Audit Module Quick Access Guide

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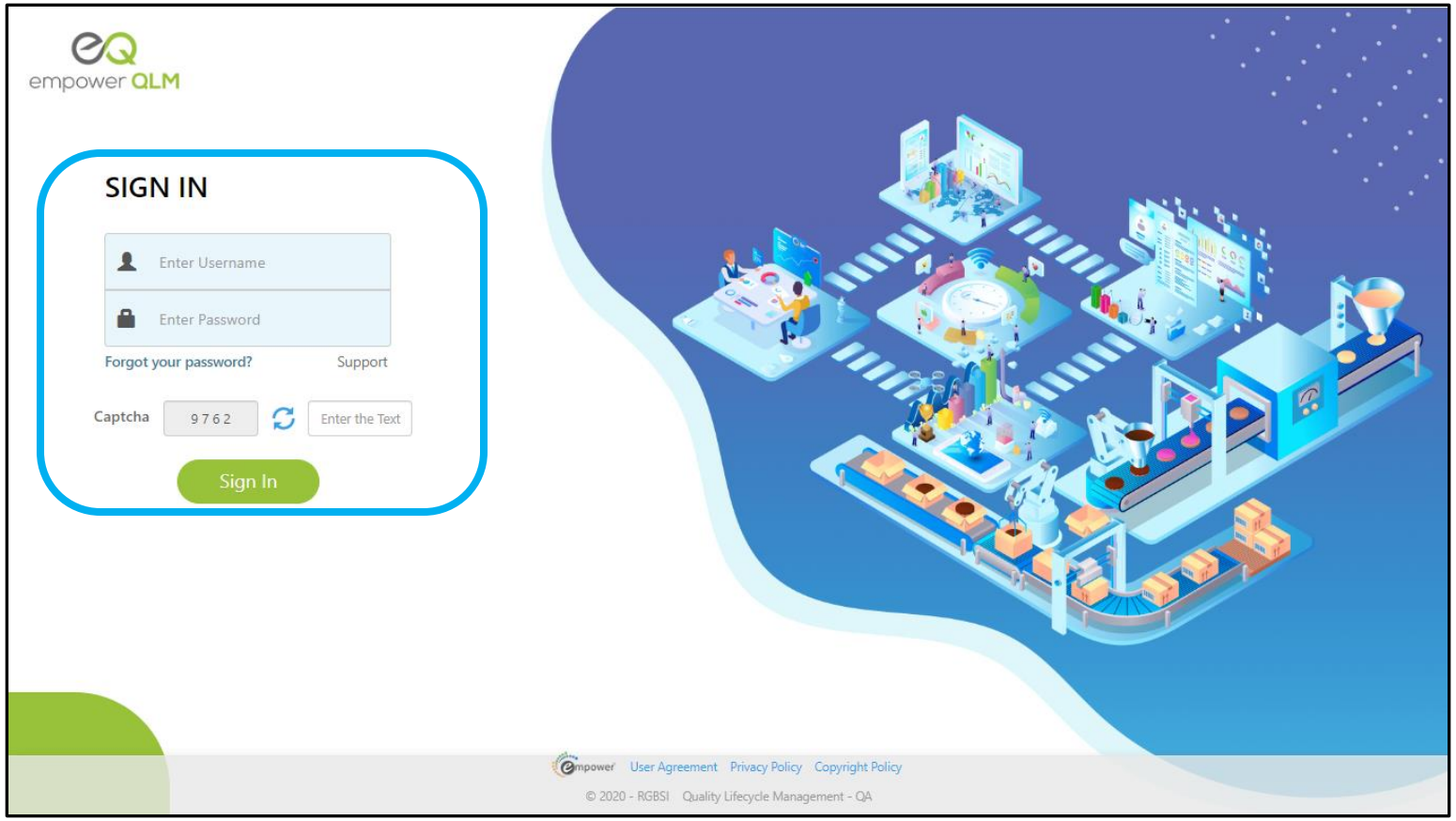
Login to QLM

Enter the URL in the browser to login to the QLM web page
Enter the Username and Password
Enter Captcha & Click on Sign-In



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Submission of Audit Finding & CAPA

(Supplier Login)

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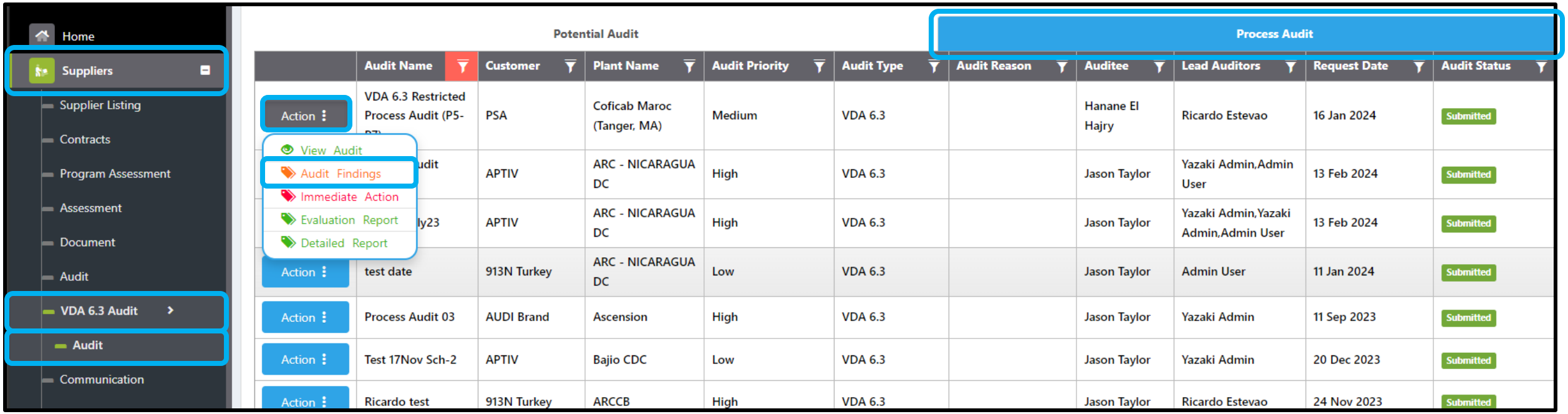
Audit Resolution

In Supplier login, Go to QLM **Menu -> Suppliers -> VDA 6.3 Audit-> Audit**

Under **Process Audits** tab, Click on **Action -> Audit Findings**



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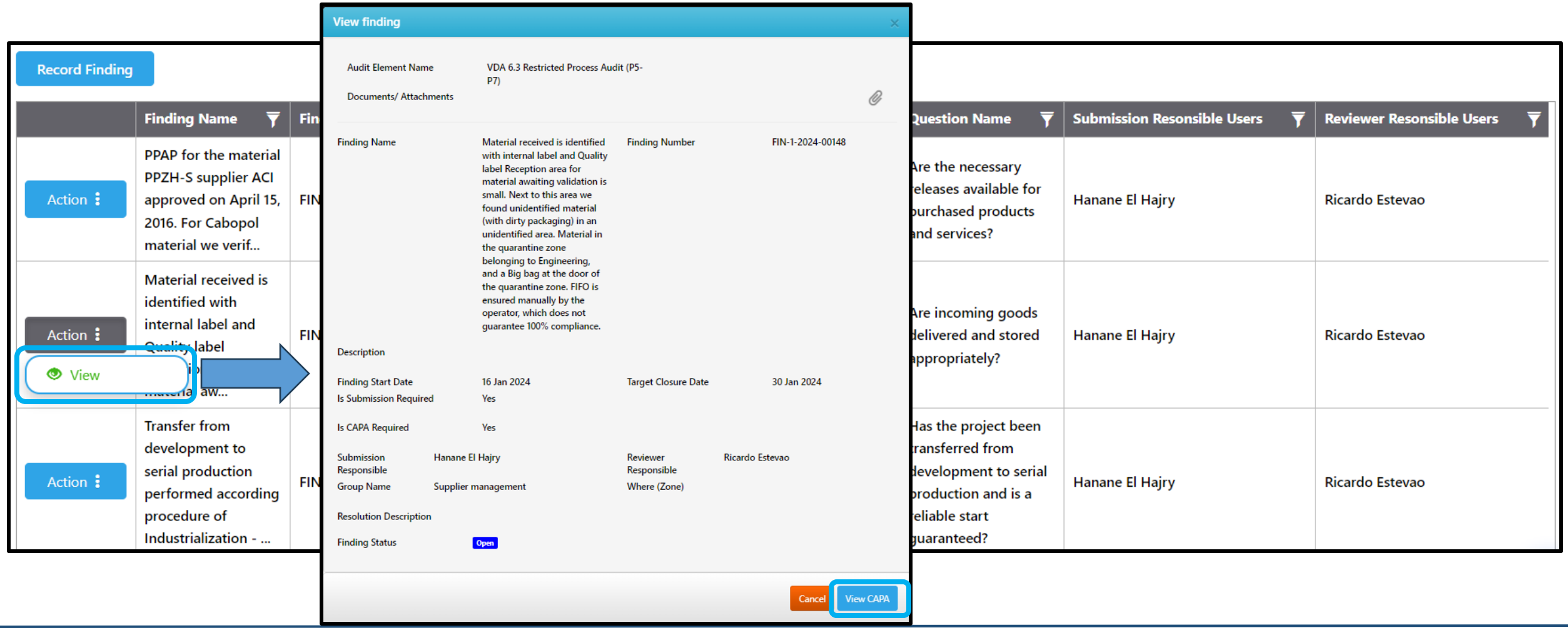
Audit Resolution

Click on **Action -> View** to view the audit finding details.

In the View Pop-Up, Click on View CAPA to Respond to the Audit Finding



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Add Root Cause

Click on **Add New** at the Root Cause section to add the Root Cause.

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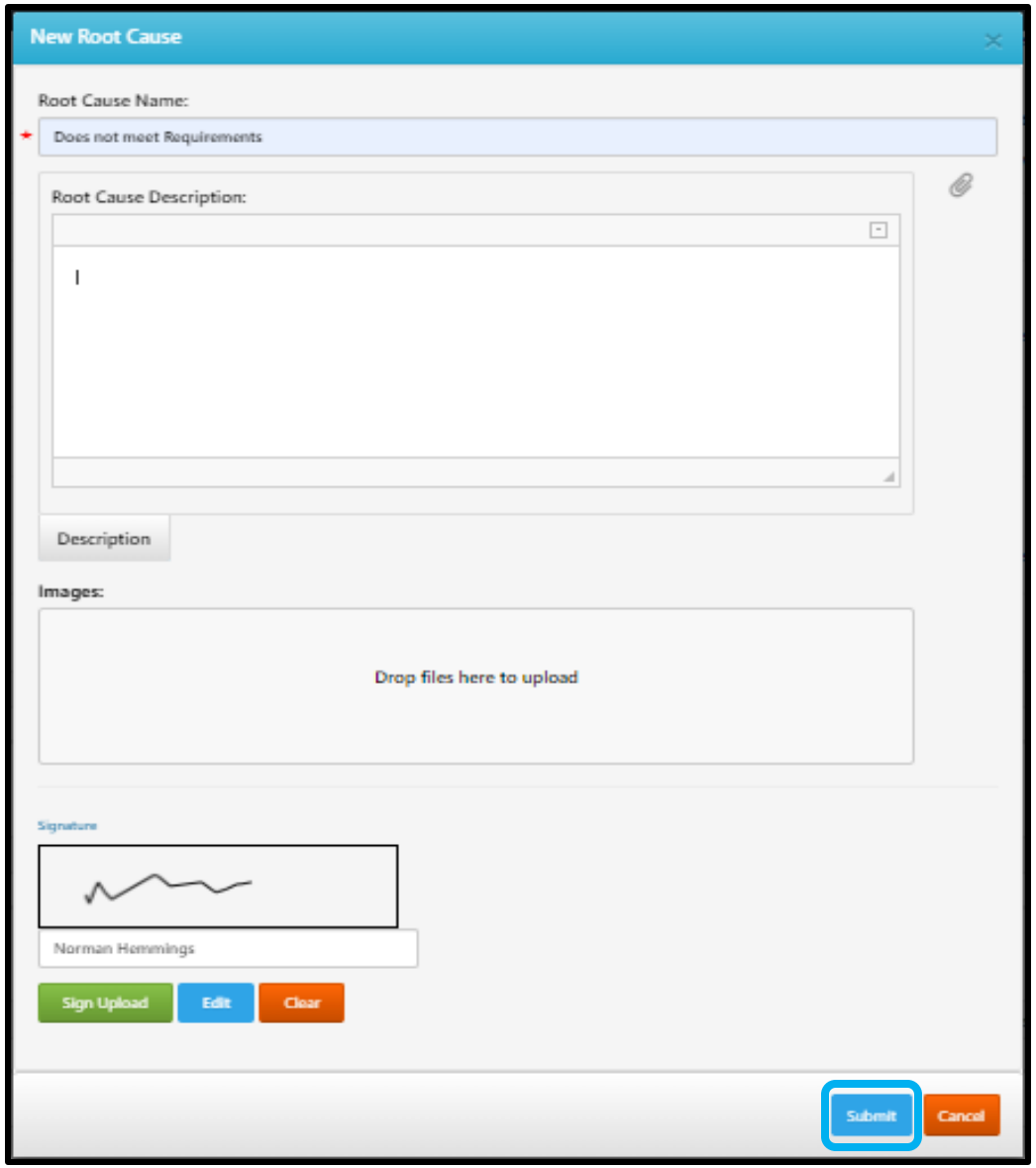
Add Root Cause



Enter the **Name** of the Root Cause

Enter the description (optional)

Images can be added in the **Images** field.

Upload the Signature

Click on **Submit** to add a new **Root Cause**

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Add Corrective Actions

Click on **Add New** at the Corrective Action section to add the Corrective Actions.

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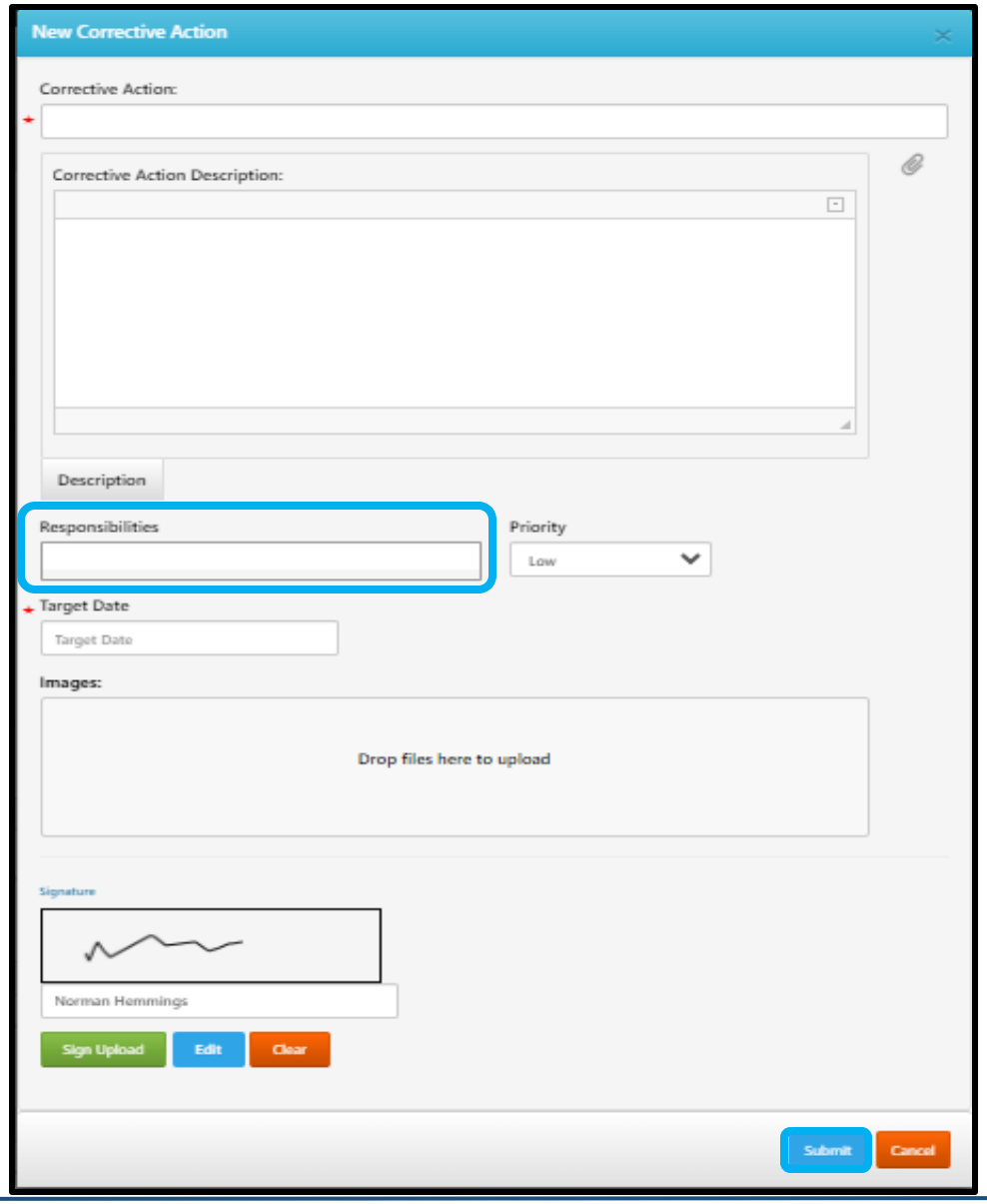
Add Corrective Action



Enter the **Name** of the Corrective Action

Enter the description (optional)

Select the **responsible user** for Submission

Select the Priority from the dropdown.

Select the **Target Date.**

Images can be added in the **Images** field.

Upload the Signature

Click on **Submit** to add a new **Corrective Action**

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Add Preventive Actions

Click on **Add New** at the Preventive Action section to add the Preventive Actions.

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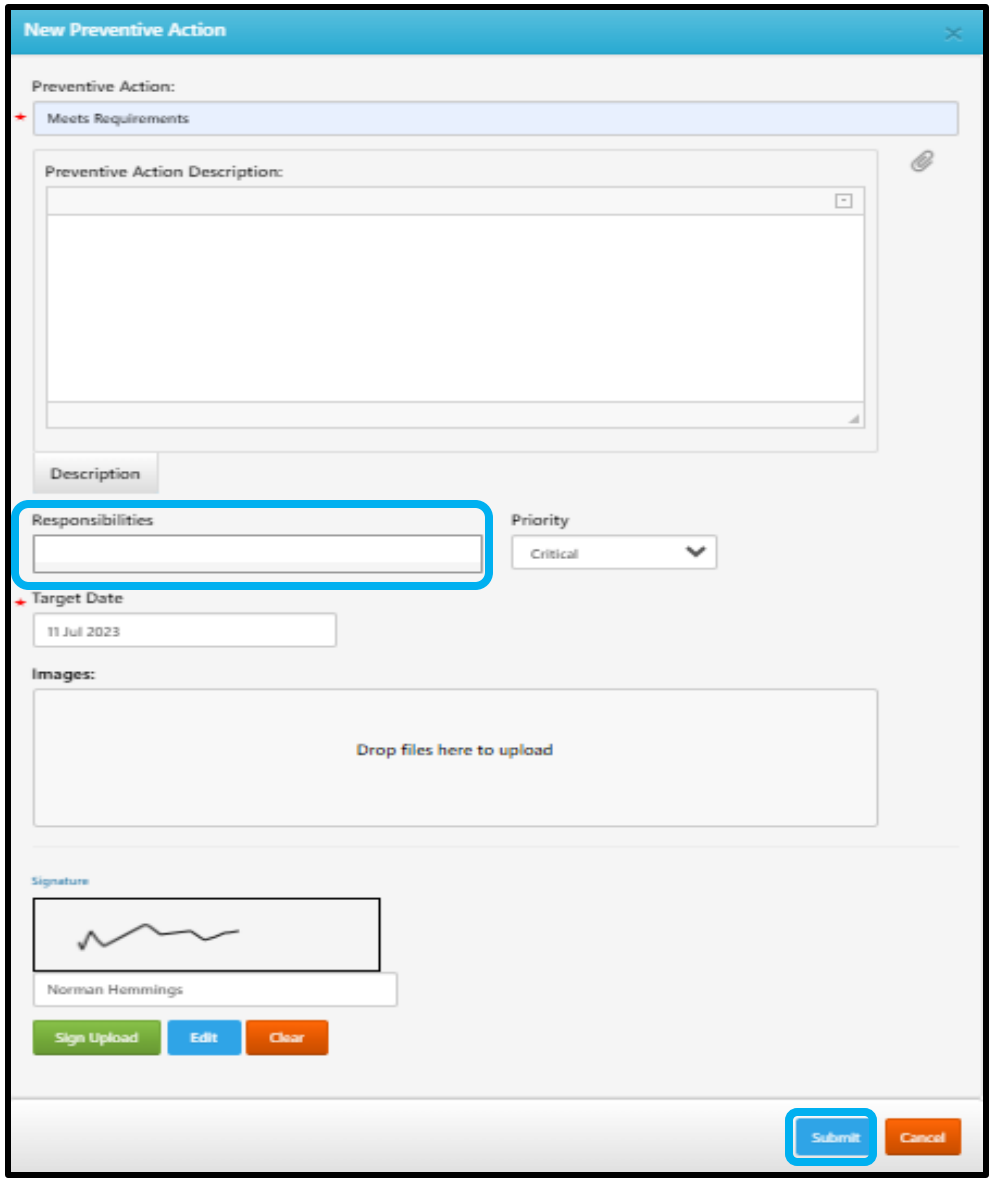
Add Preventive Cause



Enter the **Name** of the Preventive Action

Enter the description (optional)

Select the **responsible user** for Submission

Select the Priority from the dropdown.

Select the **Target Date.**

Images can be added in the **Images** field.

Upload the Signature

Click on **Submit** to add a new **Preventive Action**

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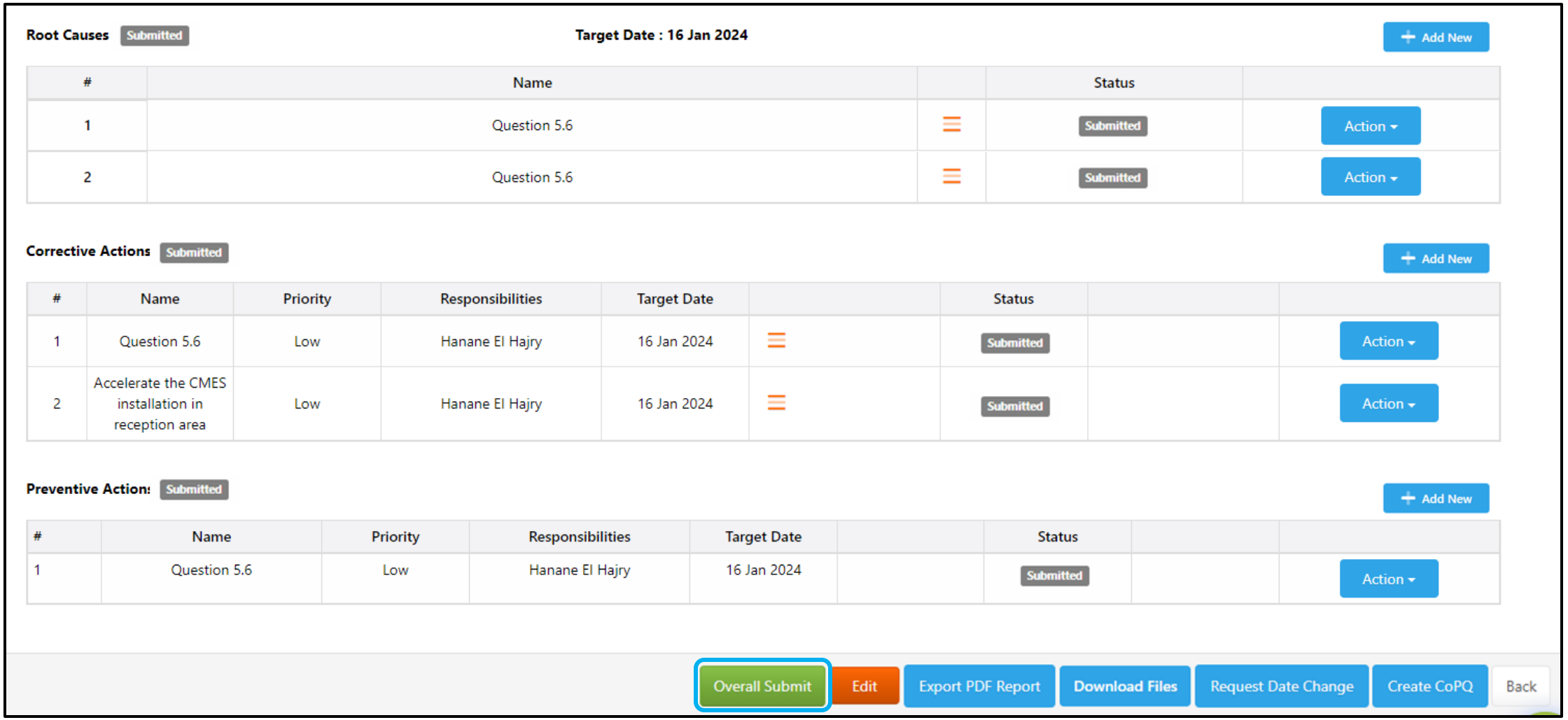
Submit CAPA

After adding Root Causes, Corrective Actions, click on **Overall Submit** to submit the CAPA for review.



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Thank You

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