

USER GUIDE

QUICK START



Go to audit list



Add an audit and save the information.

Tap the audit item to make it active. A ✓ will appear on the right to indicate it is active. Tap the back button to return.

Tap the reference clause to select questions for that clause. Swipe left to reveal the questions.

Tap the question to enter the evidence screen. Once the evidence is rated the question is marked completed (✓). Save the evidence.

Right swipe to go back to the references. If all questions are completed the reference will show a check mark.



Tap the report menu button to generate the report. The report can be printed or emailed.

Tap the LOGO button to optionally add a logo. Reporting defaults to PDF format. If you want customize the report then tap the RTF Format button to save an editable rich text format file.

OVERVIEW

This app will help you easily capture evidence of conformance to the standard and report the results. The main user interface is a split screen that displays the standard reference clauses on the left and questions on the right. Tapping on a reference clause on the left selects the questions for that clause on the right. Tapping a question will take you to the evidence screen where you can write observations or capture photographic evidence.

NAVIGATION



The folder menu button expands all in the reference tree or collapses all. You can expand or collapse the an individual reference section by **double tapping** the ► or ▼.

Right and left swiping will toggle between the reference clauses and the questions. Also tapping in the question area or tapping the back button will enable you to switch between the tow screens.

Orientation: You can work in either landscape or portrait orientation but the orientation locks in the current orientation when you leave the split screen.

CHECKLIST

The checklist is added to all audits. A default checklist is supplied but you can add, edit or delete questions.



Tap the CHECKLIST ICON to enter the checklist mode

Add, edit or delete questions if desired.

Edit a question by tapping the START EDIT menu item then tap the question. Make sure to save the edits. Once done with editing, tap the Exit Edit button.

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RESET reloads the default checklist - all edits are not saved.

AUDIT



Tap the AUDIT ICON to create an audit. At first, the list will be empty.



Tap the ADD MENU ITEM and enter the audit information. Make sure to save the audit by tapping the Save menu item.

Once the audit is added, it appears on the list. **IMPORTANT: Tap the audit item to make it active. A ✓ will appear on the right to indicate it is active.**

Tap the INFO menu item to edit audit information. Tap the Back Button to return to the main screen.

Audit questions can be edited similarly to the checklist but edits apply only to the associated audit.

EVIDENCE

Tap the question to go to the Evidence Screen. Text evidence is entered in the EVIDENCE/OBSERVATION block. (Note: if the Start Edit button was tapped then you will be taken to the edit question screen instead).



Tap the CAMERA ICON to capture photo evidence or to view captured evidence. For a new picture, tap the Camera icon at the left bottom, take the picture and tap USE PHOTO. Tap SAVE on the menu bar. The photo is saved in your Pictures folder. The audit database stores the file path to that picture.

Photos are saved in the Pictures directory. Audit quality only saves a file path to the photo. If you want to mark up a photo then exit the auditing program and use Apple's photo editor.

Tap the RATING that applies:

Compliant = meets or exceeds the standard requirement.

Concern = potential nonconformity or improvement.

Minor Nonconformity = evidence shows the system is in place but a one-off nonconformity was observed.

Major Nonconformity = the system does not meet the requirements.

Not Audited = outside the scope of the audit.

Once the rating is saved the question will appear with a ✓ in the right corner indicating the question is complete. Once all questions in a clause are complete and ✓ appears to the right of the clause.

REPORT

Tap the REPORT ICON. At the Generate Report screen, select the Format (PDF, RTF). For PDF reports, select paper size and report type. The PDF Report can emailed or printed.



Rich Text Format (RTF) is provided in case you want to customize the report. This saves a file which Pages and most other word processes can import and edit. The you select this the following buttons are disabled: Logo, Page Size, Photos.

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Several reports are available:

Executive Summary - Basic audit information, score and metrics

Full Report - All audit metrics, questions and evidence (excluding photos)

OPI - Opportunities for improvement that are all of the questions that were rated other than compliant. The questions and evidence are sorted by decreasing risk.

Photos - Photographic evidence. (PDF format only)

The audit score is computed as follows:

A = Compliant Count

B = Concern Count

C = Minor Nonconformity Count

D = Major Nonconformity Count

Score = $100 * (A*10+B*7+C*4)/((A+B+C+D)*10)$

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