



CORRECTIVE ACTIONS USER GUIDE FOR SUPPLIERS

Contents

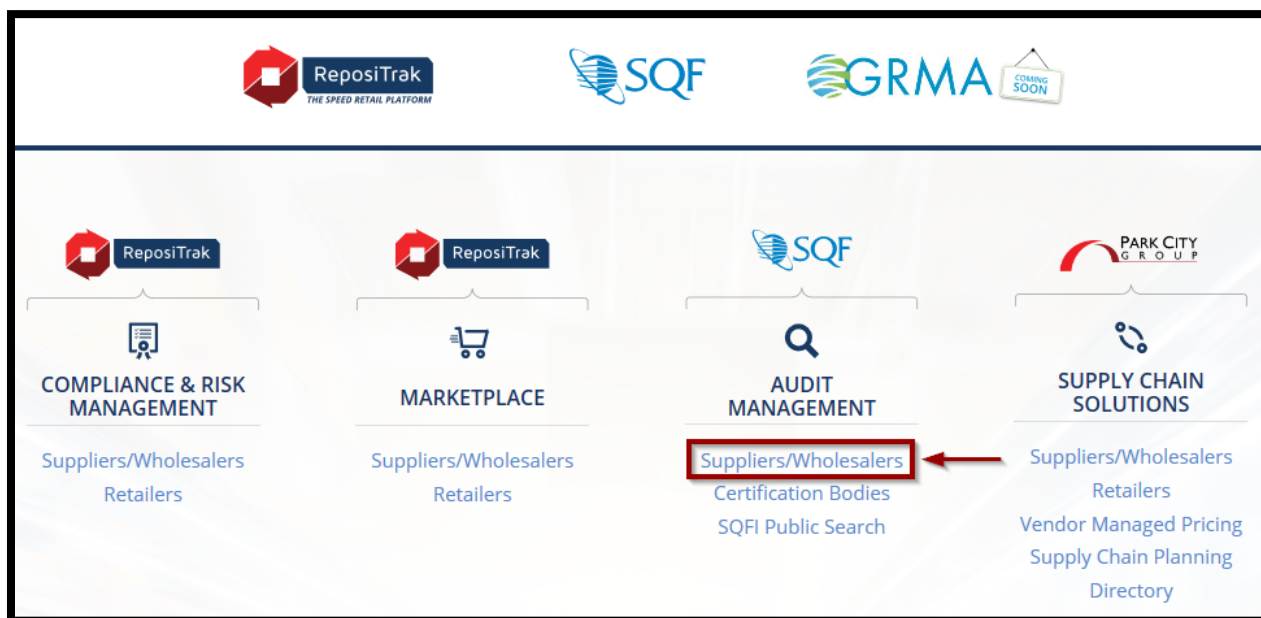
Table of Contents

Step One: Logging Into Repositrak	2
Step Two: Finding the Audit.....	3
Step Three: Entering Corrective Actions.....	6

Completing Corrective Actions Online

Step One: Logging Into Repositrak

After gaining access to the ReposiTrak website click the link to log into the ReposiTrak SQF Assessment Database. You will be presented with the screen below, with several login options. Click the “Suppliers – SQF” option in the bottom left hand box.



Then enter your email address and password on the log-in screen

The screenshot shows the login screen of the ReposiTrak website. At the top, there are logos for ReposiTrak (THE SPEED RETAIL PLATFORM), SQF, GRMA (COMING SOON), and PARK CITY GROUP. Below the logos, there is a login form with the following fields and elements:

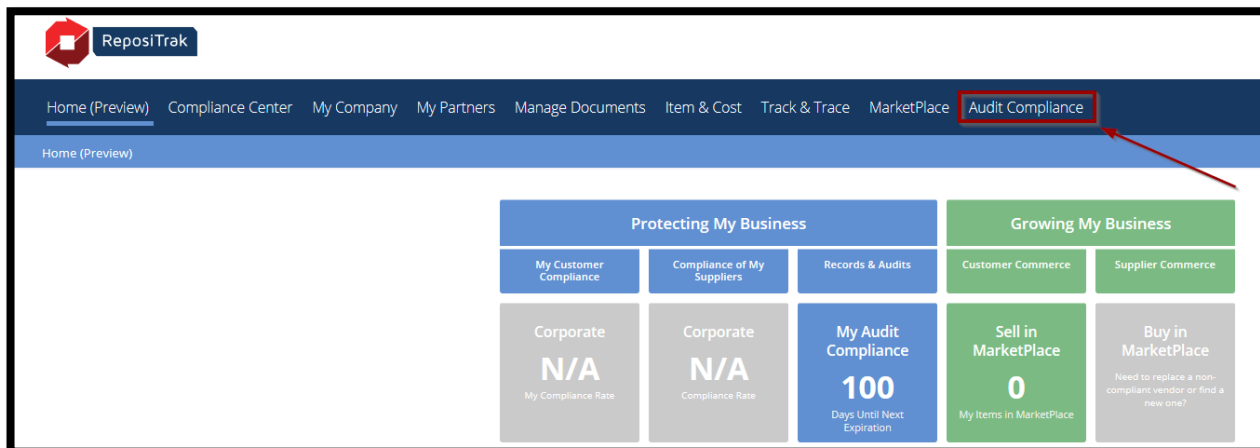
- Username**: A text input field.
- Password**: A text input field with a "Reset Password" link to its right.
- Login**: A blue button.
- Eye icon**: A small icon to the right of the password field, likely used to toggle password visibility.

At the bottom of the page, there is a disclaimer:

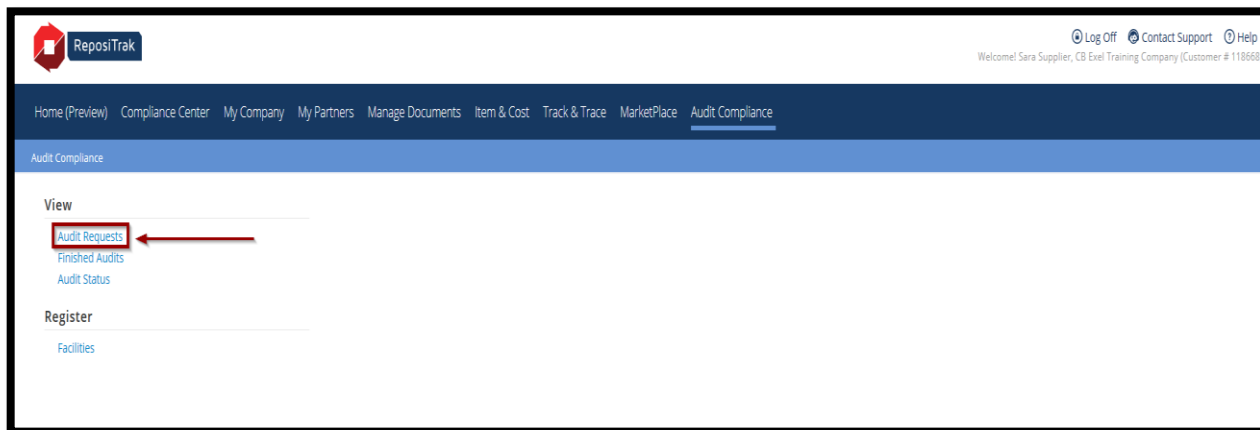
Communication of information by, in, to or through this website and your receipt or use of it is not intended to convey nor does it constitute legal advice, and is not a substitute for obtaining legal advice from a qualified attorney. You should not act upon any such information without first seeking qualified professional counsel on your specific matter.

Step Two: Finding the Audit

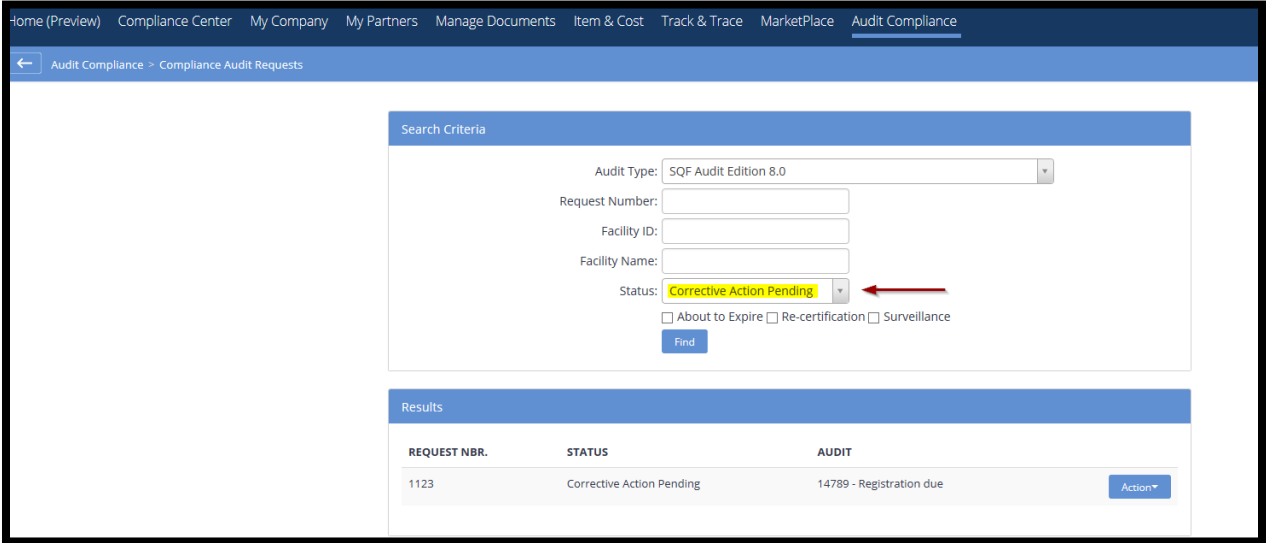
Once you log into the database, you will be dropped into the Compliance Center. Click the tab across the top of the database labelled “Audit Compliance” as shown below.



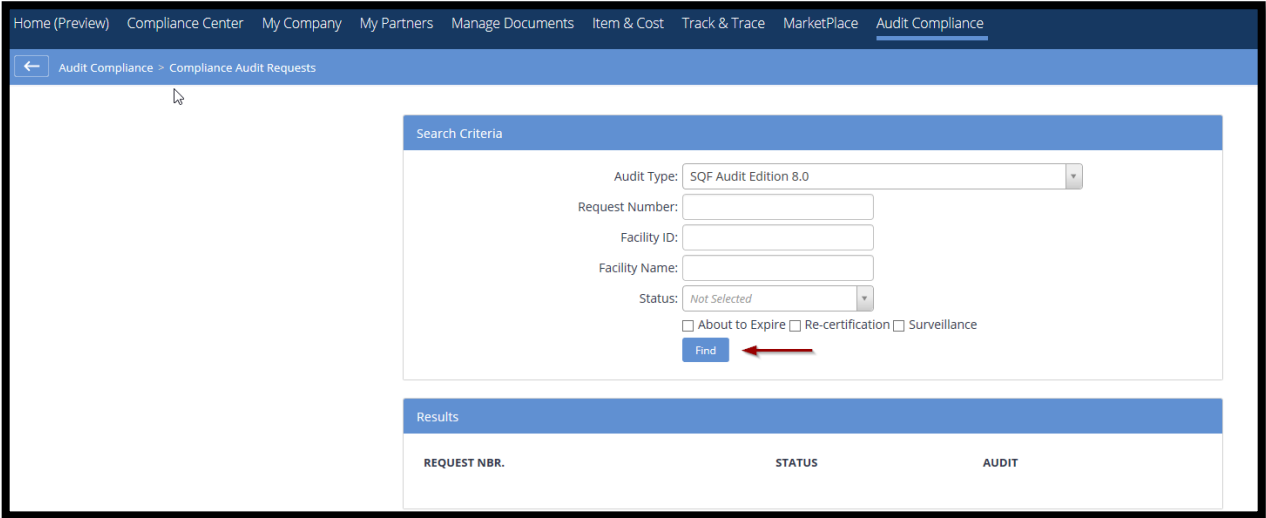
You will be taken to the Compliance Center, where you will then need to select the option “Audit Requests”



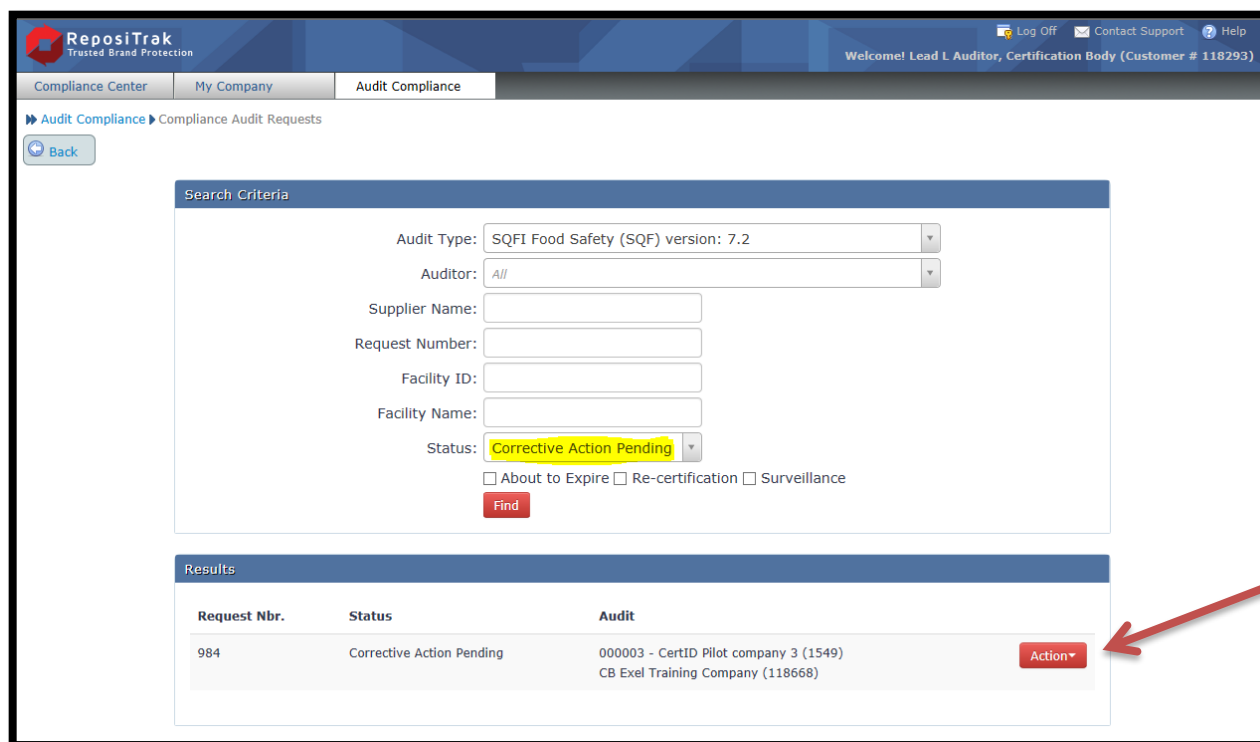
Once you reach the “Audit Requests” page, you have the option to search for the audit you want to **complete a corrective action** on using the search fields. You can search by Request Number, Facility ID, or Status. You can also simply click the “FIND” button and a full list of all audit requests under your company. No results will appear with if you do not click the red “FIND” button.



OR



Once you have clicked the “FIND” button, a list of audit requests will appear. Then you click on the audit you want to enter a corrective action for.



The screenshot displays the ReposiTrak web application interface. At the top, the logo "ReposiTrak Trusted Brand Protection" is visible on the left, and navigation links for "Log Off", "Contact Support", and "Help" are on the right. Below the header, there are tabs for "Compliance Center", "My Company", and "Audit Compliance". The main content area is titled "Audit Compliance > Compliance Audit Requests" and includes a "Back" button.

The "Search Criteria" section contains the following fields:

- Audit Type: SQFI Food Safety (SQF) version: 7.2
- Auditor: All
- Supplier Name: [Text Input]
- Request Number: [Text Input]
- Facility ID: [Text Input]
- Facility Name: [Text Input]
- Status: Corrective Action Pending (highlighted in yellow)

Below the search criteria, there are checkboxes for "About to Expire", "Re-certification", and "Surveillance", along with a "Find" button.

The "Results" section displays a table with the following data:

Request Nbr.	Status	Audit	Action
984	Corrective Action Pending	000003 - CertID Pilot company 3 (1549) CB Exel Training Company (118668)	Action

A red arrow points to the "Action" button in the table.

If your facility is not in the “Corrective Action Pending” stage, you will not be able to enter corrective actions for that audit. If your audit is not yet in the Corrective Action Pending stage, reach out to your certification body so that they can advance the audit to that stage.

Step Three: Entering Corrective Actions

Click on update audit for SQFI as shown below:

The screenshot shows the 'Audit Compliance' section of a software interface. It includes a search criteria form with fields for Audit Type (SQFI Food Safety (SQF) version: 7.2), Request Number, Facility ID, Facility Name, and Status (Corrective Action Pending). Below the search form is a 'Results' table with columns for Request Nbr., Status, and Audit. The table contains one entry: Request Nbr. 984, Status Corrective Action Pending, and Audit 000003 - CertID Pilot company 3. A red arrow points to the 'Action*' button next to this entry. A dropdown menu is open, showing options: 'Update Audit for SQFI Food Safety (SQF) (Cert. Id: 1122)', 'Return Audit for SQFI Food Safety (SQF) (Cert. Id: 1122) to Review Pending', and 'Preview Result For SQFI Food Safety (SQF) (Cert. Id: 1122)'. Under a 'Miscellaneous' section, there are several options like 'View Request Details', 'Add Note for SQFI Food Safety (SQF)', etc.

You can enter corrective actions directly into the database using the “Corrective Action” and “Root Cause Analysis” boxes, shown on the next page. Each Corrective Action and Root Cause Analysis can be filled in by clicking the red “Action Button”.

Corrective Actions					
Clause	Primary Response	Corrective Action	Verification of Close Out	Completion Date	Close Out Date
Closing Meeting	Minor				
2.1.2.3	Minor				
2.1.2.7	Minor				
2.1.2.8	Minor				
2.1.4.5	Major				

Root Cause Analysis			
Element	Primary Response	Root Cause	
Closing Meeting	Minor		
2.1.2.3	Minor		
2.1.2.7	Minor		
2.1.2.8	Minor		
2.1.4.5	Major		

When you click the red “ACTION” button, a dropdown list with three options will appear.

The screenshot shows a table titled "Corrective Actions" with columns: Clause, Primary Response, Corrective Action, Verification of Close Out, Completion Date, and Close Out Date. A row is visible with Clause "2.1.1.1" and Primary Response "Critical". To the right of the row is a red "Action" button. A dropdown menu is open from this button, showing three options: "Update", "Supporting Documents", and "Photo Proof".

3.1 - Click the “UPDATE” option to open up a window where Corrective Actions, Evidence, and Completion date can be entered. Make sure to click the red “Save” button.

The "Corrective Action" form window includes the following fields:

- Element: 2.1.1.1
- Corrective Action: Corrective action stated here
- Action Evidence: Evidence Listed here
- Completion Date: 08/18/2017
- Save button

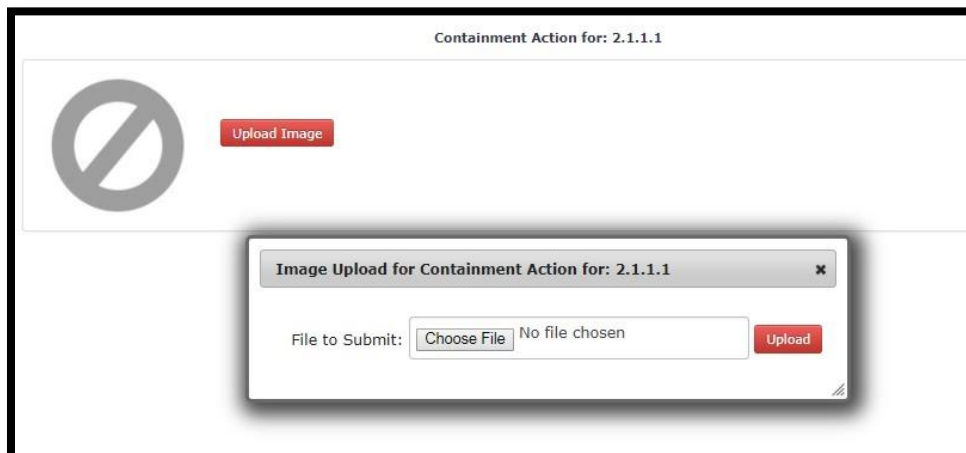
3.2 – To enter supporting documents, click the “Supporting Documents” option. This will bring you to a page where you can add or delete files. Click the red “Add Document” button to select and upload files.

The "Supporting Documents" page includes an "Add Document" button and a table with the following data:

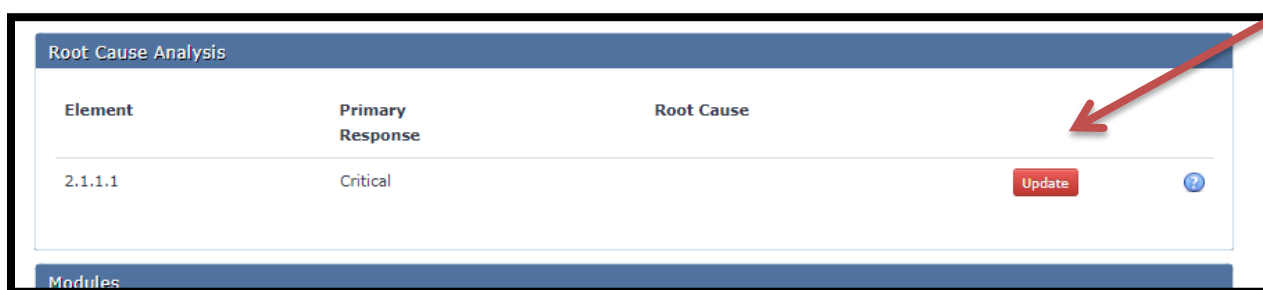
Title	File Size	Creation Date
document	44,318	07/18/17 03:03 PM

A "Delete" button is located to the right of the document row.

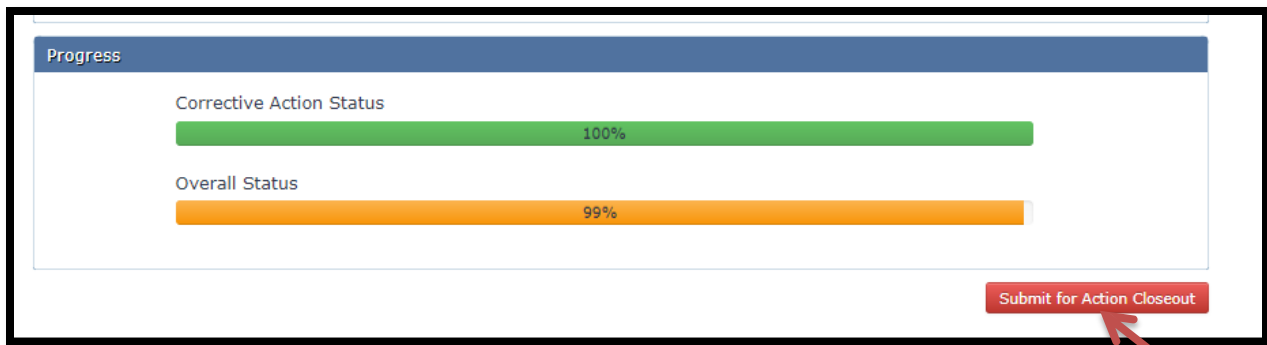
3.3 – To upload photos as evidence, click the option in the dropdown menu labelled “Photo Proof”. You will be presented with a page with a red “Upload Image” to select and upload files.



Next, you will need to enter root cause analysis. Click the red “UPDATE” button in the Root Cause Analysis box to enter a root cause analysis for reach section that requires it.



In the window that appears, enter in the Root Cause, Evidence, and save.



At this point, the audit can be advanced by clicking the “Submit for Action Closeout”.

When all of the corrective actions and root cause analysis have been entered, the overall progress bar at the bottom of the Audit Result Report have the Corrective Action Status listed as **100%** and the Overall Status should be listed as ***less than 100%***.