



# Accessing and Sharing Corrective Action Reports for Suppliers

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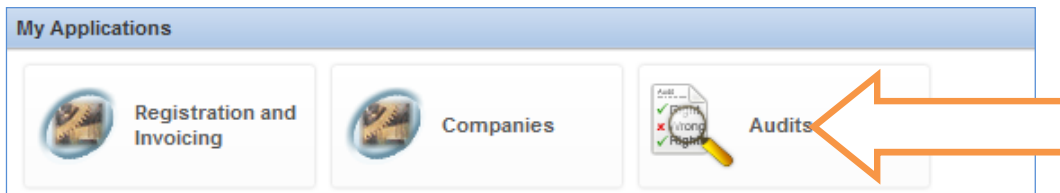
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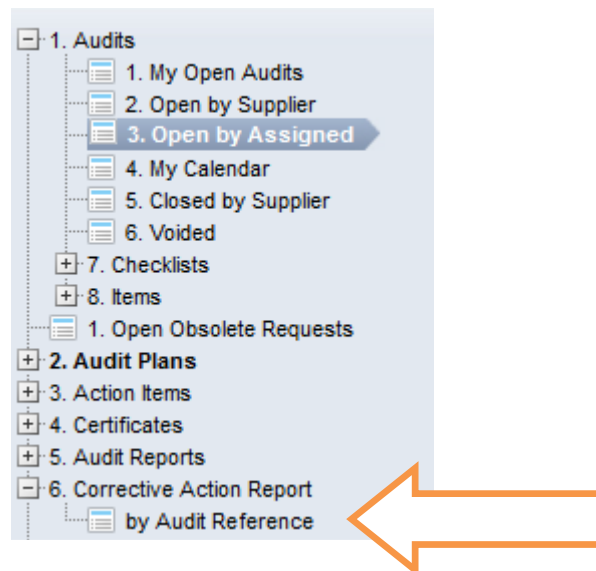
## Locating the Corrective Action Report

Please note that the Audit must be in at least the 'Complete' phase. If the audit does not appear under the 'Corrective Action Report' view, this may indicate that your Certification Body has not yet generated the report and you will need to contact them directly.

Once the Corrective Action Report has been created and saved within the SQF Assessment Database, the certification body as well as buyers listed on a your supplier profile will have access to the document. In order to access the report please login to the SQFAD and proceed to the Audits module.



Under the tab '5. Corrective Action Report' you will see the view titled 'by Audit Reference'.



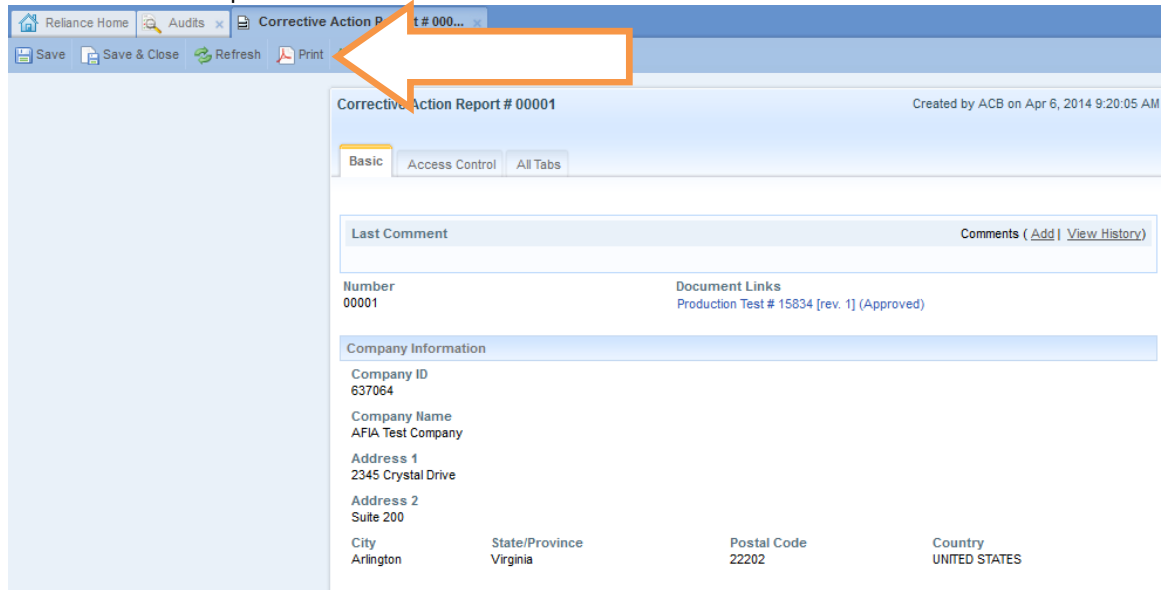
Once in the view you should see all applicable Corrective Action Reports to your company. Clicking on the document will open the official report.

The screenshot shows a software interface with a navigation pane on the left and a main content area on the right. The navigation pane is titled "1. Audits" and contains a list of options: "1. My Open Audits", "2. Open by Supplier", "3. Open by Assigned", "4. My Calendar", "5. Closed by Supplier", "6. Voided", "7. Checklists", and "8. Items". The main content area is titled "6. Corrective Action Report by Audit Reference" and features a toolbar with "New Document", "Refresh", "Copy Links", "Export to Excel", and "Print". Below the toolbar is a search bar labeled "Search View..." and a "Columns Search | Advanced | Reset View" link. A table with two columns, "Audit Reference" and "Company Name", is displayed. The table contains one row with the values "16523" and "AFIA Test Company". An orange arrow points to the "AFIA Test Company" cell.

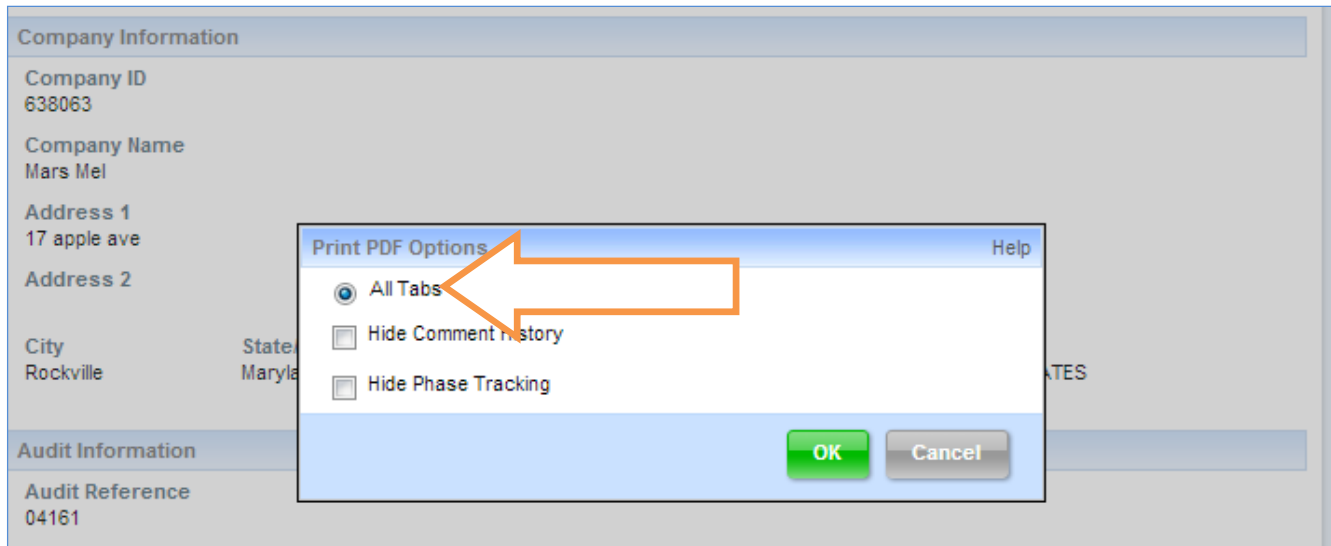
Audit Reference	Company Name
16523	AFIA Test Company

## Printing the Corrective Action Report

After you have located the report, you can then generate a PDF copy to save to your computer or for printing purposes. You will accomplish this by clicking 'Print' button in the top left corner of the Corrective Action Report.

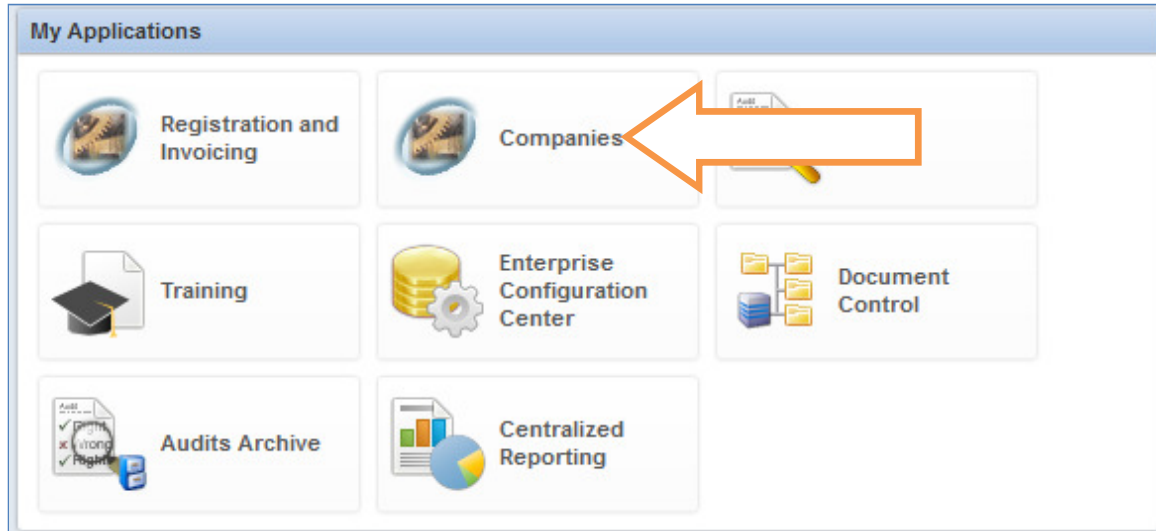


You will need to select 'All Tabs' in order to ensure all the pages show up in the Corrective Action Report and then select 'OK'. Select 'OK' again to generate the PDF document. The document will download and save to your downloads folder.



## Buyer Access to the Corrective Action Report

In order for your Buyers to access the Corrective Action Report, you will need to list the buyer company name on your 'Supplier Profile'. Please access the 'Companies' module and open your Company Profile.



Right beside the Food Sector Categories section, you will find an area that allows you to identify your buyers. If the buyer is set up in our system, they will be able to access your Corrective Action Report from their Corrective Action Report view. Please refer any buyer that is not currently in the system to contact [SQFAD@sqfi.com](mailto:SQFAD@sqfi.com) where we will then establish their company profile.

