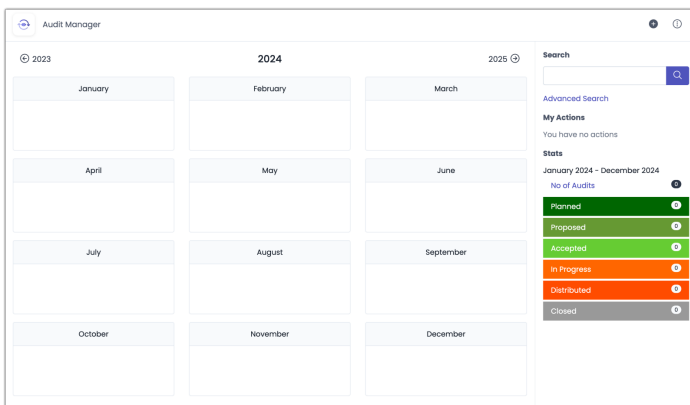


## Audit Manager: Front end overview

Please read [this article](#) for the steps ahead of this stage of the process.

### Introduction to the front-end

Now that you have built the clauses and question sets for the standard and audit you wish to run, you can navigate to the front end of the Application.

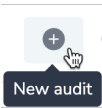


You will see a calendar that displays all the audits you are running throughout the year.

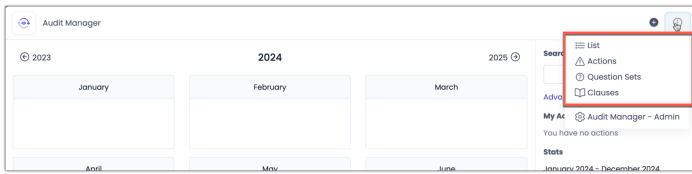
It is typical to break an audit for a particular standard up into monthly chunks across the year so that by the time your audit is due in January, each clause has been addressed in manageable chunks.

Audits can also be in different stages - these are denoted on the right-hand side.

The colours here will help you identify which audits are in which stage across the calendar view.

You will also see the  button - provided an administrator for Audit Manager has enabled these permissions for you.

Next to this, under the 3 dots button are the following areas:



**List view:** Here you can search and view all of the audits you have scheduled at any stage of the process. This can be helpful as a filtering tool when there are a lot of standards and audits in each stage of the process.

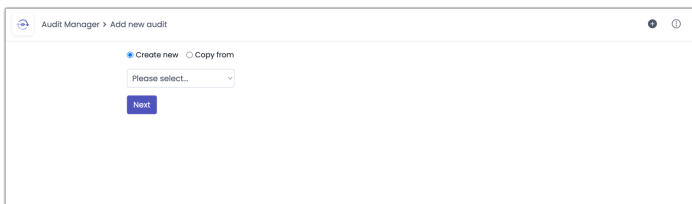
**Actions:** When an audit is 'In progress,' you will be able to assign users tasks and actions so you can successfully answer the questions that enable you to meet a clause. Choosing this option displays all the actions that have been assigned to you so you can keep track of and manage them.

**Question sets:** Here you will find a list of the question sets that have been built out on the admin side of the application for each clause.

**Clauses:** Here you will find a list of the clauses for each standard that have been added via the admin side of the application.

## Adding an audit

Clicking the 'New Audit' button will bring up this page:



As mentioned earlier, it is typical to break the same audit into monthly (or weekly) chunks.

This 'Copy from' feature enables you to replicate the basis of your audit to save you from creating 12 identical ones for the same overall audit.

When creating fresh you will see this page:

The screenshot shows the 'Add new audit' page in the Audit Manager application, specifically the 'Summary' section. The page has a header with the title 'Audit Manager > Add new audit' and a user profile icon. Below the header, there's a 'Step 1 of 2' indicator. The 'Summary' section contains several input fields: 'Title', 'Reference', 'Site', 'Actual date', 'Date agreed with Auditee', 'Lead Auditor', 'Auditee', 'Description', 'Actions Metadata', 'Responses Metadata', and 'Permissions'. The 'Permissions' section has a 'Start typing to add...' input field, a 'Browse' button, and a 'Remove' button. Below the input fields, there's a 'View' button and a list of permissions: 'Get email notifications', 'Edit audit properties', 'Add/edit adhoc questions', 'Add/edit responses and actions', and 'Delete audit'. At the bottom, there's a 'Next' button.

The title you may want to call the overall name of the standard e.g. 'Environmental Management' with the reference 'ISO 14001'.

You can select the date agreed with the auditor and factor in additional fields for metadata should you wish. You can also set more thorough permissions here for users who will need involvement.

When you click submit, you will next be able to select the group of questions you would like to allocate to this particular audit.

Perhaps it will be all the question sets or just some.

Audit Manager > Add new audit

Step 2 of 2

Question Sets

You can add Ad-hoc Questions once your Audit has been created.

<input type="checkbox"/> Name	Type	Date Created	No. of Questions	No. of time used
<input checked="" type="checkbox"/> ISO 14001 - (4) Context	HSE	16 April 2024	4	1

Previous

Create Audit

Cancel

Finally, you will see the audit dashboard. The options available on this page will change depending on what stage the audit is in. You can adjust this by clicking here:

Audit Manager > Audit Details

ISO 14001 - (4) Context AU00003

Ref

HS/RPSCW/2009/BR

Site

Default

Lead Auditor

Jacob Black

Auditee

Pippa Fraser

Stage

Planned

Changed by

Claramendis Administrator

Last Modified

16-04-2024 12:28

Edit properties

0% Response Progress

0% Actions Progress: 0 Actions (0 Verified)

Summary

Question Sets

Notes

History

Summary

Total Score Achieved

0

Pass score

N/A

Percentage

N/A

No. of Responses

0

General comments

Auditee comments

Question Sets

ISO 14001 - (4) Context

Score

0

Score

POSITIVE

0

PASS

0

OBSERVATION

0

MINOR NC

0

MAJOR NC

0

NOT ASKED

0

Actions

Remedial

0

Corrective

0

Preventive

0

Total

0

An audit needs to be moved through each status manually for the next to appear as selectable:

Audit Manager > Audit Details

ISO 14001 - (4) Context AU00003

Ref

HS/RPSCW/2009/BR

Site

Default

Lead Auditor

Jacob Black

Auditee

Pippa Fraser

Stage

Planned

Proposed

Accepted

In Progress

Changed by

Claramendis Administrator

Last Modified

16-04-2024 12:37

Edit permissions

0% Response Progress

0% Actions Progress: 0 Actions (0 Verified)

Summary

Question Sets

Notes

History

Summary

Question Sets

Score

When you reach the 'In progress' stage, you will have all the available options as follows:

Audit Manager > Audit Details

ISO 14001 - (4) Context AU00003

Ref

HS/RPSCW/2009/BR

Site

Default

Lead Auditor

Jacob Black

Auditee

Pippa Fraser

Stage

In Progress

Changed by

Claramendis Administrator

Last Modified

16-04-2024 12:38

Edit permissions

0% Response Progress

0% Actions Progress: 0 Actions (0 Verified)

**Summary:** This shows the overall stats achieved, it will be explained further later on.

Summary

Question Sets

Responses

Actions

Notes

History

Summary

Total Score Achieved0

Pass scoreN/A

PercentageN/A

No. of Responses0

General comments

Auditee comments

Question Sets

ISO 14001 - (4) Context

Score0

Score

POSITIVE0

PASS0

OBSERVATION0

MINOR NC0

MAJOR NC0

NOT ASKED0

Actions

Remedial0

Corrective0

Preventive0

Total0

**Question Sets:** Here are the listed question sets you tied earlier to this audit. As the audit is now in progress, you can begin to score yourself against the questions. A numeric score is associated with the selection chosen in the top box - you can then assign a specific cause to the reason for scoring a 'Minor non-compliance'.

Summary

Question Sets

Responses

Actions

Notes

History

Question Sets > Question Set

ISO 14001 - (4) Context

Type HSE

No.

Question

1Question 1

2Question 2

3Question 3

4Question 4

Score

MINOR NC

Commentary

Root Cause

Lack of Resources

Submit

Actions

Score

N/A

N/A

N/A

N/A

**Responses:** Here is the summary of the responses to the questions

Summary

Question Sets

Responses

Actions

Notes

History

All Audit Responses

ID	Response	Type	Root Cause	No. Actions	Date Created	Created by	Score	
1		MINOR NC	Lack of Resources	-	16-04-2024 12:50	Claraments Administrator	0	<div></div>
2		PASS		-	16-04-2024 12:50	Claraments Administrator	7	<div></div>
3		PASS		-	16-04-2024 12:50	Claraments Administrator	7	<div></div>
4		POSITIVE		-	16-04-2024 12:50	Claraments Administrator	10	<div></div>
Total							24	

**Actions:** Back in the question sets tab, you can add actions to questions you may have been unable to give a 'Pass' or 'Positive' status to.

Summary

Question Sets

Responses

Actions

Notes

History

ISO 14001 - (4) Context > Question Details

Question 1

Clause Reference 4.1 - 4.1 Understand your organisations

Responses

ID

Response

1

Type

Verifier

Due Date

16-04-2024

Submit

Add/Edit Action

Description

Type

Corrective

Associated Procedure

Recipient

Line Manager

Order the required resources to complete this

Select user

Browse

Select user

Browse

Select user

Browse

0% Actions Progress: 0 Actions (0 Verified)

14 12:50

Claraments Administrator

Score

0

Total

0

Here you can assign these actions to people to ensure the non-compliance is addressed. They are shown as follows in the 'Actions' tab:

ISO 14001 - (4) Context

AUD0003

Ref

HS/HSQW/2009/IEE

Site

Default

Lead Auditor

Jacob Black

Auditee

Pippa Fraser

Stage

In Progress

Changed by

Claraments Administrator

Last Modified

16-04-2024 12:38

Edit permissions

100% Response Progress

0% Actions Progress: 1 Actions (0 Verified)

Summary

Question Sets

Responses

Actions

Notes

History

All Audit Actions

ID	Action	Type	Due Date	Stage	Recipient	Verifier	Created by	
1	Order the required resources to complete this	Corrective	16 April 2024	Active			Claraments Administrator	<div></div>

**Notes:** Anyone involved in the audit can leave updates or notes here for everyone to see.

**History:** This keeps track of all the changes made to the audit

The summary page explained:

Summary				Question Sets		Score
Total Score Achieved				ISO 14001 - (4) Context		24
Pass score				Score		
Percentage				POSITIVE	1	
No. of Responses				PASS	2	
				OBSERVATION	0	
				MINOR NC	1	
				MAJOR NC	0	
				NOT ASKED	0	
				Remedial	0	
				Corrective	1	
				Preventive	0	
				Total	1	

The summary section here gives the score. The 'Score' section is essentially a count of all the questions which are in each of the scoring categories.

## Closing an audit

The final stage in the audit process is 'Closed'. You will only be able to progress to this stage when all actions have been completed by their nominated user, and verified by their selected line manager.

ISO 14001 - (4) Context			
Ref	HS/RPSCW/2009/BR	Stage	Closed
Site	Default	Changed by	ClaraMentis Administrator
Lead Auditor	Jacob Black	Last Modified	16-04-2024 12:57
Auditee	Pippa Fraser	Edit permissions	
100% Response Progress		100% Actions Progress 1 Actions (1 Verified)	

Created on 16 April 2024 by [Hannah Door](#)

Tags: [audit](#), [compliance](#), [ISO](#), [v9](#)