1. **When admin create a new audit**
   1. Admin has been create audit request and sent a SLA document. Your audit request reference number is #
   2. **Audit created**
   3. CAA has created a new [audit type] audit and sent a Service agreement for you to sign. The audit Ref (quote) number is #[quote number].
2. **When admin booked audit date**
   1. Admin has audit date booked for quote reference number #
   2. **Audit date confirmed**
   3. CAA has appointed an auditor to conduct the [audit type] audit Ref (quote) #[quote number] between the [audit start date] and the [audit end date].
3. **When admin assign new auditor for audit**

This is the same as above, as the date and auditor are assigned as the same time

* 1. Admin has audit date booked for quote reference number

1. **When company signed agreement document**
   1. You have signed successfully agreement document for. audit reference number is # (Send for company)
   2. **Service agreement signature**
   3. You have successfully signed the service agreement for the [audit type] audit Ref (quote) #[quote number].
   4. {#COMPANY\_NAME} has been signed a SLA document for audit reference number is # (Send for admin)
   5. **Service agreement signed**
   6. [company name] has signed the Service agreement for the [audit type] audit Ref (quote) #[quote number].
2. **When company signed agreement document(Using docuSing)**
   1. You have signed successfully agreement document for. audit reference number is # (Send for company)
   2. **Service agreement signature**
   3. You have successfully signed the service agreement using DocuSign for the [audit type] audit Ref (quote) #[quote number].
   4. {#COMPANY\_NAME} has been signed a SLA document using docuSing for audit reference number is # (Send for admin)
   5. **Service agreement signed**
   6. [company name] has signed the Service agreement using DocuSign for the [audit type] audit Ref (quote) #[quote number].
3. **When company submitted all documents**
   1. You have successfully uploaded all documents for audit request reference number is #
   2. **Documents upload successful**
   3. You have successfully uploaded all the documents for the [audit type] audit Ref (quote) #[quote number].
4. **When auditor update audit status**
   1. Auditor has been updated status for audit quote number #
   2. **Audit started**
   3. The auditor has started the [audit type] audit Ref (quote) #[quote number].
   4. Auditor has been uploaded report for quote reference number #
   5. **Audit report uploaded**
   6. The auditor has uploaded the report for the [audit type] audit Ref (Quote) #[quote number].
   7. Auditor has been uploaded report for quote reference number # (For admin)
   8. **Audit report uploaded**
   9. [auditor name] has uploaded the report for the [audit type] audit Ref (Quote) #[quote number].
   10. Admin has report submitted to NDIA for audit quote number #
   11. **Report submitted to the NDIA**
   12. CAA has submitted the report for the [audit type] audit Ref (quote) #[quote number] to the NDIA.
   13. Auditor has been sent audit stage 2 report for audit quote number #
   14. **Stage 2 report uploaded**
   15. The auditor has uploaded the report for the stage 2 of the [audit type] audit Ref (quote) #[quote number].
   16. Lead auditor has sent report for audit quote number#
   17. **Lead auditor report uploaded**
   18. The lead auditor has uploaded the report for the [audit type] audit Ref (Quote) #[quote number].
   19. Auditor has been updated status for quote number# (For admin)
   20. **Audit started**
   21. [auditor name] has started the [audit type] audit Ref (quote) #[quote number].
   22. Peer auditor has been reviewed report and uploaded report for quote reference number #
   23. **Peer auditor report uploaded**
   24. The peer auditor has reviewed and uploaded the final report for the [audit type] audit Ref (Quote) #[quote number].
   25. Auditor has been uploaded report for quote reference number #(For admin)
   26. **Stage 2 report uploaded**
   27. [auditor name] has uploaded the report for the stage 2 of the [audit type] audit Ref (quote) #[quote number].
   28. Peer auditor has been reviewed report and uploaded report for quote reference number #(For admin)
   29. **Peer auditor report uploaded**
   30. [auditor name] has reviewed and uploaded the final report for the [audit type] audit Ref (Quote) #[quote number].
5. **When company reject/accept report**
   1. {COMPANY\_NAME} has been rejected report for audit reference number #(For auditor)
   2. **Report rejected**
   3. [company name] has rejected the report for the [audit type] audit Ref (quote) #[quote number].
   4. {COMPANY\_NAME} has been rejected report for audit reference number #(For admin)
   5. **Report rejected**
   6. [company name] has rejected the report for the [audit type] audit Ref (quote) #[quote number].
   7. {COMPANY\_NAME} has been accepted report for audit reference number #(For auditor)
   8. **Report accepted**
   9. [company name] has accepted the report for the [audit type] audit Ref (quote) #[quote number].
   10. {COMPANY\_NAME} has been accepted report for audit reference number #(For admin)
   11. **Report accepted**
   12. [company name] has accepted the report for the [audit type] audit Ref (quote) #[quote number].
   13. {COMPANY\_NAME} has been rejected report for audit reference number #(For auditor stage 2)
   14. **Report accepted**
   15. [company name] has rejected the report for the [audit type] audit Ref (quote) #[quote number].
   16. {COMPANY\_NAME} has been rejected report for audit reference number #(For admin stage 2)
   17. **Report accepted**
   18. [company name] has rejected the report for the [audit type] audit Ref (quote) #[quote number].
6. **When auditor send document request**
   1. Auditor has sent you a request for additional documents audit reference number #
   2. **Additional documents required**
   3. The auditor has asked for additional documents to be uploaded for the [audit type] audit Ref (quote) #[quote number].
7. **When company submitted document**
   1. {COMPANY\_NAME} has been sent additional documents for audit reference number #
   2. **Additional documents uploaded**
   3. [company name] has uploaded additional documents for the [audit type] audit Ref (quote) #[quote number]. Please review.
8. **When company submitted document**
   1. Request Audit Date submitted successfully for audit request reference number is #(For stage 1)
   2. **Documents uploaded and audit date requested**
   3. The documents have been uploaded and the audit date successfully requested to CAA for the [audit type] audit Ref (quote) #[quote number].
   4. Request Audit Date submitted successfully for audit request reference number is #(For stage 2)
   5. **Audit date requested**
   6. The audit date has been successfully requested to CAA for the stage 2 of the [audit type] audit Ref (quote) #[quote number].
   7. {COMPANY\_NAME} has been uploaded document and sent audit date request for audit request reference number (For admin)
   8. **Audit date requested**
   9. [company name] has uploaded all the documents and requested a date for the [audit type] audit Ref (quote) #[quote number].
9. **When company create key personnel.**
   1. You have successfully created {FIRST\_NAME} {LAST\_NAME} as key personnel.
   2. **Key Personnel added**
   3. You have successfully created [first name] [last name] as key personnel.
10. **When company send 2 stage audit request**
    1. {COMPANY\_NAME} requested for 2 stage audit for quote reference number # (For admin)
    2. **Audit date requested**
    3. [company name] has requested a date for the stage 2 of the [audit type] audit Ref (quote) #[quote number].
11. **When company pay invoice**
    1. You have paid successfully payment for. audit reference number is #
    2. **Payment successful**
    3. Your payment for the [audit type] audit Ref (quote) #[quote number] is successful.
    4. {COMPANY\_NAME} has paid audit charges for quote reference number #(for admin)
    5. Case 1 – Verification audit full payment
       1. **Payment successful**
       2. [company name] has made the full payment for the [audit type] audit Ref (quote) #[quote number].
    6. Case 2 – Certification payment 1
       1. **Payment successful**
       2. [company name] has made the first payment for the [audit type] audit Ref (quote) #[quote number].
    7. Case 3 – Certification payment 2
       1. **Payment successful**
       2. [company name] has made the final payment for the [audit type] audit Ref (quote) #[quote number].
12. **For Reminder**
    1. Please sign SLA for audit request #
    2. Company have not signed SLA for Audit Request#