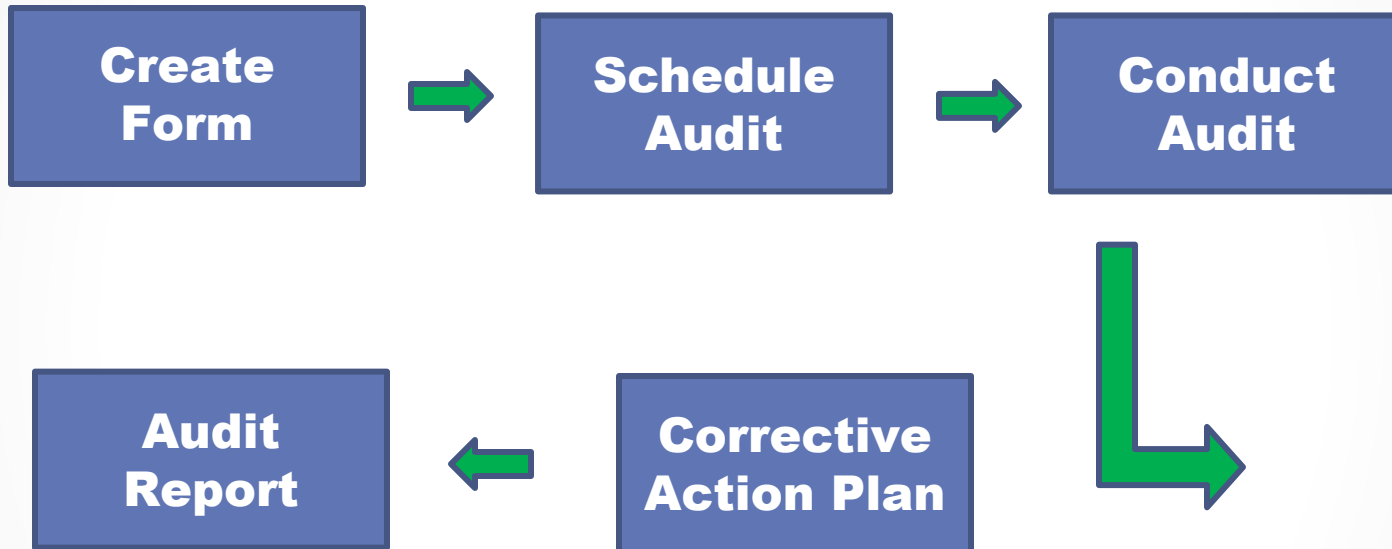


Auditing in SMS PRO

SMS Pro Auditing Lifecycle

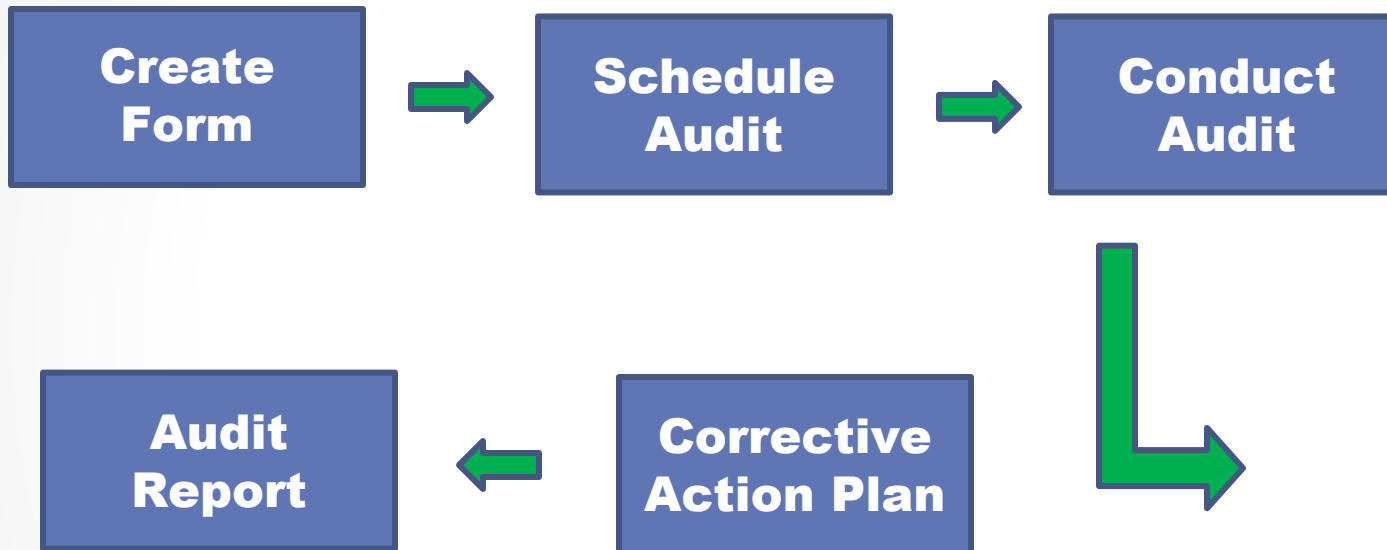


Auditing Accessibility

Roles that can access the auditing modules

- SMS Admin
- SMS External Auditor
- SMS Department Head
- SMS Safety Manager
- SMS User Auditor
- SMS Data Entry (optional)

Scheduling an Audit



Cre
Form

Creating Inspection Forms

Creating A form in SMS Pro

- **Select the Type of Audit**

Creating A form in SMS Pro

An Audit in SMS-Pro can be of the following types:

- **Audit**
- **Inspection**
- **Evaluation**
- **Supplier / Vendor**

Creating A form in SMS Pro

- **Select the Type of Audit**
- **Select the Audit Category**

Creating A form in SMS Pro

- **Audit Categories in SMS Pro belong to a selected type**
- **They can be selected from defaults or be created as specific to a Portal**

Creating A form in SMS Pro

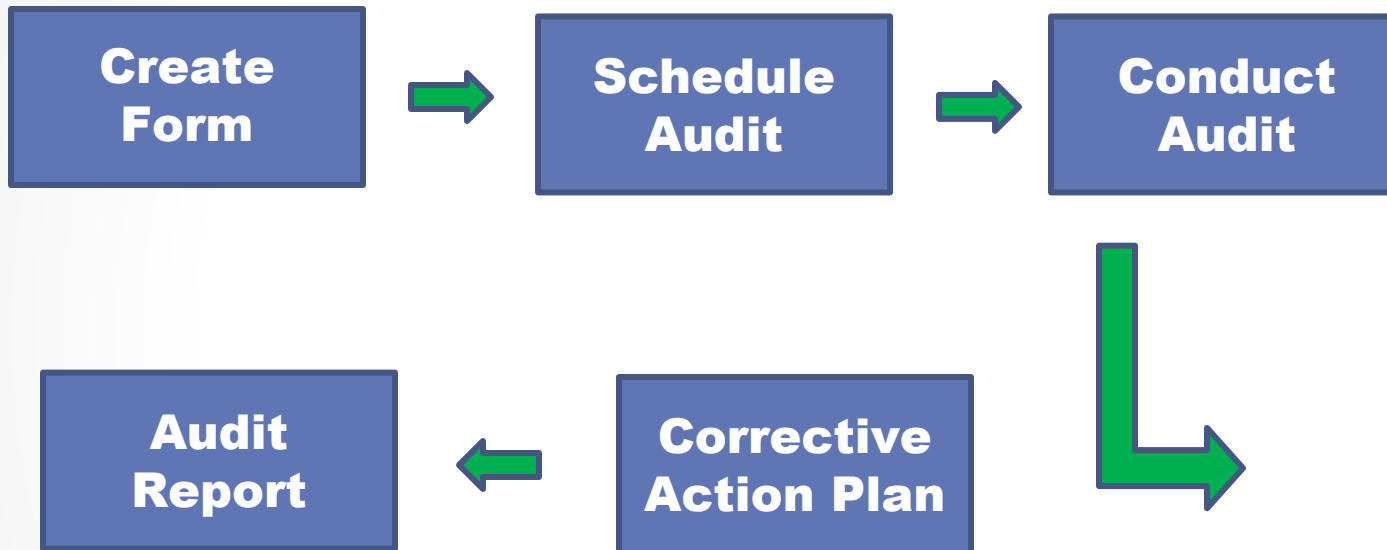
- **Select the Type of Audit**
- **Select the Audit Category**
- **Form Details**

Creating A form in SMS Pro

Form organization

- Form Title
- Sections
- Questions

Scheduling an Audit



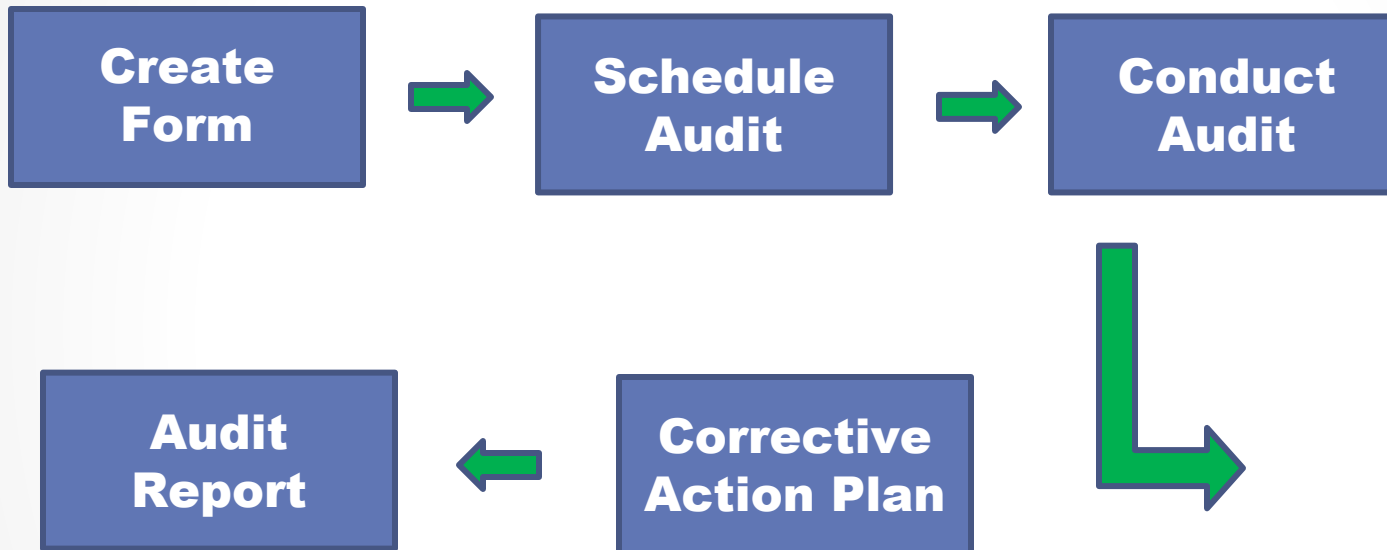
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Scheduling an Audit

Scheduling an Audit

- **Can a one time audit or recurring**
- **Can be scheduled far into the future**
- **Can be re-scheduled or cancelled**
- **Audit Team management**
- **Email notification to assigned managers and team members**

Conducting an Audit

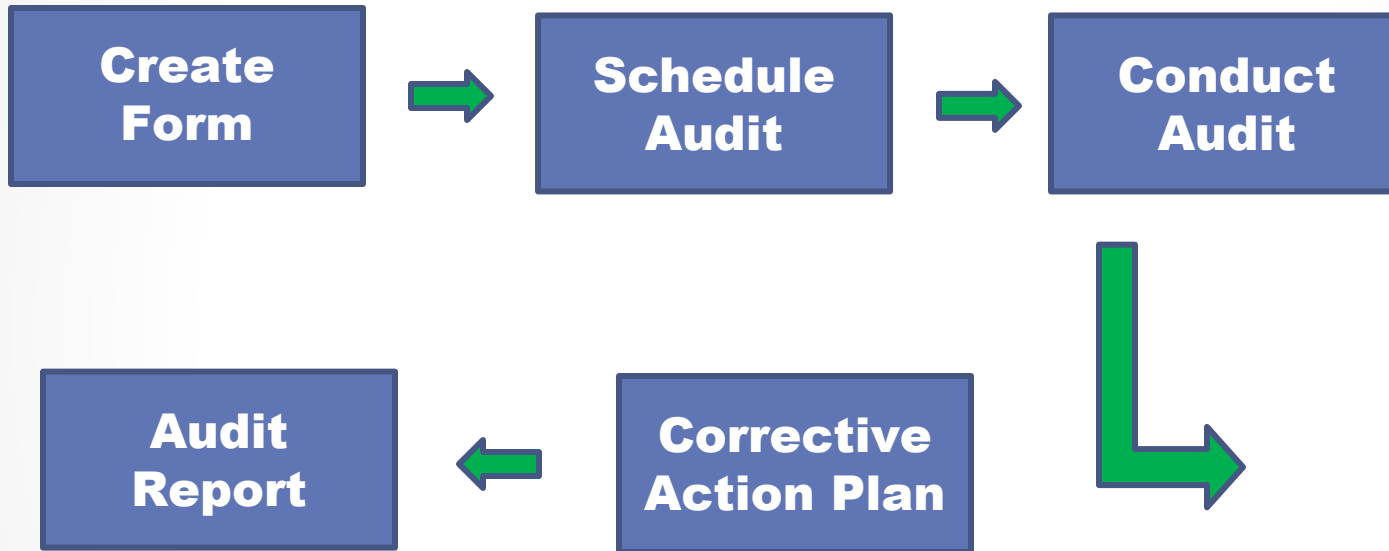


Conducting an Audit

Conducting an Audit

- **Performed by assigned manager, team members, or audit creator**
- **Must be accepted by the assigned manager to be considered complete**
- **Audit findings are reported as issues**
- **Attachments can be added to support each question**

Working with the Corrective Action Plan



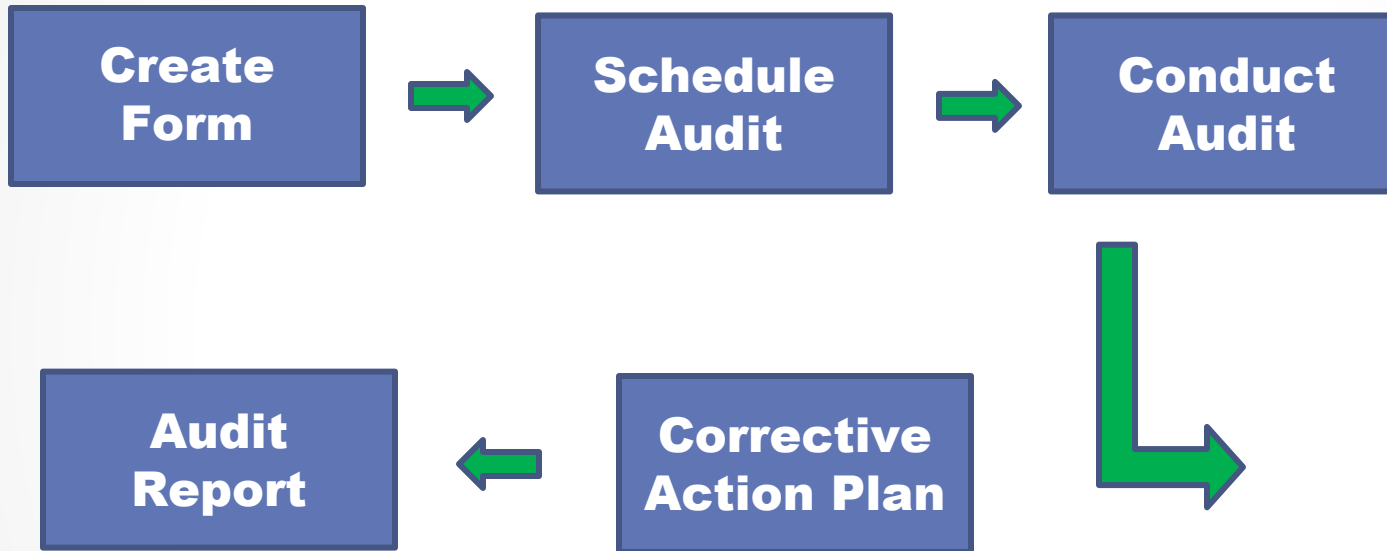
Create
Form

The Corrective Action Plan

Corrective Action Plan

- **Corrective Action Plan template created for all audit findings**
- **Managed in the Issue Manager module**
- **Can be sent to external agencies if necessary**

Working with the Corrective Action Plan



Auditing Report

Create
Form

Auditing Report

PDF generated detailing the entire audit

- **The purpose of the audit**
- **All audit responses**
- **Corrective action plan detailing findings and concerns**