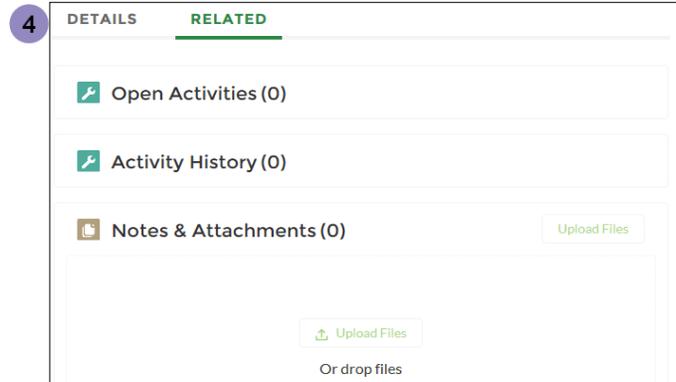
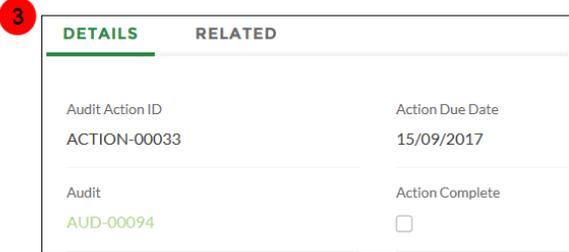
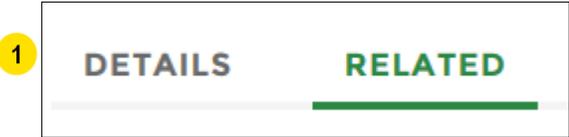


Completing your Action Plan

In this guide, we will show you how to find your audit actions and how to upload relevant documents for your Audit Actions. This guide will also show you how to reject/decline an audit report.

Where to find my Audit Actions?

- 1 After your audit has been conducted, you may end up having some Audit Actions. You also have the option to accept/reject these actions. To find your audit actions, you will have to go onto the related tab at the top.
- 2 Once you're on this section, you will have to locate the **'Audit Actions'** tab.
- 3 Once this has been located, you can either look at the details of the audit action, or click onto the related tab.
- 4 On the related tab, you can upload the relevant documents for the audit action under **'Notes & Attachments'**
- 5 As the audit action document has now been complete, you will now have to press **'Edit'**, click the **'Action Complete'** tick box and save. This will now inform the team that they will have to review the audit action.



How to appeal your audit report.

If you're unsatisfied with your audit report outcome, you will have the option to appeal your audit report.

- 1 You can do this by clicking on the **'Edit'** tab while you're on the audit



Completing your Action Plan

How to appeal your audit report (Continued)

- 2 The next step will be to scroll down to the **'Action Plan'** section of the audit report. Here, you will have the option to either choose **'Centre Accepts Audit Plan'** or **'Centre rejects/appeals audit plan'**. In this instance, we will choose **'Centre rejects/appeals audit plan'**.
- 3 Lastly, click **'Save'**.



Action Plan

Audit Plan Agreement

By 'agreeing', I understand that I must complete the actions outlined by the deadlines listed.

Centre Agrees to Report and Action

Centre rejects/appeals audit plan

--None--

Centre accepts audit plan

✓ Centre rejects/appeals audit plan 2

Frequently Asked Questions

- Q. How long does it take to approve/reject audit actions**
- A. The Quality Assurance team will have up to 5 days to accept or reject the audit actions.
- Q. What happens if my audit action was rejected?**
- A. You will get a notification of the rejected audit action. This will also tell you of how to complete and proceed with the audit action.