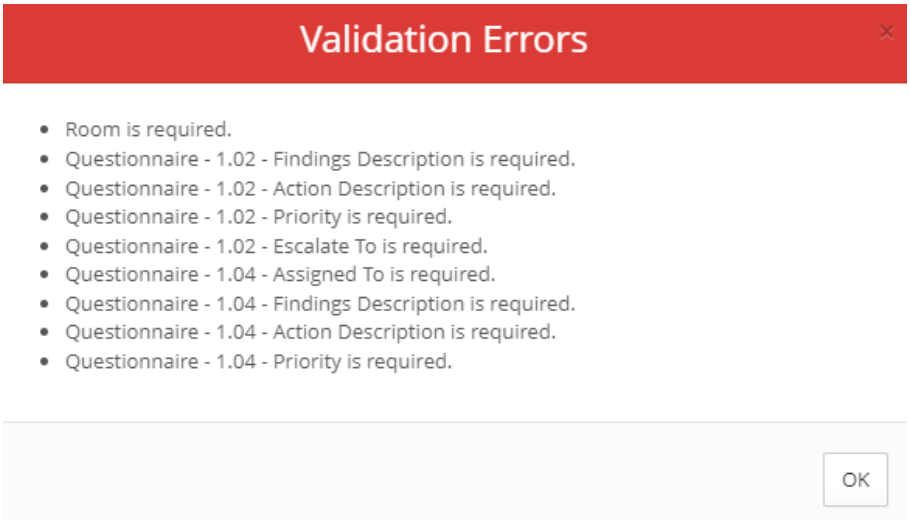
An escalation can be used in two ways.

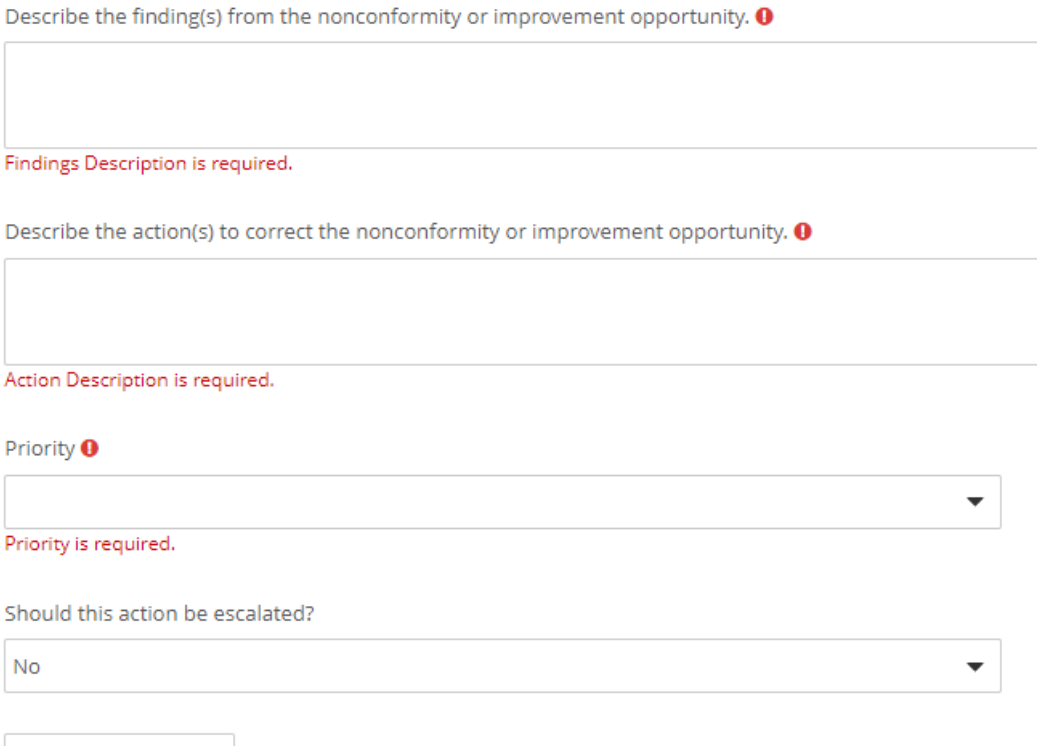
1. If the action requires immediate attention you may want to escalate using today’s date to the escalation person for action right away.
2. Another option might be if you want a supervisor or manager notified after a certain date that the issue has not been completed. In this case you might use a date into the future where the manager is notified in 30 days. This will produce an email to the manager providing the action number. The Manager can then log into the system and see the details relating to the issue.

Submitting the Audit & Inspection

Once all the questions are answered return to the top of the form. You may save the draft, print, share or cancel the form. If sharing the form note it can be shared with someone outside the University.

If the form is not complete you will receive a “Validation Error” popup. This will list all items required for completion. Once you click “ok” on the popup it will highlight throughout the form in **red** the errors to help you locate the areas for completion. Once you complete the red highlighted area it will no longer appear in red and the form can be submitted.

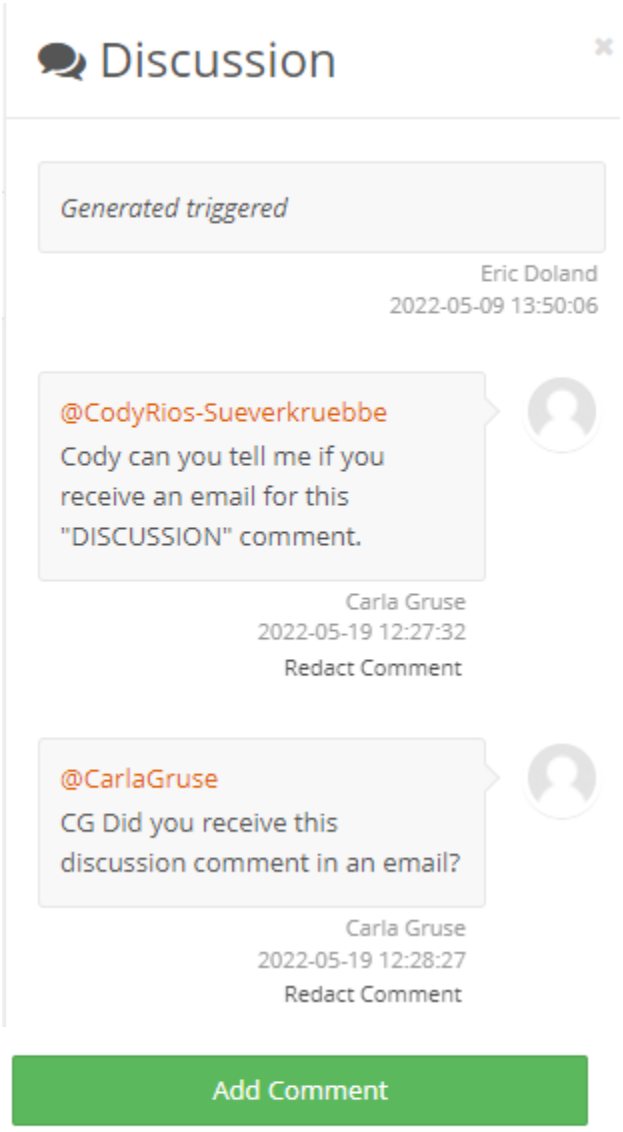


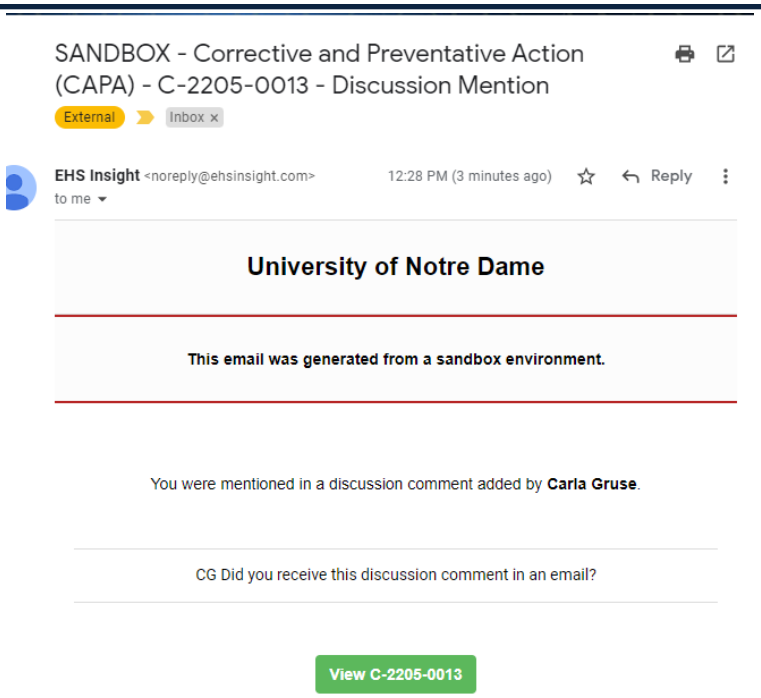


If you are unable to complete a field on the form at this time you can save it as a draft (top of form). To locate this form at a later date it will appear on your “My Tasks” area on the dashboard or in the “My Tasks” area on navigation menu on the left side of your screen.

Tip:

For more information on the **"Discussion"** feature and its uses please click here to learn more. This feature can be used to generate an email to those you list as a "mention" in the discussion area. This is done by placing the "@" sign before their name in the chat.




SANDBOX - Corrective and Preventative Action (CAPA) - C-2205-0013 - Discussion Mention
External
Inbox ×
EHS Insight <noreply@ehsinsight.com>
12:28 PM (3 minutes ago)
Reply
to me
University of Notre Dame
This email was generated from a sandbox environment.
You were mentioned in a discussion comment added by Carla Gruse.
CG Did you receive this discussion comment in an email?
View C-2205-0013