



# Audit Response Tracking Program

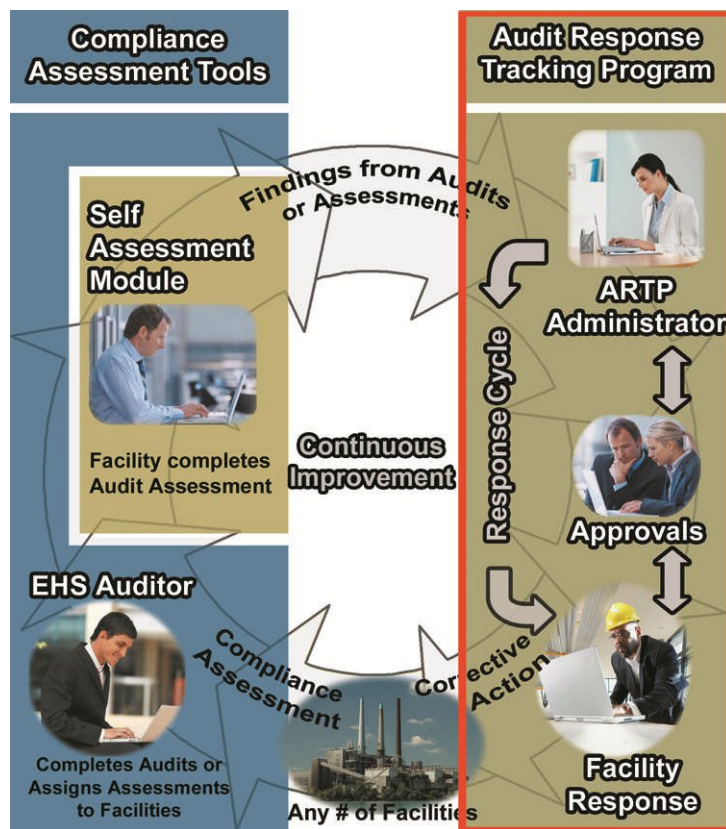
for EHS Auditor<sup>®</sup> by Conformance Check Inc.

## Reduce Costs and Improve Efficiency by leveraging Audit Response Tracking Program (ARTP)

How much time and money is spent on updating the status of corrective action plans?  
Are you continually sending emails to get responsible parties to update information?  
How much does it cost in manpower each time an executive wants to have a consolidated report of outstanding corrective actions and anticipated closure dates?  
Are those shared status documents really working for you?

### Get ARTP, get control of your system and costs.

ARTP solicits a corrective action response and approval by the appropriate stakeholders within the corporation. ARTP will **automatically email** each designated user when it is his or her turn to respond to audit findings. Responders will find ARTP easy to use with very **little training**. ARTP is a **secure** web-enabled application, which can be deployed from your corporate servers or accessed by your users' web browsers as software as a service.



- ✓ Web-enabled Audit Finding Corrective Action Management System.
- ✓ Post-audit application for distributing a report of "non conformance" findings that require comments and approval by appropriate stakeholders within the corporation.
- ✓ The Response Cycle tracks the progress of corrective actions until closure of the finding via periodic requests for progress reports.
- ✓ Easy-to-use end user screens; operates on a standard web browser.
- ✓ Responders can report on the progress of corrective actions with text, images, and MS Office documents.
- ✓ Comprehensive reporting system provides managers with reports on outstanding findings and the progress of the corrective actions.

Contact Us: Call: (416) 620-0846 Fax: 1-866-306-5084  
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# Audit Response Tracking Program

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ARTP Administrator

- ✓ Corporate EHS administrator selects audit and assigns responders and reviewers to review the audit plan's findings.



Facility EHS coordinator and/or Operations

- ✓ ARTP sends an e-mail to the facility manager to add a response to the finding.
- ✓ The facility manager logs on using his workstation Internet browser and sees only the audit plans requiring his or her review.
- ✓ He or she enters the responses and forwards them to the reviewers.



Executive and/or Council

- ✓ ARTP notifies the next reviewer via e-mail. The reviewer logs on and sees only the audit plans requiring his or her review.



Plant Manager / Corporate EHS

- ✓ The reviewer can read the facility response that may include corrective action plans and accept or reject the response.
- ✓ Audit plans with a rejected response are sent back, audit plans with accepted responses are forwarded.



Facility EHS coordinator and/or Operations

- ✓ After all reviewers have reviewed the audit plan, the administrator is notified. Administrators can close findings and/or enter a future date for ARTP to solicit responses on progress of corrective action plans.

Audit Finding Response Cycle

Conformance Check Inc. Global Administrator: Robert Kolanko  
Inactivity logoff: 0:49:31

Audit Response Tracking Program (Conformance Check Inc.)

Administrator Menu: Setup Functions

Responders of Audit/Assessment # 200412 for TEXAS PLANT

Use the "Move" and "Edit" buttons to maintain the list and press the "Save" button to save the changes. The checked responder is the Current Responder (C.R.). If no user is checked, then the first responder will be made the Current Responder. Only one administrator can be assigned to the assessment and must be the last responder.

+ Insert a new responder

Level	C. R.	Responder	Type	Move	Edit
1		JOAN LILY, Environmental Coordinator	Responder		
2	✓	BOB FRITZGEROLD, Plant Manager	Responder		
3		ROBERT KOLANKO, Corporate EHS Manager	Administrator		

Save Cancel

Conformance Check Inc. Responder: Joan Lily  
Inactivity logoff: 0:48:44

Audit Response Tracking Program (Conformance Check Inc.)

Done Active (Your Responsibility) Open (Others to respond) Closed (Review Completed)

Your Active Audit Plans

The audits below have findings that you are responsible to enter or review the corrective action to the finding. Click on the audit you wish to work with and then click on the "View Findings" button. Click on the "Forward" button to send the selected audit to the next responder.

Locate Facility: Search Search

Facility	Project #	Description	Response Cycle	Level
AAA CHEMICALS	000005	OHS Audit in Alberta	Initial Review	1
ACME TORONTO	006000	June OHS Assessments	Initial Review	1
ACME TORONTO	006004	PCB and Petroleum Storage Audit	Initial Review	1
SARNIA	000079	Random Sample Audit	1st Month Review	1
TEXAS PLANT	200412	Used Oil Audit	Initial Review	1

View Findings Forward

Conformance Check Inc. Responder: Joan Lily  
Inactivity logoff: 0:47:16

Audit Response Tracking Program (Conformance Check Inc.)

Response to Finding # 4 in Audit # 200412 "Used Oil Audit" at Facility: TEXAS PLANT

The entire finding is shown below and there is a space for you to enter your response. You can click on the "View Responses from Other Responders" button to see previous responses to this finding.

Finding / Response Recommendations / Citation Supporting Documents

1.5.2.3 Management of Used Oil: Are all containers and aboveground tanks storing used oil labeled or marked clearly with the words "Used Oil"? [279.22(c)(1)]

Finding: Used Oil Drums were not marked with "Used Oil" on the drums.

Answered by John Smith on September 13, 2013  
Citation Title : Title 40, Section : 279.22(c)

Your Response: All used oil drums have been repainted and labelled appropriately. See photo of reconditioned used oil drums.

Anticipated Closure Date: SEP 28, 2013

Back Save Retrieve Next Response No

View Responses from Other Responders <-A reviewer has recently left comments

ARTP Responders Reminder Email List

Press the "Email List" button to send a reminder email using the selected email template of the list of users below. To edit an audit on the list of users, select the audit and press the desired audit function button below the list.

Audits where the current responder received the audit between JAN 1,2005 and FEB 1,2005

Back Done Email List Reminder Email Template: REMINDER Email Templates

3 Users are on the email list. Click on the icon to remove the user from the list of users that will receive the reminder email.

Locate Received by Responder: Search

Current Responder	Received by Responder	Facility	Project	Description	Entered ARTP	Remove
JOHN SMITH	JAN 3,2005	AAA CHEMICALS	556	AAA Annual Audit	MAR 6,2001	
JOHN WOLFE	JAN 5,2005	TEST FACILITY	7,779	ISO 14001 Test	MAR 26,2002	
JOHN SMITH	JAN 27,2005	AAA CHEMICALS	5,557	NPRI Audit	MAY 22,2003	

Audit Functions: View Findings Reroute Responder List Close Audit Status

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