**HOME PAGE**

**QAD- ADMIN**

dashboard

-Quality Assurance Director- can put announcement in the calendar.

Wala pa

**Internal Lead Auditor**

AUDIT PLAN

- cannot enter same year and same semester in creating audit plan.

Goods na pero ang warning kay dleh mao

- add delete/edit function to audit plan.

Goods pero

- add delete/ edit for adding team /crud.

Goods kaso kulang delete audit plan

- for creating AR number. 250101 = 2025(YEAR) 01(1st semester) 01(January. month of the audit plan) [same ra tanan AR from checklist to Audit Report]

Dili pa tama

- New form- explained in figma(structure of Audit report)

Cancel sa ni

Audit Evaluation List

- add year in display and for searching.

**Internal Auditor**

- Change header and footer(there's new update)

Wala pa

- add box(STATIC) in the header

Wala pa

FOR AUDIT Checklist ayaw lang sa ni- naa sag c ang discussion

- has 2 forms (unfilled and filled)

- for unfilled, (auditor will input some SO clauses on it. ) after that. it will be sent to lead auditor to check

- once checked, it will turn into filled . The filled is now ready to put the compliance option and audit finding/notes/remarks.

FOR CONSOLIDATED AUDIT REPORT (SO number 7)

- single file will be delivered in the QAD(director)

Wala pa

- after reviewed it will be sent to CMT

Goods

-Examine thoroughly the sent template for Audit report

-big changes for Checklist- see sigma for the structure

under discussion

**PANELS REQUESTS**

- first is the REQUEST OF having utilities CHANGING HEADERS AND FOOTERS design of generated forms

Wala pa

- FILE REVIEWING - don't download immediately. put details first before downloading

Wala pa

-SURVEY GRAPH - improve design( figma)

Pa explain lang mi sa existed sa system

- for archiving - make folders for evidences, audit plan(include here are audit reports, audit checklists, consolidated audit report)

Wala pa