



Azzule Auditing Software

User Guide for the Auditor

PREPARED BY

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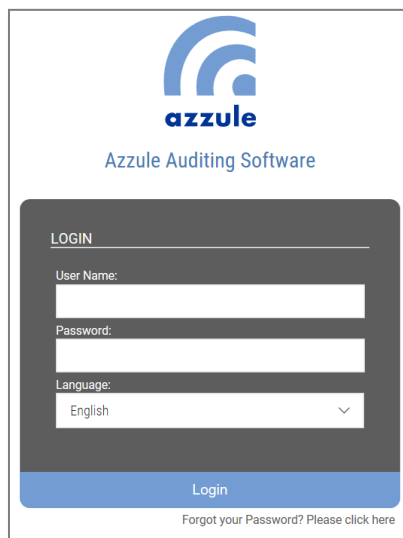
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1. Login

Before login, in order to gain the access to the Azzule Auditing Software Auditor site, the auditor should have the auditing company contact with Azzule at support@azzule.com. Azzule System will send an auto notification email to the auditor's email address with username and password for the Azzule Auditing Software auditor site.

To login, follow the steps below:

1. Visit: <https://secure.azzule.com/onlineauditsystem/views/frmlogin.aspx>
2. Type in User name and Password, and select the user language (English and Spanish are currently available); then click the “Login” button.

The screenshot shows the login interface for Azzule Auditing Software. At the top is the Azzule logo and the text 'Azzule Auditing Software'. Below this is a dark grey rectangular box containing the login form. The form has the title 'LOGIN' at the top. It includes three input fields: 'User Name:', 'Password:', and 'Language:'. The 'Language:' field is a dropdown menu currently set to 'English'. At the bottom of the form is a blue button labeled 'Login'. Below the button is a link that says 'Forgot your Password? Please click here'.

Note: If you forget your username or password, click the “**Forget your password? Please click here**” link to retrieve your login information.

Note: The site works best with Google Chrome or Firefox browsers; other internet browsers may not display the site correctly.



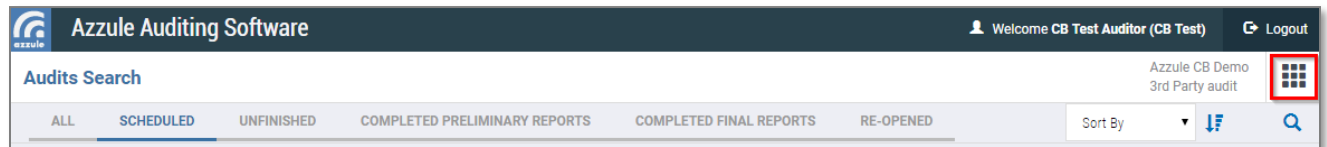
Once the login is validated, the auditor will enter the Azzule Auditing Software Auditor site. In the Home page, the auditor's name and the auditing company appear at the upper-right of the page.

Audit	Organization	Location	Entity	Audit Date
447 BRC Global Standards	Organization Rachel Tes			May 03, 2018
489 Primus Standard Cooling and Cold Storage with HACCP v14.09	Organization- TestQA	Angostura, Sinaloa, Mexico	Cooling and Cold Storage: Packinghouse-QA	May 11, 2018

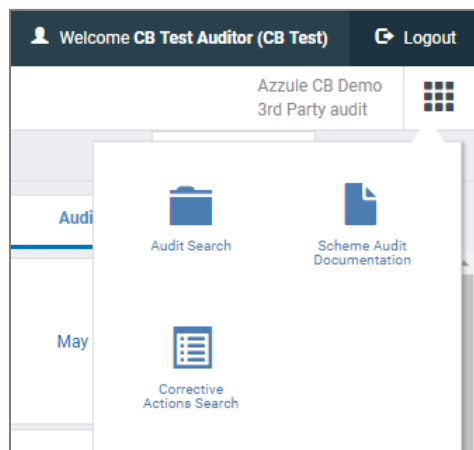
The Home page is set as the Audits Search page. More details regarding this page can be viewed in the [Audit Search](#) section.

2. Menu

To view menu items, the auditor should click the **Grid Icon** which is shown in the top-right corner of the page.



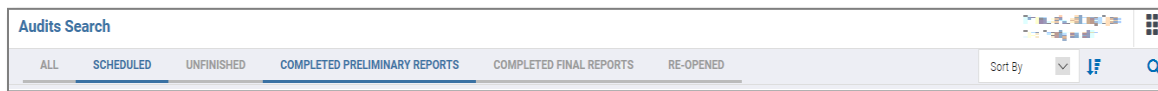
Once auditor clicks the **Grid Icon** the following options will be displayed:



- **Audit Search**: This option allows the auditor to view the list of audits and their status. The page is divided into tabs; each tab indicates the status of the audits found there. This is the most frequently used function in the site.
- **Corrective Actions Search**: This option allows the auditor to view the corrective actions that are submitted by auditees. If allowed by the audit scheme, the auditor can answer the corrective actions on behalf of the auditee. The auditor can reopen the audit for the auditee to re-submit corrective actions if necessary.
- **Scheme Audit Documentation**: This option displays a documentation center for auditors wishing to consult information offered by their auditing company/certification body, or by Azzule Systems. Currently, there is no document available.

3. Audit Search

The audit Search section is the most frequently used section in the auditor site. The auditor can review audits found under different statuses. This section is divided into 6 tabs based on the audit statuses.

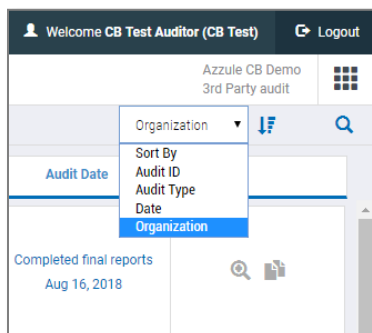


- **ALL:** This tab shows all audits assigned to the auditor, regardless of the audit status. The auditor can preview the audits in this tab, as well as edit Scheduled, Unfinished, or Re-opened audit reports.
- **SCHEDULED:** This tab shows all the audits that are scheduled for the auditor to perform. The audit has been scheduled to be conducted on a specific date by the assigned auditor, but has not yet occurred. Once the auditor has performed the audit, the auditor is able to enter the audit information and report in this tab.
- **UNFINISHED:** This tab lists all the audits that have been conducted by the auditor without completing the audit reports. The auditor can preview the audit and have the option to edit/complete the audit report.
- **COMPLETED PRELIMINARY REPORTS:** This tab lists the audits that have been completed by the auditor, but still have a pending processes in order to be fully completed. This is the case for the GlobalG.A.P. audits that need to go through a Corrective Actions (CA) process as well as an auditing company/certification body Certificate Decision in order to be considered a final report
- **COMPLETED FINAL REPORTS:** This tab shows the list of audit reports completed by the auditor, and those reports that have gone through the rest of the auditing process including CA's and certification decision as mentioned with GlobalG.A.P. audits.
- **RE-OPENED:** This tab shows the list of audits that have been re-opened by the auditing company/certification body. The auditor may be required by the auditing company to edit the audit information in these cases.

Note: if the auditor cannot find an audit to which they were assigned, please contact the auditing company to ensure the audit is correctly assigned to the auditor in the software.

3.1 To Filter and Sort Audits

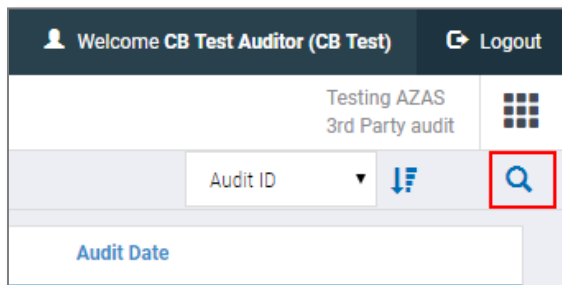
Each of the tabs has the option to filter, sort and search for specific criteria on audits. These options can be found at the top-right of the page. The filter option allows the user to filter an audit search by Audit ID, Audit Type, Date, and Organization.



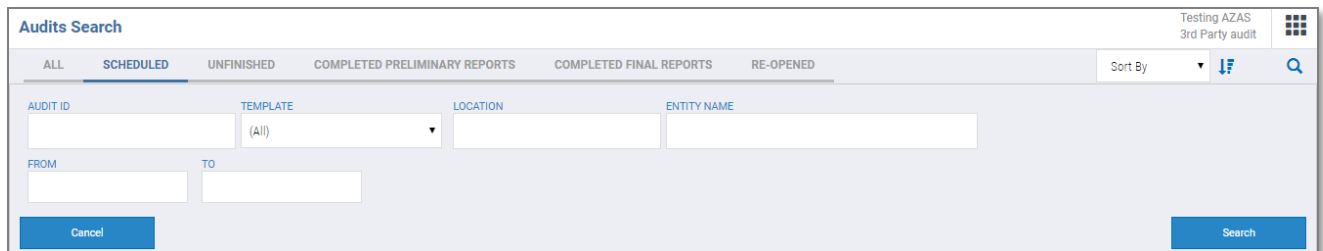
After selecting one of options on the “Filter Option”, if the auditor clicks the **Arrow Icon** the audits can be sorted in ascending or descending order; each click changes the order from ascending to descending, or vice versa.

3.2 To Search an Audit

The auditor can click the **Search Icon** to search audits in each tab.



The following search options are displayed: Audit ID, Template, Location, Entity Name, and Date Range: From and To. The Template search includes a drop down menu that allow to either select the audit scheme or specific entity type.

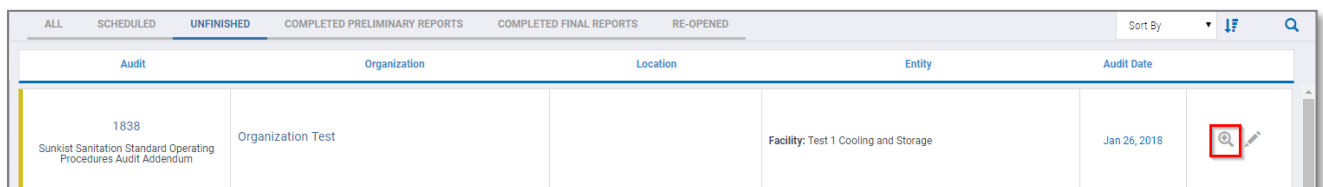



The screenshot shows the 'Audits Search' form. It has tabs for 'ALL', 'SCHEDULED', 'UNFINISHED', 'COMPLETED PRELIMINARY REPORTS', 'COMPLETED FINAL REPORTS', and 'RE-OPENED'. The 'UNFINISHED' tab is selected. The form includes fields for 'AUDIT ID', 'TEMPLATE' (with a dropdown menu showing '(All)'), 'LOCATION', and 'ENTITY NAME'. There are also 'FROM' and 'TO' date range fields. A 'Search' button is at the bottom right, and a 'Cancel' button is at the bottom left. A 'Sort By' dropdown and a search icon are in the top right corner.

- Enter information in the fields you wish to search.
- Click **Search** allows a search based upon the information entered into one or more of the search fields.
- Or click **Cancel** to cancel the search.

3.3 To Preview an Audit

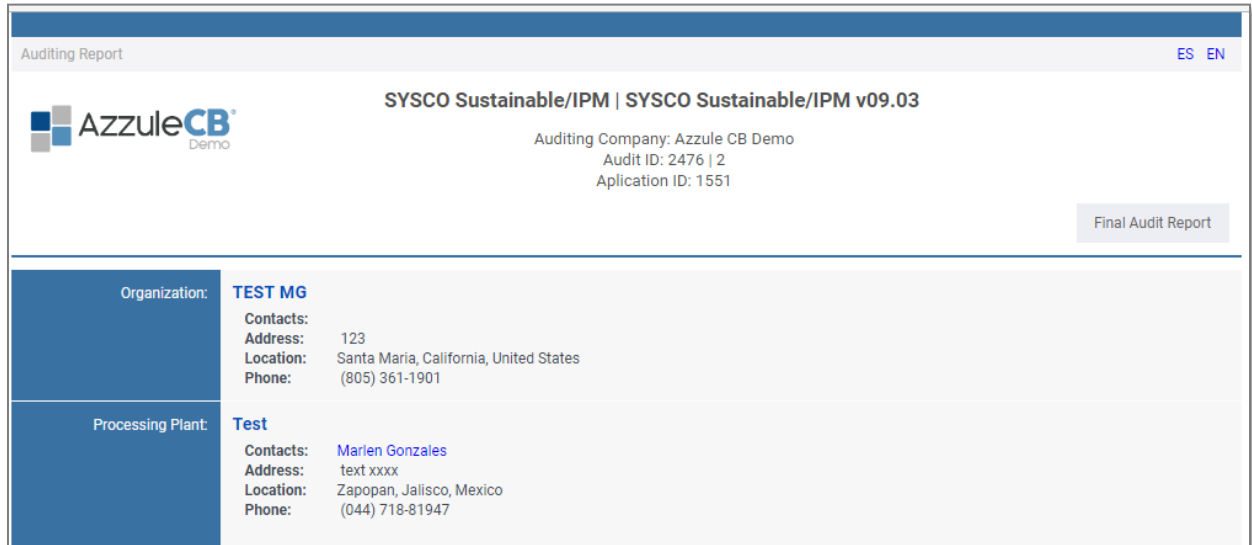
The preview button can be found in all of the tabs on this page. In order to preview an audit, the user should click the **Preview Icon**.



Audit	Organization	Location	Entity	Audit Date	
1838 Sunkist Sanitation Standard Operating Procedures Audit Addendum	Organization Test		Facility: Test 1 Cooling and Storage	Jan 26, 2018	

The screenshot shows the 'UNFINISHED' tab selected. The table displays audit information. The 'Preview Icon' (a magnifying glass with a checkmark) is highlighted with a red box in the last column of the first row.

There is a pop up window to show all the audit information/report that was already saved for the audit.



The screenshot shows a window titled "Auditing Report" with a language selector "ES EN" in the top right. The main header displays the Azzule CB Demo logo and the audit title "SYSCO Sustainable/IPM | SYSCO Sustainable/IPM v09.03". Below this, it lists the auditing company as "Azzule CB Demo", the audit ID as "2476 | 2", and the application ID as "1551". A "Final Audit Report" button is located on the right. The main content area is divided into two sections: "Organization: TEST MG" and "Processing Plant: Test". Each section lists contact information, address, location, and phone number.

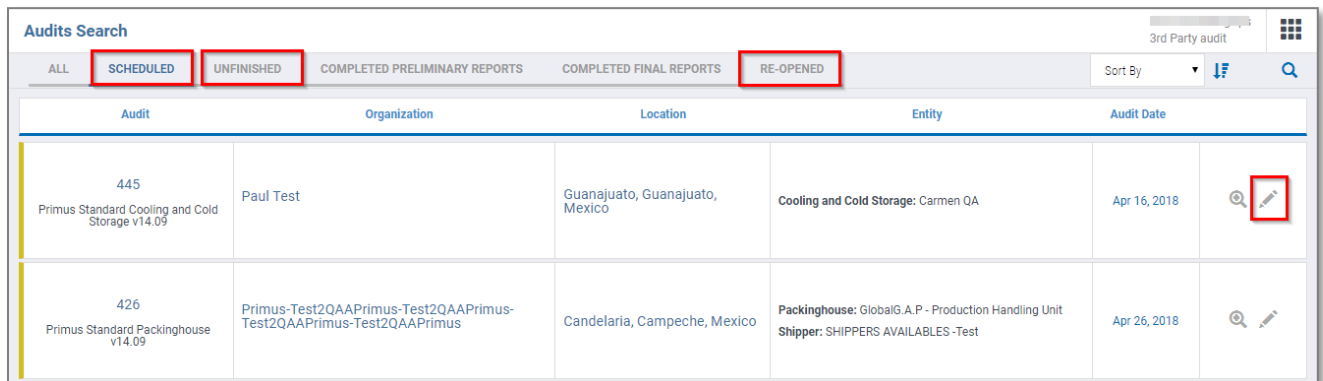
Organization:	TEST MG
Contacts:	
Address:	123
Location:	Santa Maria, California, United States
Phone:	(805) 361-1901

Processing Plant:	Test
Contacts:	Marlen Gonzales
Address:	text xxxx
Location:	Zapopan, Jalisco, Mexico
Phone:	(044) 718-81947



The translation tools with **ES EN** icons are listed on the top right of the page, which the auditor has the option to select the language (Spanish/English).

3.4 To Edit an Audit

The auditor can edit the audit information and submit audit report by clicking the **Pencil Icon** which can be found for all audits under the following tabs on the *Audit Search* page: Scheduled, Unfinished, or Re-Opened. For example, the auditor clicks **UNFINISHED** Tab to review all unfinished audits. The Pencil Icon is available for each audits listed in this tab. More details of editing an audit can be viewed at [Audit Editing](#) section.



The screenshot shows the "Audits Search" page with tabs for "ALL", "SCHEDULED", "UNFINISHED", "COMPLETED PRELIMINARY REPORTS", "COMPLETED FINAL REPORTS", and "RE-OPENED". The "UNFINISHED" tab is selected. The table lists two audits, each with a pencil icon for editing.

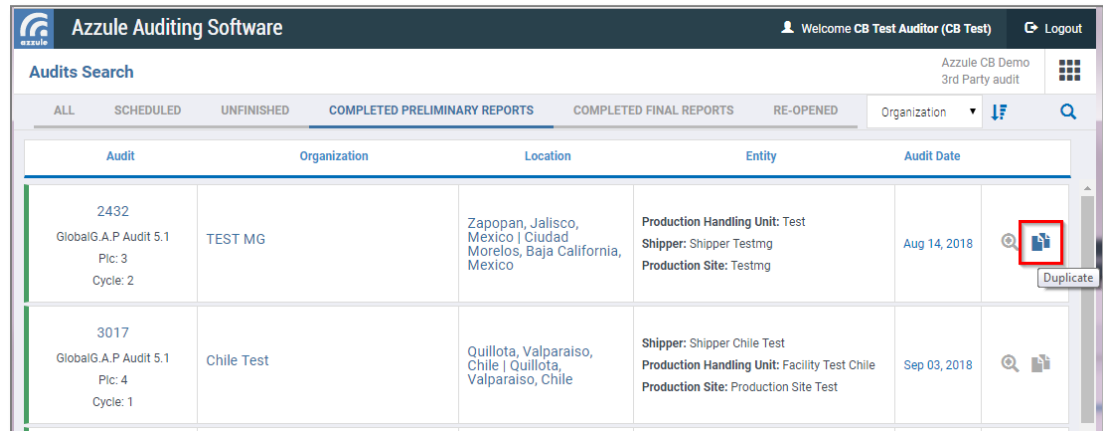
Audit	Organization	Location	Entity	Audit Date	
445 Primus Standard Cooling and Cold Storage v14.09	Paul Test	Guanajuato, Guanajuato, Mexico	Cooling and Cold Storage: Carmen QA	Apr 16, 2018	
426 Primus Standard Packinghouse v14.09	Primus-Test2QAAPrimus-Test2QAAPrimus-Test2QAAPrimus-Test2QAAPrimus	Candelaria, Campeche, Mexico	Packinghouse: GlobalG.A.P - Production Handling Unit Shipper: SHIPPERS AVAILABLES -Test	Apr 26, 2018	

3.5 To Duplicate an Audit

The auditor can use duplicate tool to copy and paste the answers and comments to audit questions from previous completed audit to a scheduled or unfinished audit. The duplicate tool is only applicable between the same audit templates. The auditor can find the tool available under the tabs of “COMPLETED PRELIMINARY REPORTS”, “COMPLETED FINAL REPORTS” and “ALL” tab with above two completed statuses.

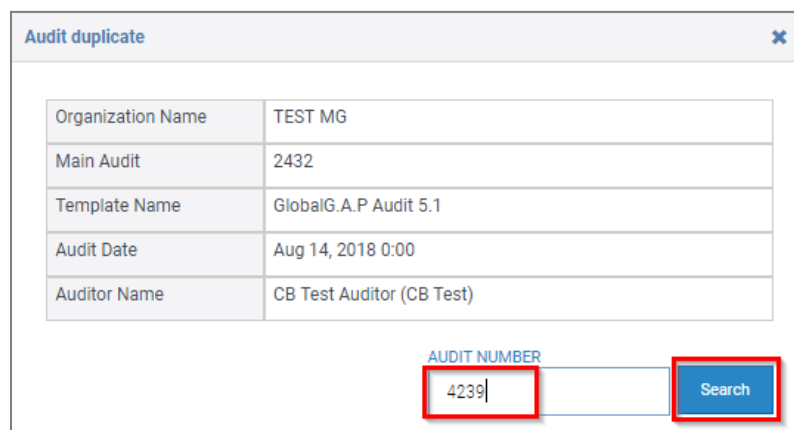
To duplicate an audit:

- i. Click the **Duplicate Tool Icon** in one of the completed audit that the auditor would like to copy from.



Audit	Organization	Location	Entity	Audit Date
2432 GlobalG.A.P Audit 5.1 Plc: 3 Cycle: 2	TEST MG	Zapopan, Jalisco, Mexico Ciudad Morelos, Baja California, Mexico	Production Handling Unit: Test Shipper: Shipper Testmg Production Site: Testmg	Aug 14, 2018
3017 GlobalG.A.P Audit 5.1 Plc: 4 Cycle: 1	Chile Test	Quillota, Valparaiso, Chile Quillota, Valparaiso, Chile	Shipper: Shipper Chile Test Production Handling Unit: Facility Test Chile Production Site: Production Site Test	Sep 03, 2018

- ii. In a pop up Audit duplicated window, type in the audit ID that the auditor would like the answers and comments to be pasted to. Then click **Search** to search the audit.



Organization Name	TEST MG
Main Audit	2432
Template Name	GlobalG.A.P Audit 5.1
Audit Date	Aug 14, 2018 0:00
Auditor Name	CB Test Auditor (CB Test)

AUDIT NUMBER

4239

Search

- iii. Select which part the auditor would like to be copied from the completed audit. The tool can copy either comments or answers, or both of them to the scheduled or unfinished audit. Then click **Duplicate** to continue. Note that both audits have to be the same audit template.

Audit duplicate

Organization Name	TEST MG
Main Audit	2432
Template Name	GlobalG.A.P Audit 5.1
Audit Date	Aug 14, 2018 0:00
Auditor Name	CB Test Auditor (CB Test)

AUDIT NUMBER

4239

Search

Organization Name	Test Carla
Main Audit	4239
Template Name	GlobalG.A.P Audit 5.1
Audit Date	Nov 09, 2018 8:00
Auditor Name	CB Test Auditor (CB Test)

☒ Comments

☒ Answers

*Please remember to review and edit duplicated scores and comment in order to ensure they properly reflect the operation that was audited.

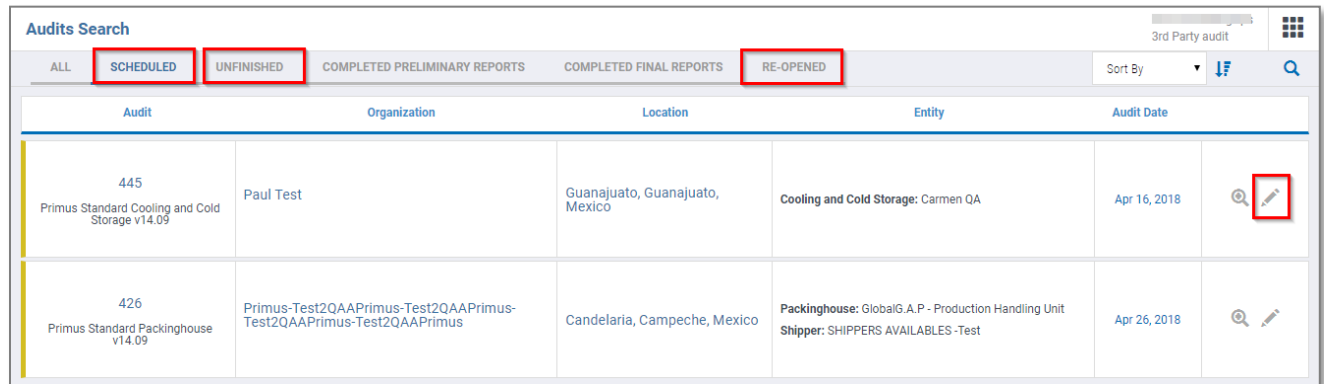
Duplicate



- iv. There is a confirmation message to confirm the success of duplication. Click **X** to return to the previous page. The duplicate tool does not change the audit status but only copy the comments or answers to the scheduled or unfinished audit.



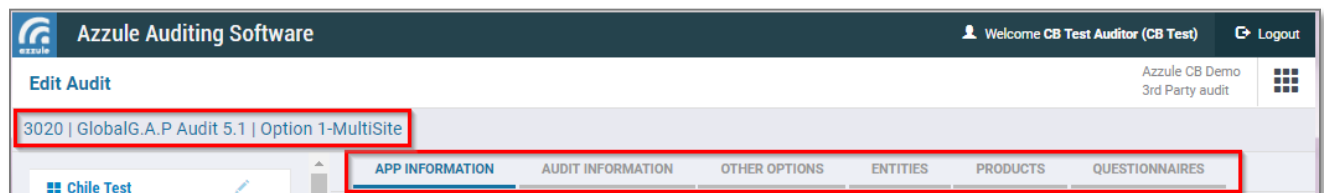
4. Audit Editing

The auditor can click the **Pencil Icon** to start edit the audit information and submit audit report. The **Pencil Icon** can be found for all audits under the following tabs on the **Audit Search** page: Scheduled, Unfinished, or Re-Opened. For example, the auditor clicks **UNFINISHED** Tab to review all unfinished audits.



Audits Search					
3rd Party audit					
ALL	SCHEDULED	UNFINISHED	COMPLETED PRELIMINARY REPORTS	COMPLETED FINAL REPORTS	RE-OPENED
Audit	Organization	Location	Entity	Audit Date	
445 Primus Standard Cooling and Cold Storage v14.09	Paul Test	Guanajuato, Guanajuato, Mexico	Cooling and Cold Storage: Carmen QA	Apr 16, 2018	
426 Primus Standard Packinghouse v14.09	Primus-Test2QAAPrimus-Test2QAAPrimus-Test2QAAPrimus-Test2QAAPrimus	Candelaria, Campeche, Mexico	Packinghouse: GlobalG.A.P - Production Handling Unit Shipper: SHIPPERS AVAILABLES -Test	Apr 26, 2018	

The auditor can click the **Pencil Icon** to access the “Edit Audit” page of a specific audit. In this page, the audit number and audit template are listed on the top left for the auditor’s reference. The page contains different optional tabs for the auditor to review and submit information. These options can be different based on the specific audit templates.



Azzule Auditing Software		Welcome CB Test Auditor (CB Test)		Logout
Edit Audit				
3020 GlobalG.A.P Audit 5.1 Option 1-MultiSite				
Chile Test	APP INFORMATION	AUDIT INFORMATION	OTHER OPTIONS	ENTITIES
			PRODUCTS	QUESTIONNAIRES

In General, the option tabs include:

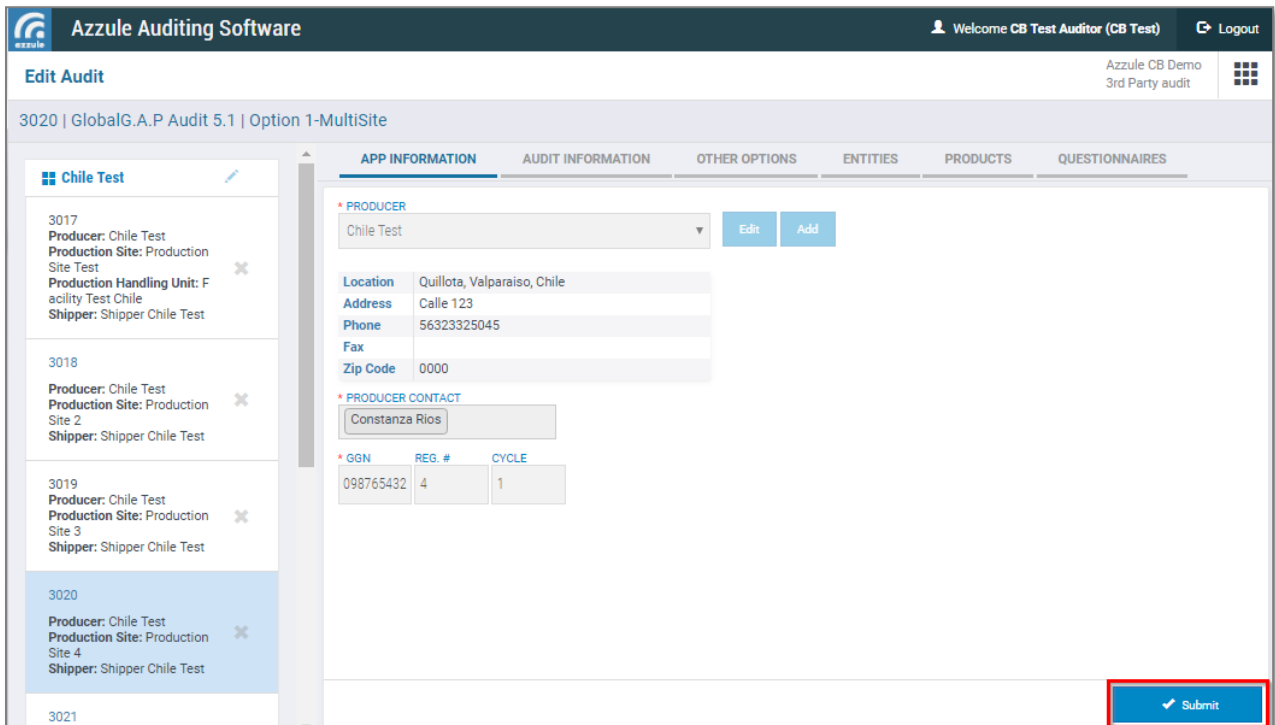
- **APP INFORMATION (only for GlobalG.A.P Audits):** This section is where the auditor can review the application information submitted by the auditing company or the auditee. The auditor cannot edit this part.
- **AUDIT INFORMATION:** This section is where the auditor has to submit in audit date/time information and audit scope.
- **OTHER OPTIONS:** This section is where the auditor can submit the GPS information of audited company and add necessary documents to the audit.
- **ENTITIES:** This section is where the auditor review the information of the audited company and its operations. Based on the different requirements of the audit templates, the auditor may or may not be able to edit the entity’s information.
- **PRODUCTS:** This section is where the auditor reviews the product information of the audited company. Based on the different requirements of the audit templates, the auditor may or may not be able to edit the product information.
- **QUESTIONNAIRE:** This section is where the auditor has to answer the audit questions and submit the comments or responses to the questions.

Note: Each section has some fields with an **Asterisk Icon***. This mark indicates that it is mandatory to complete the information within that field.

4.1 App Information (Only for GlobalG.A.P Audits)

The section is where the auditor can review the application information submitted by the auditing company or the auditee. The auditor cannot edit this part.

The auditor has to click **Submit** to continue. If the auditor would like to update the information of producer, the auditor has to contact their auditing company to make the changes.



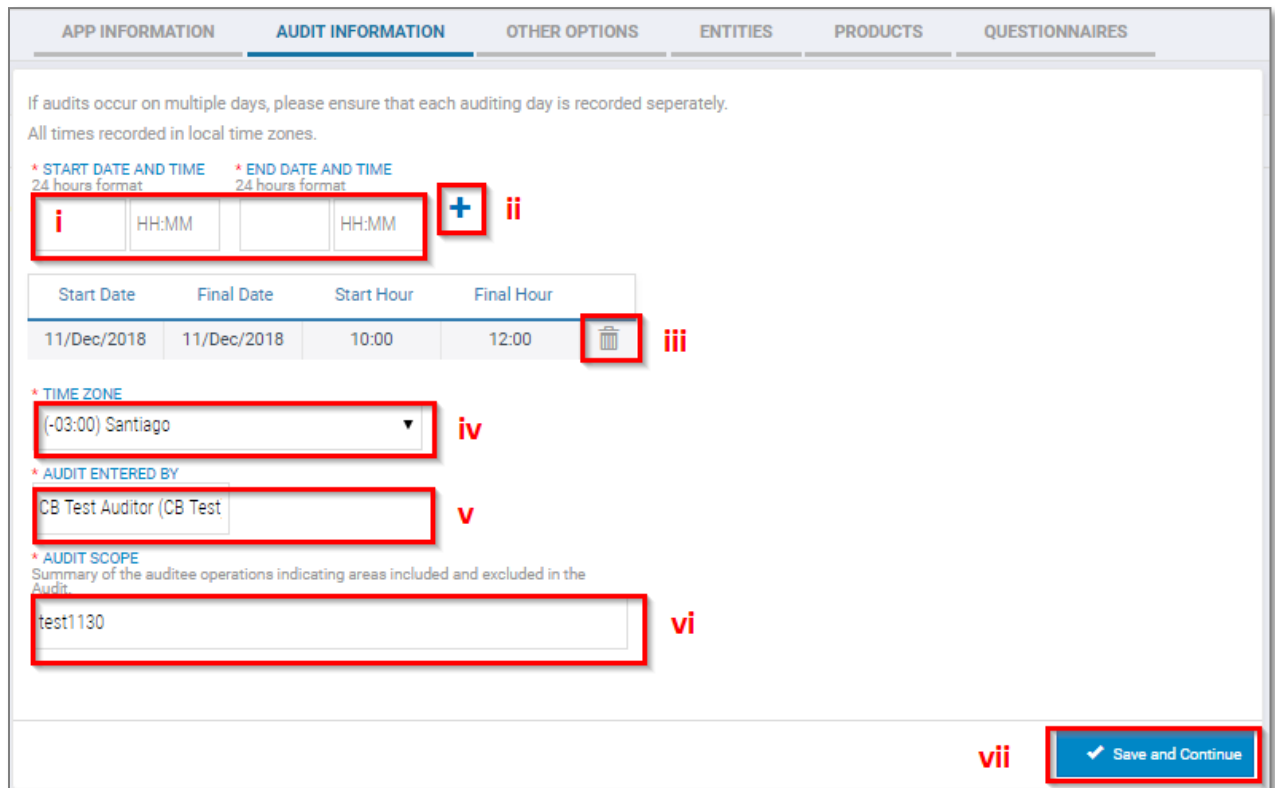
The screenshot displays the 'Azzule Auditing Software' interface. The top navigation bar includes the Azzule logo, the text 'Azzule Auditing Software', and a user welcome message 'Welcome CB Test Auditor (CB Test)' with a 'Logout' button. The main header shows 'Edit Audit' and 'Azzule CB Demo 3rd Party audit'. Below this, the audit details are listed: '3020 | GlobalG.A.P Audit 5.1 | Option 1-MultiSite'. The interface is divided into two main sections. On the left, a list of audits is shown, with '3020' selected. On the right, the 'APP INFORMATION' tab is active, displaying fields for 'PRODUCER' (Chile Test), 'Location' (Quillota, Valparaíso, Chile), 'Address' (Calle 123), 'Phone' (56323325045), 'Fax', 'Zip Code' (0000), 'PRODUCER CONTACT' (Constanza Rios), and a table with columns 'GGN', 'REG. #', and 'CYCLE' containing values '098765432', '4', and '1' respectively. A red box highlights the 'Submit' button at the bottom right.

4.2 Audit Information

The Audit Information tab allows the auditor to fill in general audit information including audit date and time, audit scope, as well as other information. This screen can also request different information depending upon the Audit Templates.

- The auditor has to put in the audit starting and end date and time, please note that the time format is 24-hour clock.
- Click “+” **the Plus Icon** to add the audit date and time.
- If the auditor wants to edit the audit date and time information, the auditor may click **Trashcan Icon** to remove the incorrect time information and then add the correct information following steps i-ii.

- iv. The auditor is required to select the correct time zone of audit date and time.
- v. The auditor is required to indicate who is entering the audit information. The default setting is the auditor himself/herself, however it can be another qualified person who submits the report.
- vi. The auditor is required to submit detailed audit scope for the audit.
- vii. After all the information has been input, the auditor can click **Save and Continue** to save the information and continue to the Other Options page.



APP INFORMATION **AUDIT INFORMATION** OTHER OPTIONS ENTITIES PRODUCTS QUESTIONNAIRES

If audits occur on multiple days, please ensure that each auditing day is recorded separately.
All times recorded in local time zones.

* START DATE AND TIME 24 hours format * END DATE AND TIME 24 hours format

i HH:MM ii + HH:MM

Start Date	Final Date	Start Hour	Final Hour
11/Dec/2018	11/Dec/2018	10:00	12:00

iii iii

* TIME ZONE
(-03:00) Santiago iv

* AUDIT ENTERED BY
CB Test Auditor (CB Test) v

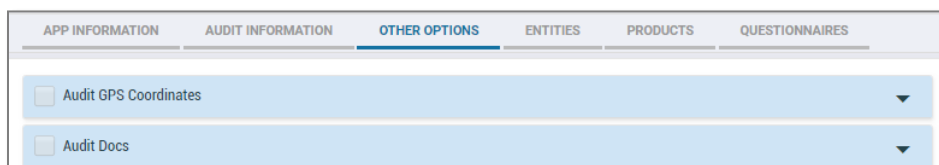
* AUDIT SCOPE
Summary of the auditee operations indicating areas included and excluded in the Audit:
test1130 vi

vii **Save and Continue**

4.3 Other Options

Based on different audit template, this tab may be optional for auditors to submit other information that is related to the audit. The auditor can skip the whole section or just complete one of the optional sections. Currently, there are two sections designed to collect information below:

- Audit GPS Coordinates
- Audit Docs



APP INFORMATION AUDIT INFORMATION **OTHER OPTIONS** ENTITIES PRODUCTS QUESTIONNAIRES

☐ Audit GPS Coordinates

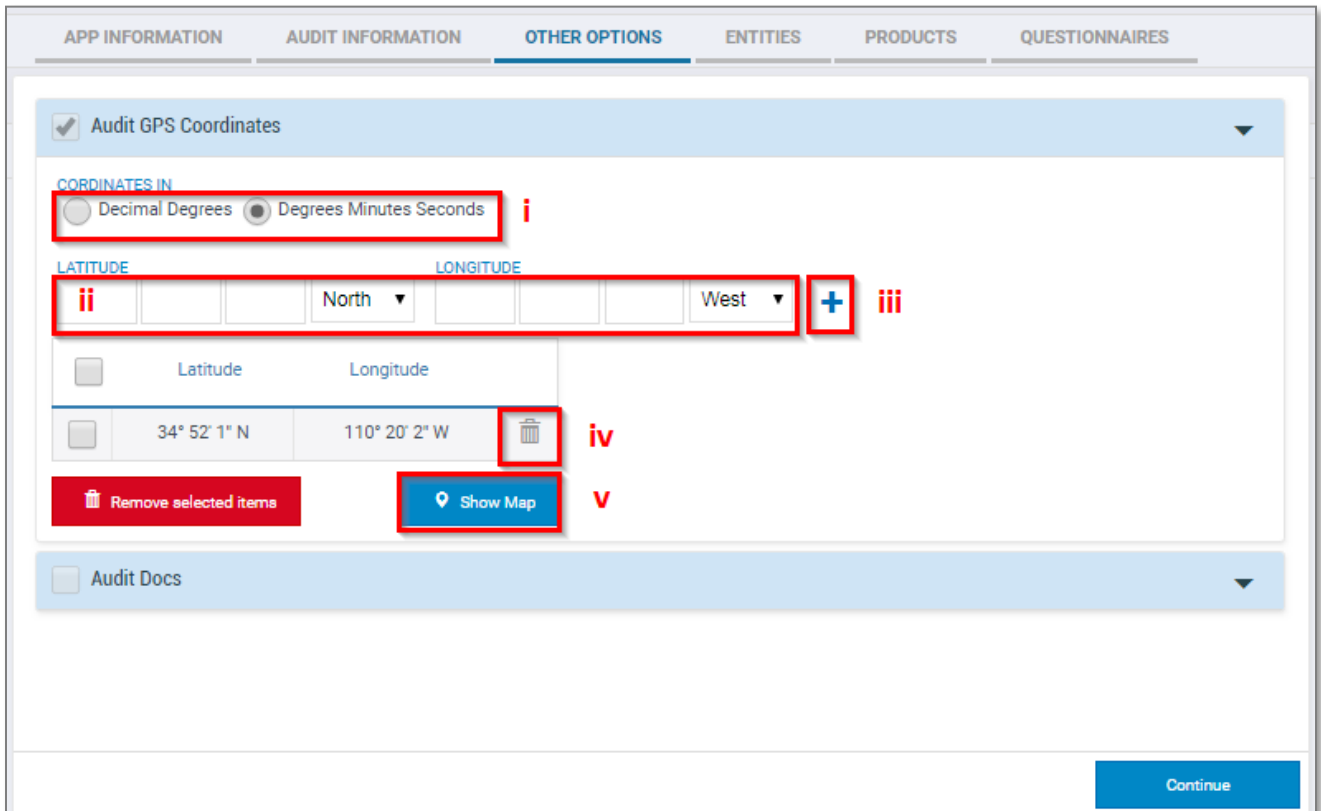
☐ Audit Docs

Both two sections can be collapsed or expanded. To fill information for each section, the user needs to expand the content by clicking in the **Dropdown Icon** for each row.

4.3.1 Audit GPS Coordinates

This section is for adding the GPS coordinates of the audit. This is a required field for Primus Standard Audits, optional for GlobalG.A.P.; Costco Addendum, SYSCO Sustainable/IPM and other audit templates.

- The auditor can select the GPS format from 2 formats: Decimal degrees (xx.xxxxxx) and Degrees, minutes and seconds (DD/MM/SS).
- Once the format has been selected, the auditor types in the coordinates.
- Click the **Plus Icon** to add the GPS points to the audit information. The auditor can add as many coordinates as needed by repeating steps i-iii.
- If needed, the auditor can click the **Trashcan Icon** to remove GPS points; or select the checkbox of one or more GPS point(s), then click **Remove selected items** to remove the selected items.
- The auditor can click the **Show Map** button to view the GPS coordinates in a pop-up window. A new window with the map will appear pointing to the coordinates selected.

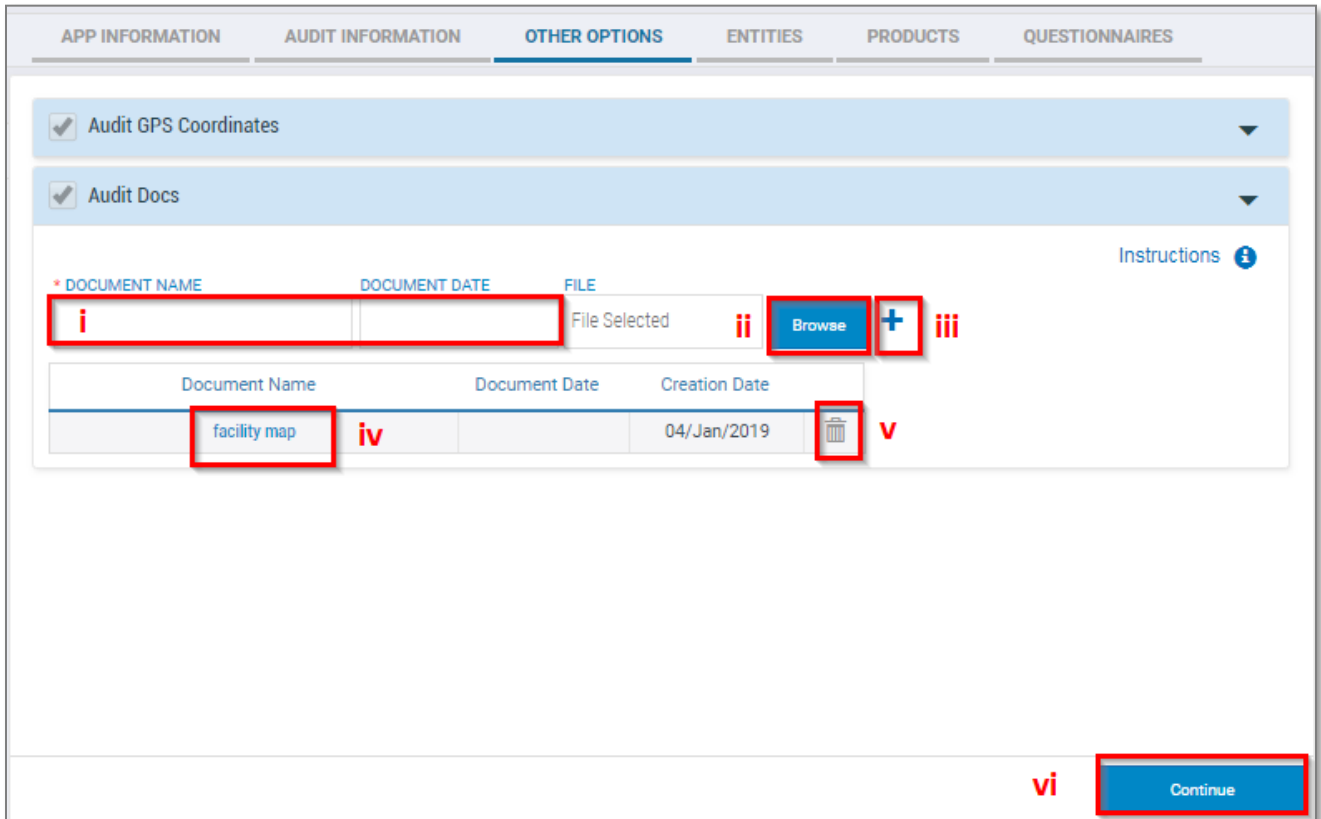


4.3.2 Audit Docs

This section allows an auditor to upload any document related to the audit. This is optional for all audit templates.

- If uploading a document, the auditor is required to enter the document name. The document

- date field is optional.
- ii. Click **Browse** to select the file from the user's computer.
- iii. Once the file has been selected, the auditor clicks the **Plus Icon** to attach the file to the audit.
- iv. For attached files, the auditor can view the document by clicking on the document name if necessary.
- v. The auditor can remove the document by clicking the **Trashcan Icon**.
- vi. The auditor can skip the whole section or just complete one of the optional sections, then click **Continue** to the Entity page.



The screenshot shows the 'OTHER OPTIONS' tab in the Azzule Auditing Software. The 'Audit Docs' section is expanded, showing a table with the following data:

DOCUMENT NAME	DOCUMENT DATE	FILE
facility map		04/Jan/2019

The interface also includes a 'Browse' button, a 'Plus Icon' for adding documents, and a 'Trashcan Icon' for removing documents. A 'Continue' button is visible at the bottom right.

Note: Only the following document types are allowed to be uploaded:

pdf, .xls, .xlsx, .gif, .bmp, .jpeg, .jpf, .png, .doc, .docx, .wav, .mpc, .avi, .mpeg, and .mp4. The maximum Size is 5 MB (5120 bytes).

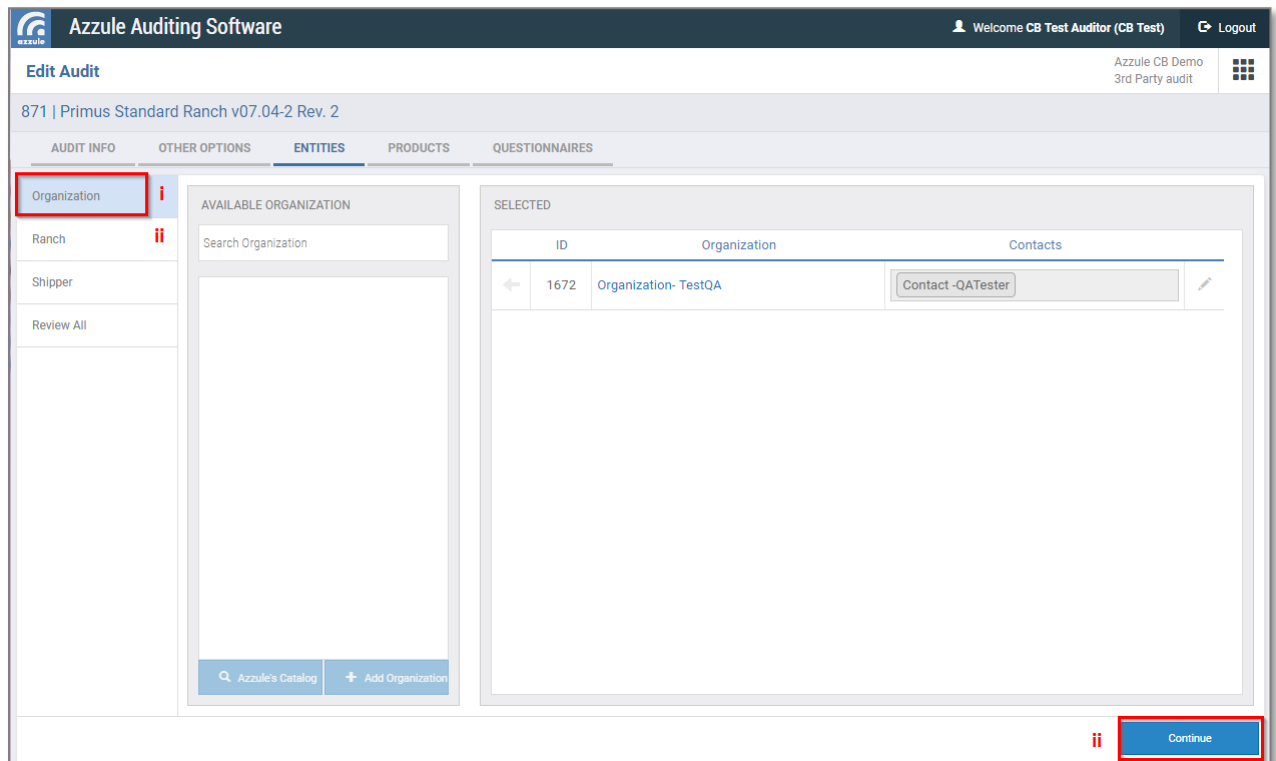
4.4 Entities

This section is for the auditor to review the entity information that were submitted with the audit application. There is a panel on the left with the various possible entity roles depending on the audit type. The entities that are listed in the panel were already submitted as a part of the audit application, so the auditor usually does not have permissions to modify the selected entities.

Note: If the auditor observes something wrong with the entity, the auditor should contact the auditing company to update the information in the application.

For Primus Standard Harvest Crew audits and Costco Produce Harvest Crew Addendums that are linked to a main audit for a Ranch/Greenhouse; however, the auditor is able to edit the ranch/greenhouse information that is linked to the Harvest Crew in this section.

- a. To view the entity information.
 - i. The auditor can click each entity section in the left side to go through all the listed information; or
 - ii. Click **Continue** to go through each section.



The screenshot displays the 'Azzule Auditing Software' interface. At the top, the header includes the software name, a user welcome message 'Welcome CB Test Auditor (CB Test)', and a 'Logout' button. Below the header, the 'Edit Audit' section shows the audit ID '871 | Primus Standard Ranch v07.04-2 Rev. 2'. The 'ENTITIES' tab is active, and the 'Organization' section is selected in the left sidebar. The main content area is divided into two panels: 'AVAILABLE ORGANIZATION' with a search bar and 'SELECTED' with a table. The table has columns for ID, Organization, and Contacts. One row is visible with ID 1672, Organization 'Organization- TestQA', and Contact 'Contact-QATester'. At the bottom right, a 'Continue' button is highlighted.

- iii. In the “Review All” section where there is a summary of the selected entities, the auditor can select the checkbox if all the entities information is correct.

Edit Audit Azzule CB Demo
3rd Party audit

871 | Primus Standard Ranch v07.04-2 Rev. 2

AUDIT INFO OTHER OPTIONS **ENTITIES** PRODUCTS QUESTIONNAIRES

Organization	<table border="1"> <tr><td>Name</td><td>Organization- TestQA</td></tr> <tr><td>Contacts</td><td>Contact -QATester</td></tr> <tr><td>Phone</td><td>66985745236</td></tr> <tr><td>Email</td><td>jose.toledo@primuslabs.com</td></tr> <tr><td>Address</td><td>QATest</td></tr> <tr><td>Location</td><td>Ahuhuiyucu, Guerrero, Mexico</td></tr> </table>	Name	Organization- TestQA	Contacts	Contact -QATester	Phone	66985745236	Email	jose.toledo@primuslabs.com	Address	QATest	Location	Ahuhuiyucu, Guerrero, Mexico
Name	Organization- TestQA												
Contacts	Contact -QATester												
Phone	66985745236												
Email	jose.toledo@primuslabs.com												
Address	QATest												
Location	Ahuhuiyucu, Guerrero, Mexico												
Ranch	<table border="1"> <tr><td>Name</td><td>Ranch / Greenhouse - QA</td></tr> <tr><td>Contacts</td><td>CONTACT -Ranch / Greenhouse</td></tr> <tr><td>Phone</td><td>6669854752863</td></tr> <tr><td>Email</td><td>Jose.Toledo@primuslabs.com</td></tr> <tr><td>Address</td><td>Test</td></tr> <tr><td>Location</td><td>Ahualulco de Mercado, Jalisco, Mexico</td></tr> </table>	Name	Ranch / Greenhouse - QA	Contacts	CONTACT -Ranch / Greenhouse	Phone	6669854752863	Email	Jose.Toledo@primuslabs.com	Address	Test	Location	Ahualulco de Mercado, Jalisco, Mexico
Name	Ranch / Greenhouse - QA												
Contacts	CONTACT -Ranch / Greenhouse												
Phone	6669854752863												
Email	Jose.Toledo@primuslabs.com												
Address	Test												
Location	Ahualulco de Mercado, Jalisco, Mexico												
Shipper													
Review All													

iii ☐ By entering information into this system you acknowledge both that you are authorized to do so and that the information contained therein is accurate to the best of your knowledge. If any of the organization information or audit details are incorrect, please contact your auditing company.

Continue

- iv. Once the checkbox is selected, there is a pop up message box to confirm the selection. Click **X** to close the message.
- v. The auditor then clicks **Continue** to proceed to the PRODUCTS page.

871 | Primus Standard Ranch v07.04-2 Rev. 2

AUDIT INFO OTHER OPTIONS **ENTITIES** PRODUCTS QUESTIONNAIRES

Organization	<table border="1"> <tr><td>Name</td><td>Organization- TestQA</td></tr> <tr><td>Contacts</td><td>Contact -QATester</td></tr> <tr><td>Phone</td><td>66985745236</td></tr> <tr><td>Email</td><td>jose.toledo@primuslabs.com</td></tr> <tr><td>Address</td><td>QATest</td></tr> <tr><td>Location</td><td>Ahuhuiyucu, Guerrero, Mexico</td></tr> </table>	Name	Organization- TestQA	Contacts	Contact -QATester	Phone	66985745236	Email	jose.toledo@primuslabs.com	Address	QATest	Location	Ahuhuiyucu, Guerrero, Mexico
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Email	Jose.Toledo@primuslabs.com												
Address	Test												
Location	Ahualulco de Mercado, Jalisco, Mexico												
Shipper													
Review All													

✓ Your acceptance decision has been successfully saved. iv

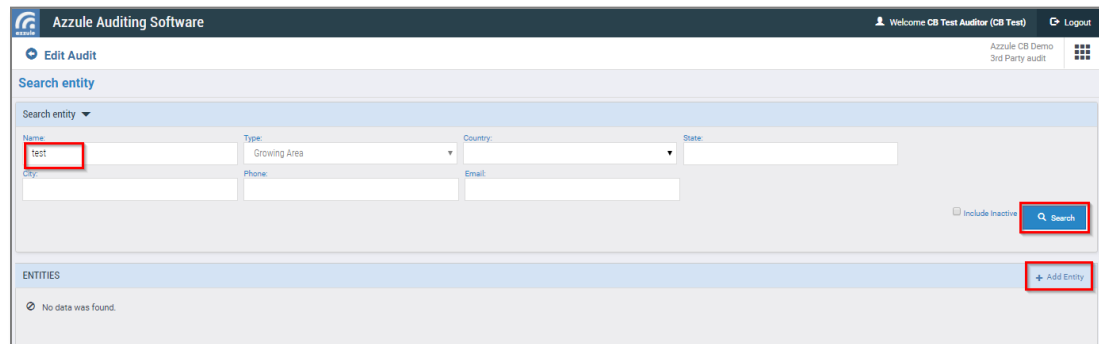
☒ By entering information into this system you acknowledge both that you are authorized to do so and that the information contained therein is accurate to the best of your knowledge. If any of the organization information or audit details are incorrect, please contact your auditing company.

v **Continue**

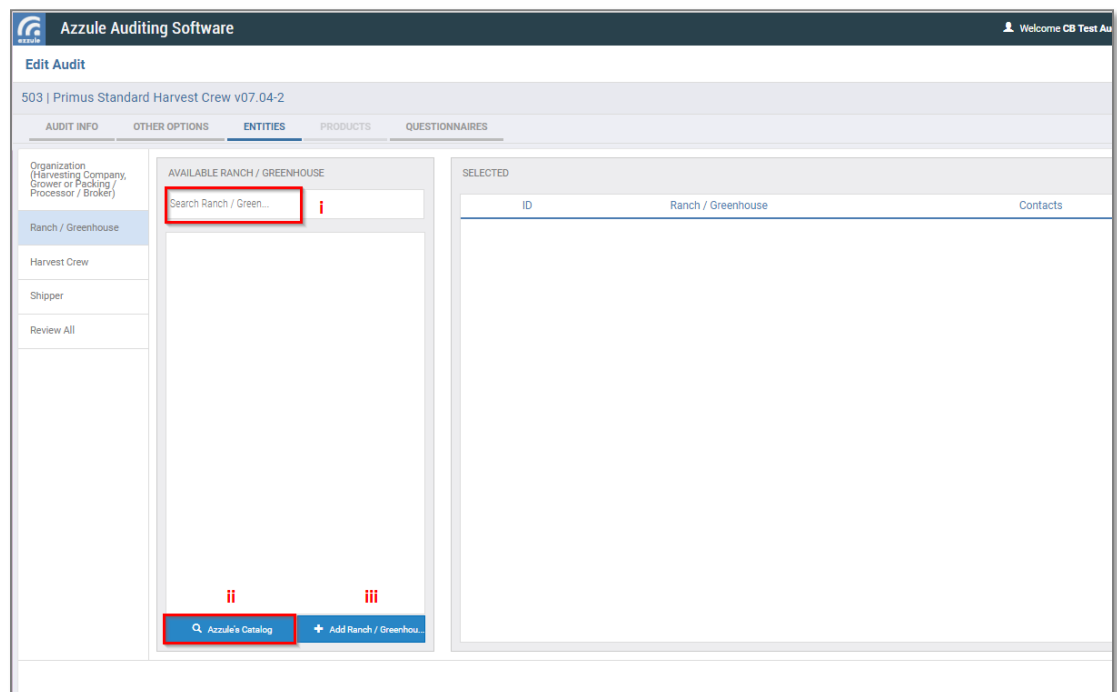
b. To edit the entity information.

For Primus Standard Harvest Crew audits and Costco Produce Growing Area / Harvest Crew Addendum that are linked to a main audit for a Ranch/Greenhouse; however, the auditor is able to edit the ranch/greenhouse information that is linked to the Harvest Crew in the “Ranch/Greenhouse” section.

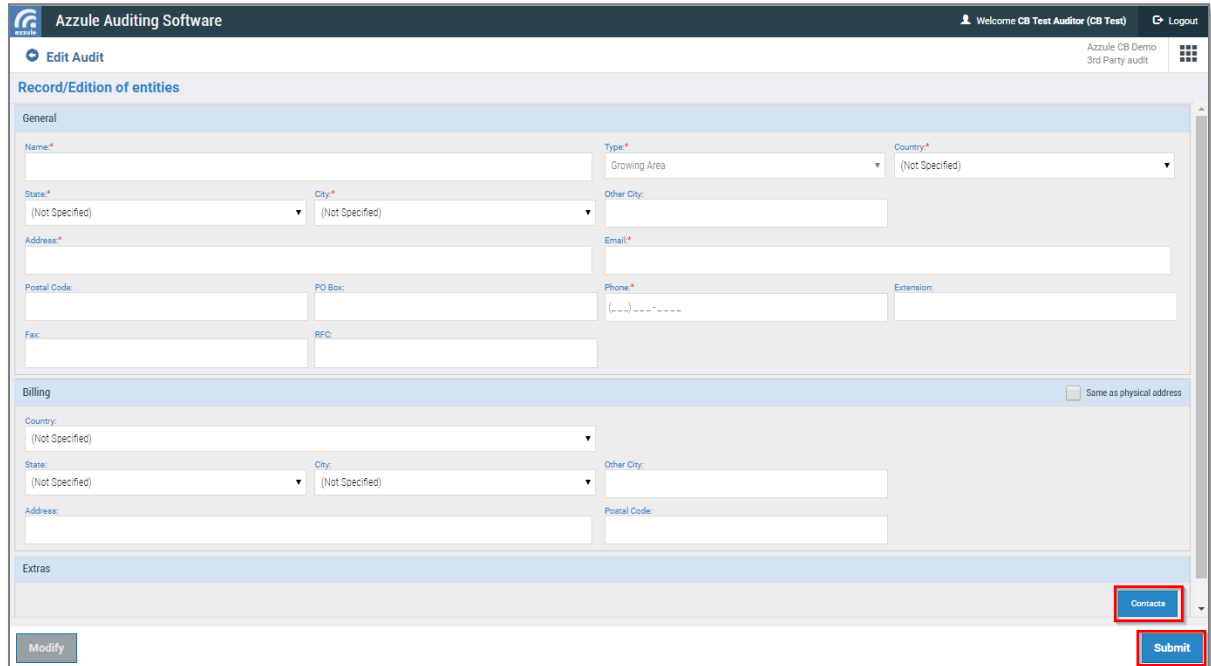
- i. The auditor can type in the name of the ranch/greenhouse to see if the entity has been added to the system.
- ii. If there is no entity listed, the auditor can click **Azzule’s Catalog** to search the entity again. In the Search entity page, the auditor types in the name of the ranch/greenhouse, then click **Search** to search the Azzule data pool. If there is no data found, the auditor can click **+ Add Entity** to have an access to Record/Edition of entities page to add a new growing area entity to the audit.



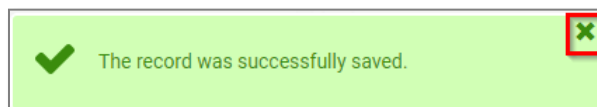
- iii. The auditor can also directly click **+ Add Ranch/Greenhouse** to have an access to Record/Edition of entities page to add a new growing area entity to the audit.



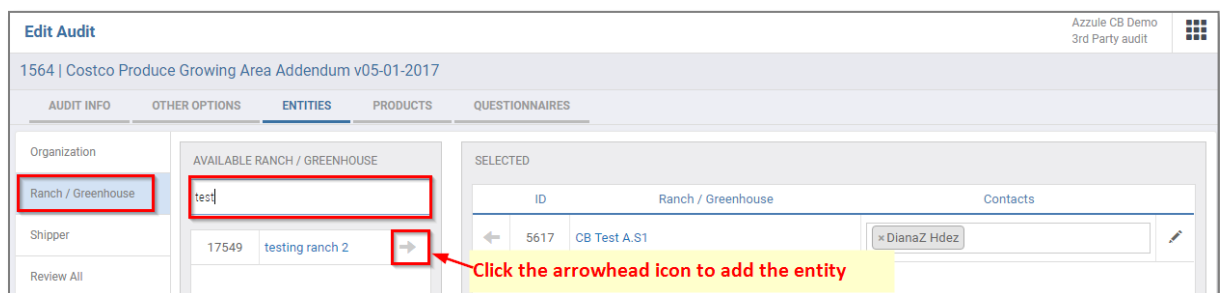
- iv. In the Record/Edition of entities page, the auditor has to type in all the required information, then click **Contacts** button to add the contact information in a pop-up window. Once all the required information has been completed, click **Submit** to submit the entity information.



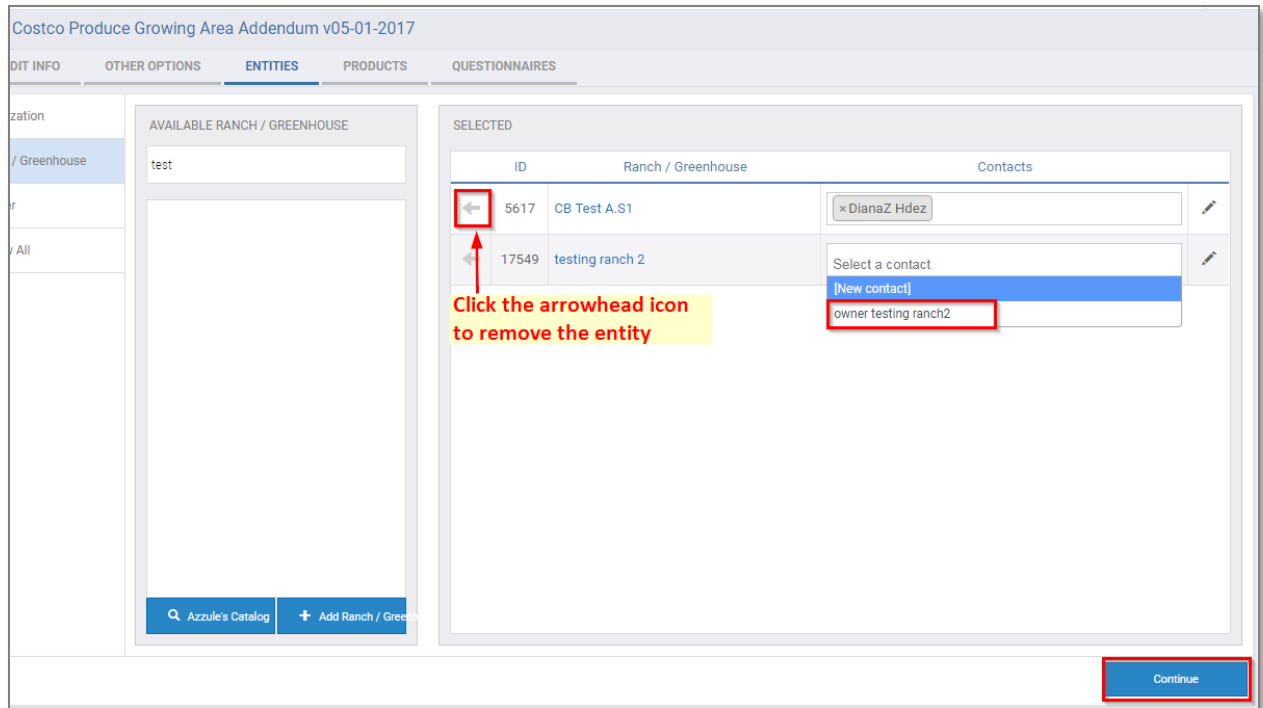
- v. In the Record/Edition of entities page, a pop up window to confirm the successful submission of the new entity. The auditor can click **X** to close the confirmation message and return to the Entities page.



- vi. In the Entities page, the auditor can click Ranch/Greenhouse tab then type the name of submitted entity. The entity will be listed in the "AVAILABLE RANCH/GREENHOUSE" for the auditor to select. The auditor can click the **Right Arrowhead Icon** to move the entity to "SELECTED" section.



- vii. In the “SELECTED” section, the auditor needs to select the contacts from the dropdown menu. The auditor can click the **Left Arrowhead Icon** to remove the entity from “SELECTED” tab if necessary. After the auditor has reviewed all the entities, the auditor can click **Continue** to the PRODUCTS page.



4.5 Products






In the Products section, the auditor must review whether the product information is correct and edit the checkboxes for products that were either “Observed on day of audit,” “Not observed but of a similar risk type to what was observed,” or “Not observed and not of a similar risk type to what was observed.” If necessary, the auditor can add or remove products.

- a. To check the product information
 - i. The auditor has to select the checkbox of each listed product with the correct category. Note that only one category will be applicable to one product. The categories are “Observed on day of audit,” “Not observed but of a similar risk type to what was observed,” or “Not observed and not of a similar risk type to what was observed.”
 - ii. If necessary or required by the audit template, the auditor can click the DETAILS Icon to edit details of the product.

PRODUCTS

QUESTIONNAIRES

SELECTED PRODUCTS


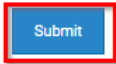
	Products	Attributes	Observed on day of audit	Not Observed but of a Similar risk type to what was observed*	Not Observed and not of a similar risk type to what was observed	Details
←	Iceberg Lettuce		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
←	Leaf Spinach		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
←	Romaine Lettuce		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
←	Spinach		 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- iii. In the detail window, the auditor can click the dropdown menu of attributes and select the properties of the product.
Note: There may be more information required for the product according to different audit templates.
- iv. Click **Submit** to submit the product details and return to previous page.




Product: Iceberg Lettuce

Attributes:


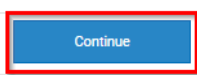
- ☐ Canned
- ☒ Chopped
- ☐ Cob
- ☐ Deli

- v. Click **X** to close the pop up message and return to the previous page.

 The record was successfully saved.  

- vi. Once the product information has been reviewed, the auditor can click **Continue** to go to the QUESTIONNAIRE page.

b. To add/remove the product

The auditor can add, remove and edit product information if necessary. To do so, follow steps below:

- Type the product name in the tab of “AVAILABLE PRODUCTS” section.
- Click the **Right Arrowhead Icon** to move the product to the “SELECTED PRODUCT” section.
- Select the correct categories and edit the product details if necessary.
- If a wrong product was added, click the **Left Arrowhead Icon** to remove the product from the “SELECTED PRODUCT” section.
- Once the product information has been reviewed, the auditor can click **Continue** to go to the QUESTIONNAIRE page.

Edit Audit Azzule CB Demo
3rd Party audit

1564 | Costco Produce Growing Area Addendum v05-01-2017

AUDIT INFO OTHER OPTIONS ENTITIES **PRODUCTS** QUESTIONNAIRES

Ranch / Greenhouse

CB Test A.S1

testing ranch 2

AVAILABLE PRODUCTS

tomato i

Aronia/Orange/Tomato →

Aronia/Orange/Tomato Juice →

Cherry Tomatoes ii iii →

Flat Sweet Peppers (Tomato Peppers) →

Red Pepper/Tomato Dip →

Tomato Chutney →

Tomato Concentrate →

Tomato Juice →

Tomato Ketchup →

Tomato Puree →

Tomato Relish →

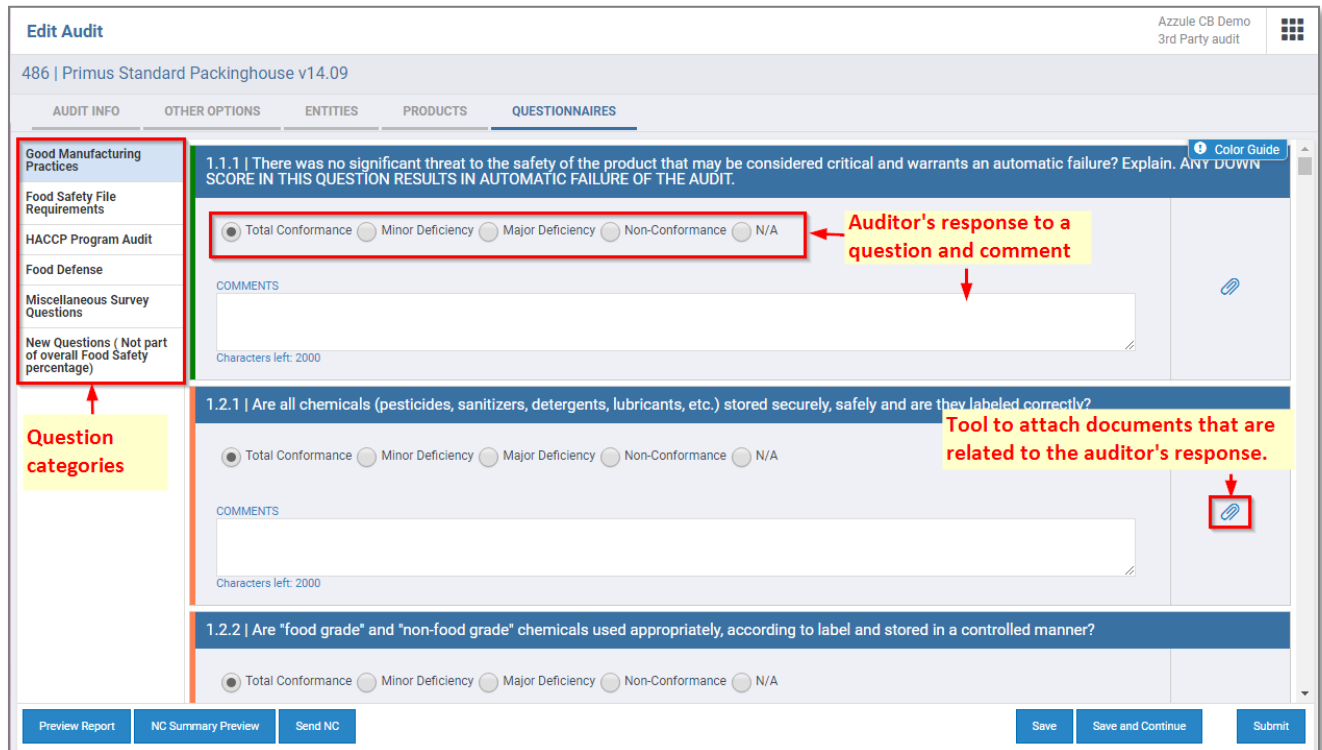
SELECTED PRODUCTS

Products	Attributes	Observed on day of audit	Not Observed but of a Similar risk type to what was observed*	Not Observed and not of a similar risk type to what was observed	Details
← Grape Tomatoes		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i
iv ← Tomatoes	iii	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i

v Continue

4.6 Audit Questionnaire

In the Questionnaire section, the auditor will find the audit questions, divided by category. Possible responses will allow the auditor to select the appropriate answer for the particular audit scheme. Depending on the audit types/templates the auditor will be able to select from the following answers: “Total Conformance,” “Minor Deficiency,” “Major Deficiency,” “Non-conformance,” or “Not Applicable (N/A).” For other templates, i.e. Global G.A.P. Audits, the possible answers will be “Yes”, “No”, and “N/A”



Edit Audit Azzule CB Demo 3rd Party audit

486 | Primus Standard Packinghouse v14.09

AUDIT INFO OTHER OPTIONS ENTITIES PRODUCTS QUESTIONNAIRES

Good Manufacturing Practices

Food Safety File Requirements

HACCP Program Audit

Food Defense

Miscellaneous Survey Questions

New Questions (Not part of overall Food Safety percentage)

1.1.1 | There was no significant threat to the safety of the product that may be considered critical and warrants an automatic failure? Explain. ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.

☒ Total Conformance ☐ Minor Deficiency ☐ Major Deficiency ☐ Non-Conformance ☐ N/A

COMMENTS

Characters left: 2000

1.2.1 | Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?

☒ Total Conformance ☐ Minor Deficiency ☐ Major Deficiency ☐ Non-Conformance ☐ N/A

COMMENTS

Characters left: 2000

1.2.2 | Are "food grade" and "non-food grade" chemicals used appropriately, according to label and stored in a controlled manner?

☒ Total Conformance ☐ Minor Deficiency ☐ Major Deficiency ☐ Non-Conformance ☐ N/A

Preview Report NC Summary Preview Send NC Save Save and Continue Submit

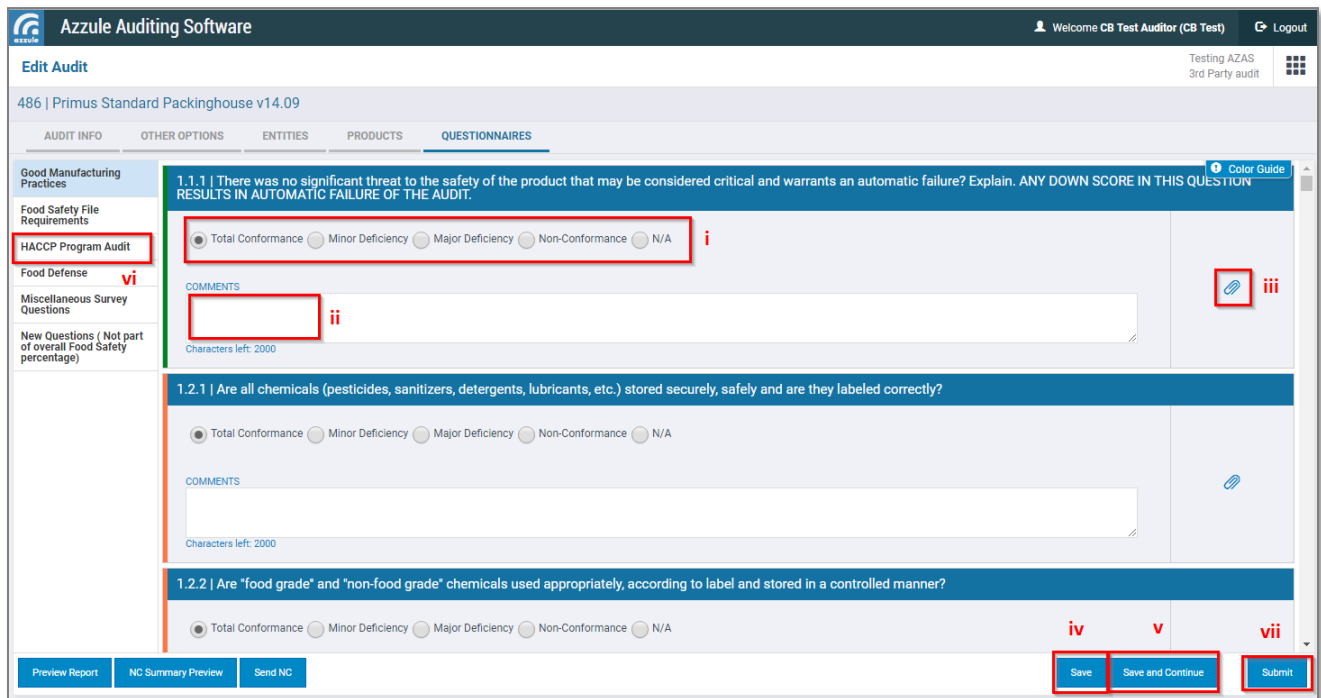
There are six action buttons available to the auditor on the bottom of this screen:

- **Preview Report:** Click to have a preview of the audit report that has been completed so far. There is no calculated audit score available for a previewed report.
- **NC Summary Preview:** Click to have a preview of the Non-conformances summary report.
- **Send NC:** Click to send a notification of the non-conformances summary report to the audit entities listed as contacts. The tool will give the auditee an earlier view of their non-conformance questions before the auditor answers all the audit questions. The auditee needs to login to the Azzule Auditing Software auditee site to submit the corrective actions.
- **Save:** Click at any time to save the current responses to audit questions.
- **Save and Continue:** Click to store the answers for a specific category and displays the questions for the next category.
- **Submit:** Once the auditor has answered to all the required questions and is ready to complete the audit report, the auditor clicks **Submit** to submit the audit report to auditing company and auditees for review. A notification of completed audit report will be sent out to the auditee/client for their reference. The audit status will be updated to "Completed Preliminary Reports" or "Completed Final Reports" according to the requirements for different audit templates.

To submit the audit report, the auditor can follow steps below:

- Click the appropriate response to each audit question.
- Type in comments to explain the response that the auditor selected.
- If necessary, the auditor can click the **Attachment Icon** to add attachment.
- If necessary, the auditor can click **Save** button to store the selected answers for that category.

- v. After completing the final question for a particular category, the auditor can click the **Save and Continue** button to store the selected answers for that category and move to the next category.
- vi. Or the auditor can skip certain category and directly select a specific category to answer.
- vii. Once the auditor has finished answering all of the questions in all of the categories, the auditor can click **Submit** to continue.



- viii. Click **Yes** to confirm the submission in a pop-up window.



Note: For Sysco IPM audit, please make sure that all the questions are answered. If “Others” options are selected in the responses, please be aware that the auditor is required to add comments to explain the “Others” options.

After the confirmation, there is a page to confirm that the audit report has been sent to the auditee. The auditor can find the audit report under the “Completed Preliminary Reports” or “Completed Final Reports” tabs. Whether the audit report submitted by the auditor is a preliminary report or final report depends on the audit schemes/templates. For example, GlobalG.A.P. Audits needs to go

through a Certification Decision step before being considered a final report, so the audit will be marked as “Completed Preliminary Reports.”

[Edit Transfer](#)

486 | Primus Standard Packinghouse v14.09

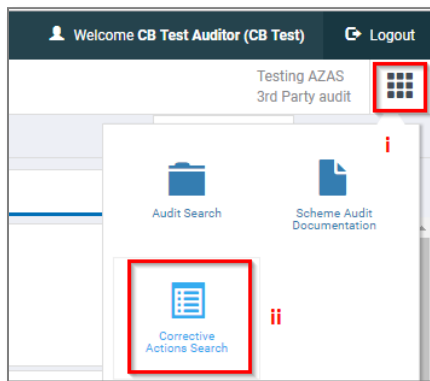
AUDIT INFO	OTHER OPTIONS	ENTITIES	PRODUCTS	QUESTIONNAIRES	TRANSFERS
------------	---------------	----------	----------	----------------	-----------

Your Audit has been sent, the results have been sent via e-mail.

5. Corrective Action Search

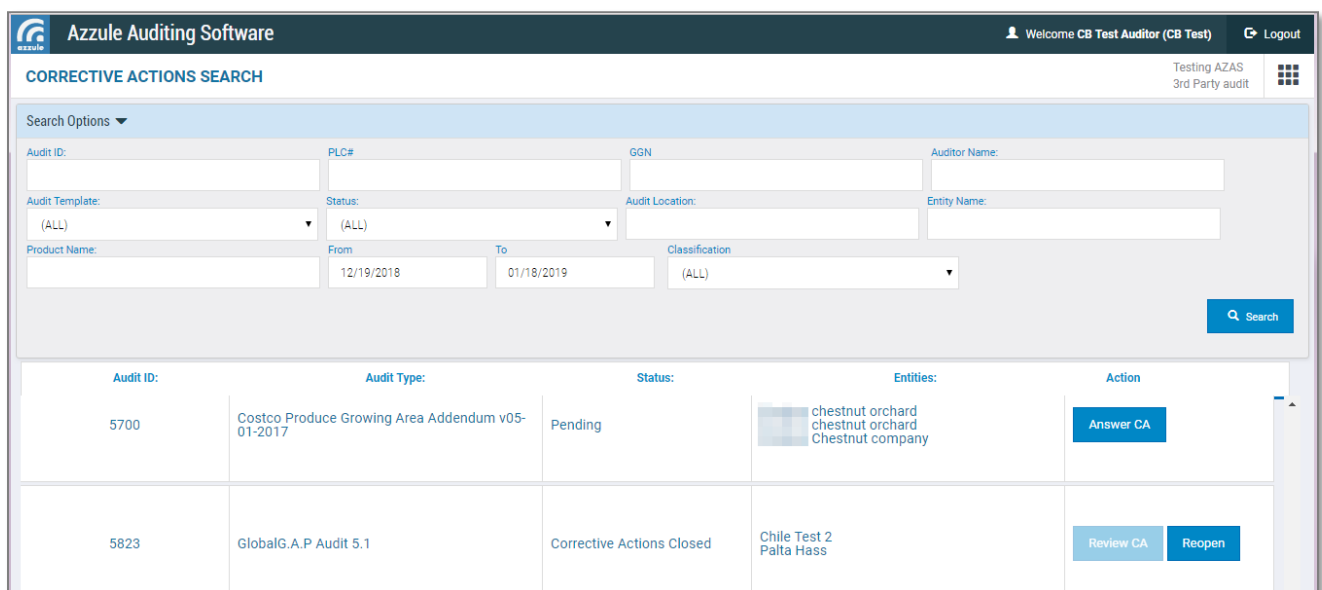
To access to the Corrective Action Search Page:

- i. Click the **Grid Icon** in the top right corner.
- ii. Click **Corrective Actions Search** in the expanded window.



In the Corrective Action Search Page, there is a search option for the auditor to filter the audit. The auditor can perform the actions in the “Action” Column. The Corrective Action Search Page offers the auditor the functions below:

- If needed, the auditor can answer Corrective actions for these non-conformances on behalf of the auditee.
- The auditor can review the corrective actions submitted by the auditee.
- The auditor can reopen one or all non-conformance questions for the auditee to re-submit corrective actions.




The screenshot shows the 'CORRECTIVE ACTIONS SEARCH' page. It has a search bar with a dropdown arrow. Below the search bar, there are several input fields for filtering: Audit ID, PLC#, GGN, Auditor Name, Audit Template, Status, Audit Location, Entity Name, Product Name, From, To, and Classification. A 'Search' button is located at the bottom right of the search section. Below the search section, there is a table with columns: Audit ID, Audit Type, Status, Entities, and Action.

Audit ID:	Audit Type:	Status:	Entities:	Action
5700	Costco Produce Growing Area Addendum v05-01-2017	Pending	chestnut orchard chestnut orchard Chestnut company	Answer CA
5823	GlobalG.A.P Audit 5.1	Corrective Actions Closed	Chile Test 2 Palta Hass	Review CA Reopen

5.1 To Answer CAs

The auditor can help the auditee/client to submit corrective actions if necessary. To do so:

- i. Click **Answer CA** button to access the CORRECTIVE ACTIONS RESPONSE page.

Audit ID:	Audit Type:	Status:	Entities:	Action
5700	Costco Produce Growing Area Addendum v05-01-2017	Pending	chestnut orchard chestnut orchard Chestnut company	Answer CA 

- ii. In the CORRECTIVE ACTIONS RESPONSE page, the auditor can click the drop down menu of the response to select one of two options below:
 - “The Following Corrective Action has been performed.” This option indicates that the auditee is trying to submit all the corrective actions that might be accepted and granted a full conformance for the non-conformance question.
 - “We will partially complete or not complete corrective action(s).” This option indicates that the auditee either submit some corrective actions that might be accepted and granted partially in compliance for the non-conformance question, or the auditee will not submit any corrective actions for the non-conformance question.
- iii. Type in any comments in the comments text box.
- iv. Click the **Attachment Icon** to attach documents along with the corrective actions. This is optional.
- v. Click **Save** to save the submission of one corrective actions or click **Save & Submit** to complete the submission of corrective actions.

CORRECTIVE ACTIONS RESPONSE

Testing AZAS
3rd Party audit

Audit ID	Template	Score	Audit Date	Auditor	Entities	Products
5700	Costco Produce Growing Area Addendum v05-01-2017	73.00%	Jan 10, 2019	CB Test Auditor (CB Test)	Ranch / Greenhouse: Duoduo chestnut orchard	Chestnuts

Instructions

Questions Color Guide

Costco Wholesale Addendum to Food Safety Audit

7 | Does the growing operation follow a pesticide application recording program? Are pesticides applied by licensed/permitted/certified application personnel as required by prevailing regulation or if no regulation exists, then by properly trained applicators?

Answer: Minor

Auditor Comments: the growing operation follow a pesticide application recording program, but the applicator has no license.

The Following Corrective Action has been performed.

The Following Corrective Action has been performed.

We will partially complete or not complete corrective action(s).

2000 characters left

ii

iii

iv

8 | Is there evidence of fecal contamination in close proximity to the growing area or any storage area? This refers to a single account of human or domestic animal fecal matter and/or systemic evidence of wild animal fecal matter.

Answer: Major

Auditor Comments: yes, animal / sheep fecal was observed.

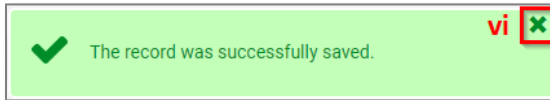
Comments

2000 characters left

Save

Save & Submit

- vi. In a pop up window, click **X** to close the confirmation message. The corrective actions have been submitted by the auditor on behalf of the auditee.



After the auditor returns to the CORRECTIVE ACTIONS SEARCH Page, the auditor will notice that the corrective action status has been updated to “Corrective Actions Closed”. The auditor can reopen the corrective action if necessary.

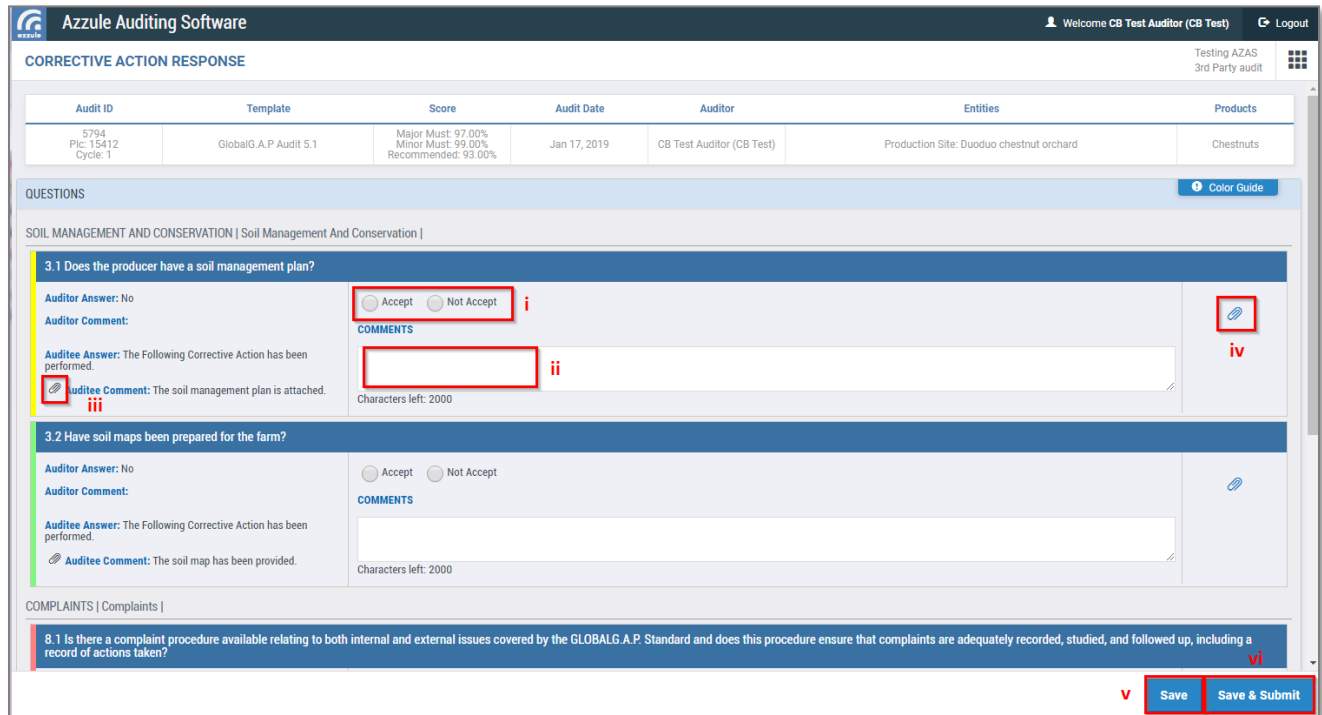
ACTIONS SEARCH					
PLC#	GGN	Auditor Name:	Audit Template:	Status:	
Entity Name:	Product Name:	From:	To:	Classification	
		12/22/2018	01/21/2019	(ALL)	(ALL)
Audit ID:	Audit Type:	Status:	Entities:	Action	
5692	GlobalG.A.P Audit 5.1	Corrective Actions Closed	Organization Test test1 Shipper Test Chile Test duoduo shipper	Review CA	Reopen
5700	Costco Produce Growing Area Addendum v05-01-2017	Corrective Actions Closed	chestnut orchard chestnut orchard Chestnut company	Reopen	

5.2 To Review CAs

In order to review the corrective actions, the auditee has to submit the corrective actions in their client site first. Once the submission is completed, the auditor can view the audit is listed as “To be Reviewed” status and the auditor can click **Review CA** to review corrective action responses.

CORRECTIVE ACTIONS SEARCH					
Audit ID:	PLC#	GGN	Auditor Name:	Status:	
Audit Template:	Status:	Audit Location:	Entity Name:		
(ALL)	(ALL)				
Product Name:	From:	To:	Classification		
	12/22/2018	01/21/2019	(ALL)		
Audit ID:	Audit Type:	Status:	Entities:	Action	
5700	Costco Produce Growing Area Addendum v05-01-2017	Corrective Actions Closed	chestnut orchard chestnut orchard Chestnut company	Reopen	
5794	GlobalG.A.P Audit 5.1	To be Reviewed	Chestnut company chestnut orchard	Review CA	Reopen

In the CORRECTIVE ACTION RESPONSE Page, the auditor is able to submit the review response to corrective actions.



Azzule Auditing Software Welcome CB Test Auditor (CB Test) Logout

Testing AZAS 3rd Party audit

CORRECTIVE ACTION RESPONSE

Audit ID	Template	Score	Audit Date	Auditor	Entities	Products
5794 Plc: 15412 Cycle: 1	GlobalG.A.P Audit 5.1	Major Must: 97.00% Minor Must: 99.00% Recommended: 93.00%	Jan 17, 2019	CB Test Auditor (CB Test)	Production Site: Duoduo chestnut orchard	Chestnuts

QUESTIONS Color Guide

SOIL MANAGEMENT AND CONSERVATION | Soil Management And Conservation |

3.1 Does the producer have a soil management plan?

Auditor Answer: No Accept Not Accept i

Auditor Comment:

Auditee Answer: The Following Corrective Action has been performed.

Attachment Icon iii Auditee Comment: The soil management plan is attached. Comments Text Box ii Attachment Icon iv

Characters left: 2000

3.2 Have soil maps been prepared for the farm?

Auditor Answer: No Accept Not Accept

Auditor Comment:

Auditee Answer: The Following Corrective Action has been performed.

Attachment Icon Auditee Comment: The soil map has been provided.

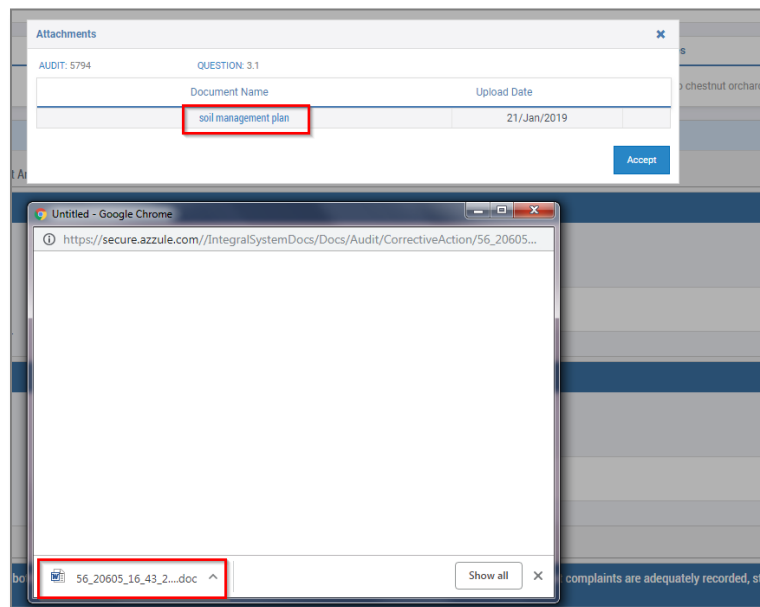
Characters left: 2000

COMPLAINTS | Complaints |

8.1 Is there a complaint procedure available relating to both internal and external issues covered by the GLOBALG.A.P. Standard and does this procedure ensure that complaints are adequately recorded, studied, and followed up, including a record of actions taken? vi

Save Save & Submit

- i. Select **“Accept”** or **“Not Accept”** to decide whether the auditor will accept or not accept the corrective actions submitted by the auditee.
- ii. Type in comments in the comments text box.
- iii. If necessary, the auditor can view the attachment by clicking the **Attachment Icon**. An attachment window will pop up and list all the attached documents for review. The auditor can click the document name to download/open the document file.



Attachments

AUDIT: 5794 QUESTION: 3.1

Document Name	Upload Date
soil management plan	21/Jan/2019

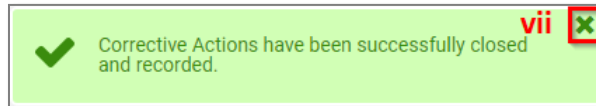
Accept

Untitled - Google Chrome

https://secure.azzule.com/IntegralSystemDocs/Docs/Audit/CorrectiveAction/56_20605...

56_20605_16_43_2...doc Show all

- iv. If necessary, the auditor can click the Attachment Icon on the right to attach files.
- v. If necessary, the auditor can click **Save** to save the response after reviewing each question.
- vi. Once all corrective actions have been reviewed, click **Save & Submit** to submit the responses for the auditee and auditing company to review.
- vii. In a pop up window, click **X** to close the confirmation message. The corrective actions have been reviewed and the responses have been submitted by the auditor.



After the auditor returns to the CORRECTIVE ACTIONS SEARCH Page, the auditor would notice that the corrective action status has been updated to “Corrective Actions Closed”. The auditor can reopen the corrective action if necessary.

CORRECTIVE ACTIONS SEARCH Testing AZAS
3rd Party audit

Search Options ▼

Audit ID: 3834 PLC# GGN Auditor Name: Entity Name:

Audit Template: (ALL) Status: (ALL) Audit Location: Classification: (ALL)

Product Name: From: 10/11/2018 To: 01/21/2019 Search

Audit ID:	Audit Type:	Status:	Entities:	Action
3834	GlobalG.A.P Audit 5.1	Corrective Actions Closed	Azzule CB Demo TestSampleBH CB Test A.S1	Review CA Reopen

5.3 To Reopen CAs

Sometimes, the auditor needs to reopen corrective actions for the auditee/client to re-submit corrective actions. In this case, the auditor can click **Reopen CA** to start.

CORRECTIVE ACTIONS SEARCH Test
3rd P

Search Options ▼

Audit ID: PLC# GGN Auditor Name: Entity Name:

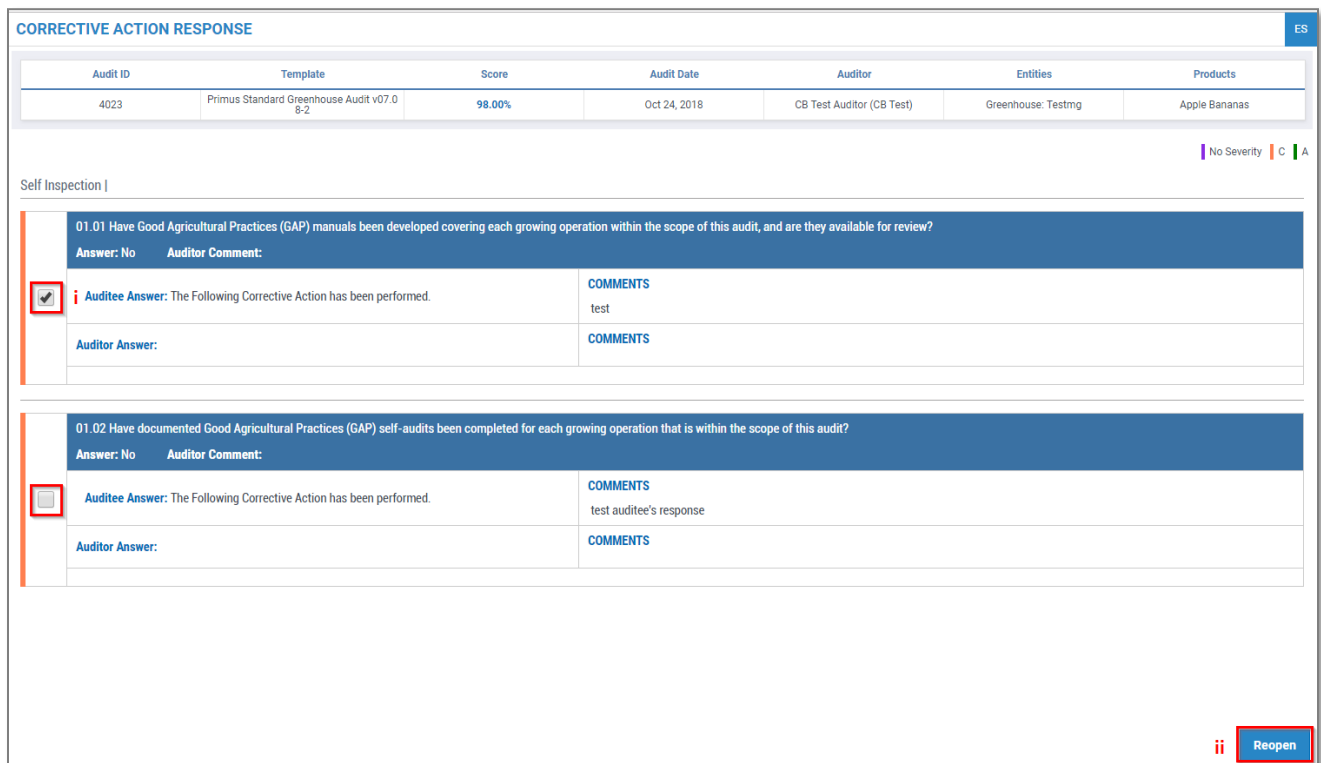
Audit Template: (ALL) Status: (ALL) Audit Location: Classification: (ALL)

Product Name: From: 10/11/2018 To: 01/21/2019

Audit ID:	Audit Type:	Status:	Entities:	Action
4000	Primus Standard Greenhouse Audit v07.08-2	Corrective Actions Closed	TEST MG Testmg Shipper Testmg	Reopen
4023	Primus Standard Greenhouse Audit v07.08-2	Corrective Actions Closed	TEST MG Testmg Shipper Testmg	Reopen

In the CORRECTIVE ACTION RESPONSE Page, all the non-conformance questions, corrective actions and responses submitted by the auditors are listed. The auditor can reopen one of the non-conformance questions, or all of the non-conformance question for the auditee to re-submit corrective actions. To do so:

- i. Select the checkbox in front of the question(s) that the auditor would like to reopen.
- ii. Click **Reopen** to reopen the selected question(s).



Audit ID	Template	Score	Audit Date	Auditor	Entities	Products
4023	Primus Standard Greenhouse Audit v07.0 8-2	98.00%	Oct 24, 2018	CB Test Auditor (CB Test)	Greenhouse: Testmg	Apple Bananas

Self Inspection |

01.01 Have Good Agricultural Practices (GAP) manuals been developed covering each growing operation within the scope of this audit, and are they available for review?

Answer: No Auditor Comment:

☒ i Auditee Answer: The Following Corrective Action has been performed. COMMENTS test

Auditor Answer: COMMENTS

01.02 Have documented Good Agricultural Practices (GAP) self-audits been completed for each growing operation that is within the scope of this audit?

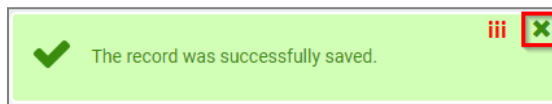
Answer: No Auditor Comment:

☐ ii Auditee Answer: The Following Corrective Action has been performed. COMMENTS test auditee's response

Auditor Answer: COMMENTS

ii Reopen

- iii. In a pop up window, click **X** to close the confirmation message. The corrective actions have been reopened by the auditor.



✓ The record was successfully saved. iii X

After the auditor returns to the CORRECTIVE ACTIONS SEARCH Page, the auditor would notice that the corrective action status has been updated to "Pending". The auditor can help the auditee/client to submit the corrective action if necessary. The auditee/client has the access to submit the corrective action again in the client site.

Audit ID:	Audit Type:	Status:	Entities:	Action
4023	Primus Standard Greenhouse Audit v07.08-2	Pending	TEST MG Testmg Shipper Testmg	Answer CA



6. Scheme Audit Documentation

Currently there is no Scheme Audit Documentation available in this section.



7. Help

If the auditor has problems in viewing audits that are assigned, please contact with the auditing company to check if the audit has been assigned.

If the auditor has met a systematic error, please contact with Azzule Support Team at support@azzule.com.

Please note that the Internet explorer is not supported to browse Azzule auditing software.

If you are unable to locate buttons shown in any of these screenshots, please try adjusting the zoom level on your browser. Depending on your computer monitor size, some buttons may be cut off.