

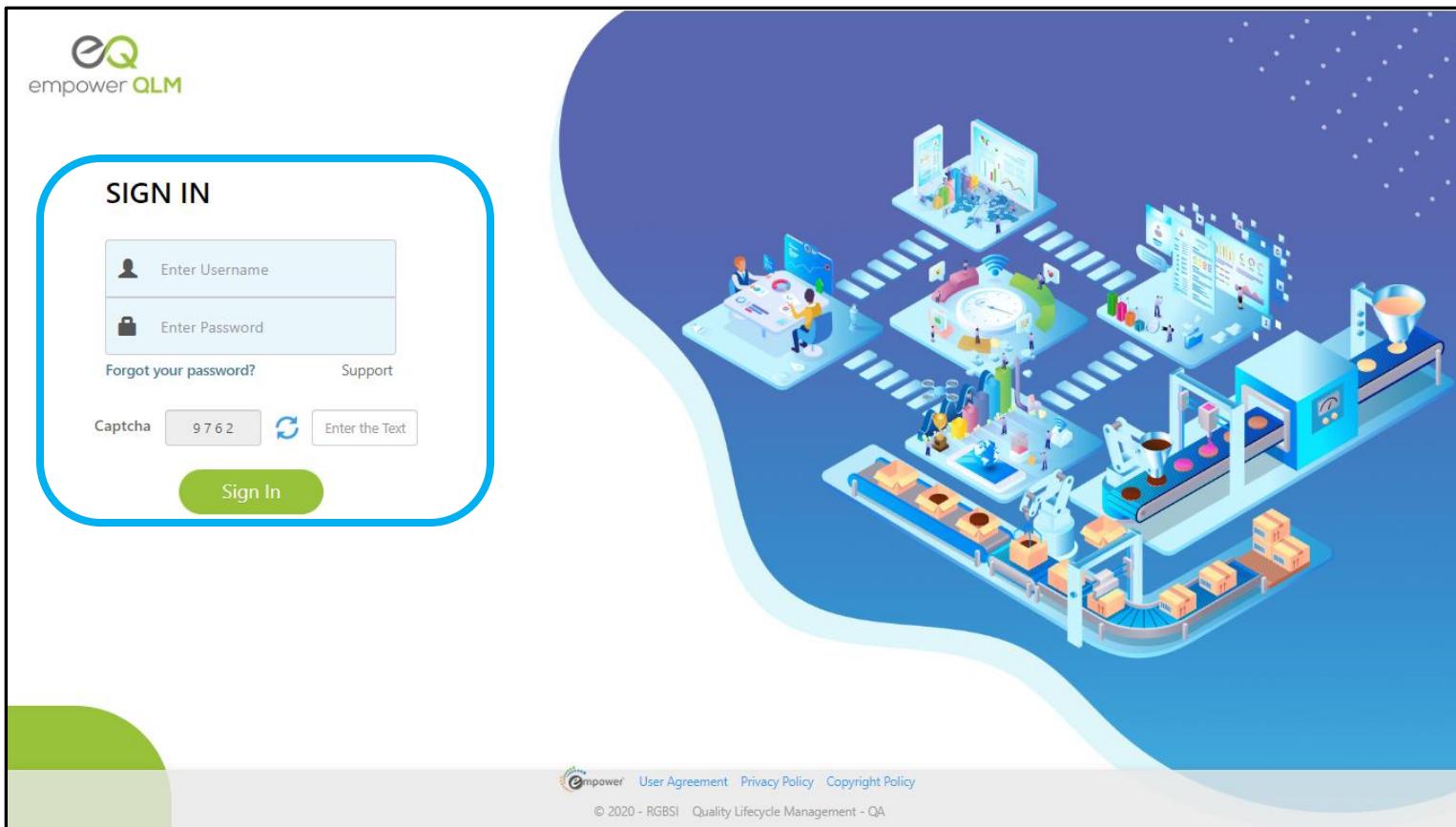
Audit Module Quick Access Guide



Enter the **URL** in the browser to login to the **QLM** web page

Enter the **Username** and **Password**

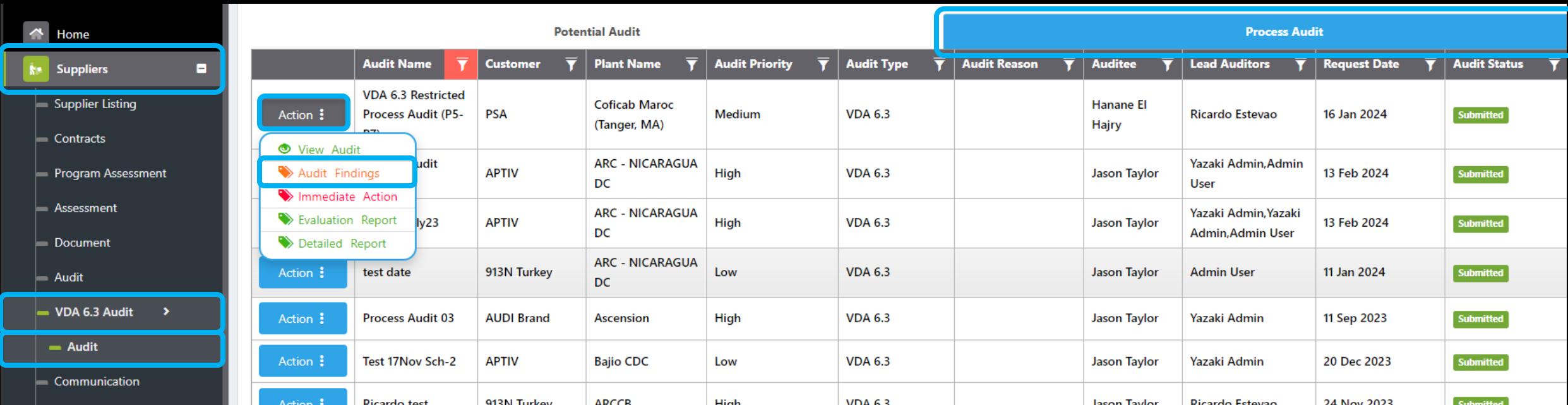
Enter **Captcha** & Click on **Sign-In**



Submission of Audit Finding & CAPA (Supplier Login)

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

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



The screenshot shows the QLM Audit Resolution interface. On the left, there is a sidebar with navigation links: Home, Suppliers, Contracts, Program Assessment, Assessment, Document, Audit, VDA 6.3 Audit, Audit, and Communication. The 'Suppliers' link is highlighted with a blue border. Below it, the 'VDA 6.3 Audit' and 'Audit' links are also highlighted with blue borders. The main content area has two tabs: 'Potential Audit' and 'Process Audit'. The 'Process Audit' tab is selected and highlighted with a blue border. A modal window is open over the table, specifically for the first row. The modal contains several buttons: 'View Audit', 'Audit Findings' (which is highlighted with a blue border), 'Immediate Action', 'Evaluation Report', and 'Detailed Report'. The table itself has columns for Audit Name, Customer, Plant Name, Audit Priority, Audit Type, Audit Reason, Auditee, Lead Auditors, Request Date, and Audit Status. The 'Audit Findings' button in the modal corresponds to the 'Audit Type' column in the table.

Potential Audit										Process Audit			
	Audit Name	Customer	Plant Name	Audit Priority	Audit Type	Audit Reason	Auditee	Lead Auditors	Request Date	Audit Status			
Action :	VDA 6.3 Restricted Process Audit (P5-P7)	PSA	Coficab Maroc (Tanger, MA)	Medium	VDA 6.3		Hanane El Hajry	Ricardo Estevao	16 Jan 2024	Submitted			
Action :	View Audit	APTIV	ARC - NICARAGUA DC	High	VDA 6.3		Jason Taylor	Yazaki Admin,Admin User	13 Feb 2024	Submitted			
Action :	Audit Findings	APTIV	ARC - NICARAGUA DC	High	VDA 6.3		Jason Taylor	Yazaki Admin,Yazaki Admin,Admin User	13 Feb 2024	Submitted			
Action :	Immediate Action	913N Turkey	ARC - NICARAGUA DC	Low	VDA 6.3		Jason Taylor	Admin User	11 Jan 2024	Submitted			
Action :	Evaluation Report	913N Turkey	913N Turkey	High	VDA 6.3		Jason Taylor	Yazaki Admin	11 Sep 2023	Submitted			
Action :	Detailed Report	APTIV	Bajio CDC	Low	VDA 6.3		Jason Taylor	Yazaki Admin	20 Dec 2023	Submitted			
Action :	Process Audit 03	AUDI Brand	Ascension	High	VDA 6.3		Jason Taylor	Ricardo Estevao	24 Nov 2023	Submitted			
Action :	Test 17Nov Sch-2	913N Turkey	ARCCB	High	VDA 6.3		Jason Taylor	Yazaki Admin	24 Nov 2023	Submitted			
Action :	Ricardo test	913N Turkey	913N Turkey	High	VDA 6.3		Jason Taylor	Ricardo Estevao	24 Nov 2023	Submitted			

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

Record Finding			
	Finding Name	Fin	
Action :	PPAP for the material PPZH-S supplier ACI approved on April 15, 2016. For Cabopol material we verif...	FIN	
Action :	Material received is identified with internal label and Quality label	FIN	
Action :	Transfer from development to serial production performed according procedure of Industrialization - ...	FIN	

View finding

Audit Element Name	VDA 6.3 Restricted Process Audit (P5-P7)
Documents/ Attachments	
Finding Name	Material received is identified with internal label and Quality label Reception area for material awaiting validation is small. Next to this area we found unidentified material (with dirty packaging) in an unidentified area. Material in the quarantine zone belonging to Engineering, and a Big bag at the door of the quarantine zone. FIFO is ensured manually by the operator, which does not guarantee 100% compliance.
Description	
Finding Start Date	16 Jan 2024
Is Submission Required	Yes
Target Closure Date	30 Jan 2024
Is CAPA Required	Yes
Submission Responsible Group Name	Hanane El Hajry
Reviewer Responsible Where (Zone)	Ricardo Estevao
Resolution Description	
Finding Status	Open

Cancel View CAPA

Question Name	Submission Resonsible Users	Reviewer Resonsible Users
Are the necessary releases available for purchased products and services?	Hanane El Hajry	Ricardo Estevao
Are incoming goods delivered and stored appropriately?	Hanane El Hajry	Ricardo Estevao
Has the project been transferred from development to serial production and is a reliable start guaranteed?	Hanane El Hajry	Ricardo Estevao



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

Root Causes

[+ Add New](#)

#	Name	Status
No Root Causes found		

Corrective Actions

[+ Add New](#)

#	Name	Priority	Responsibilities	Target Date	Status
No Corrective Actions found					

Preventive Actions

[+ Add New](#)

#	Name	Priority	Responsibilities	Target Date	Status
No Preventive Actions found					

New Root Cause

Root Cause Name:
* Does not meet Requirements

Root Cause Description:

I

Description

Images:

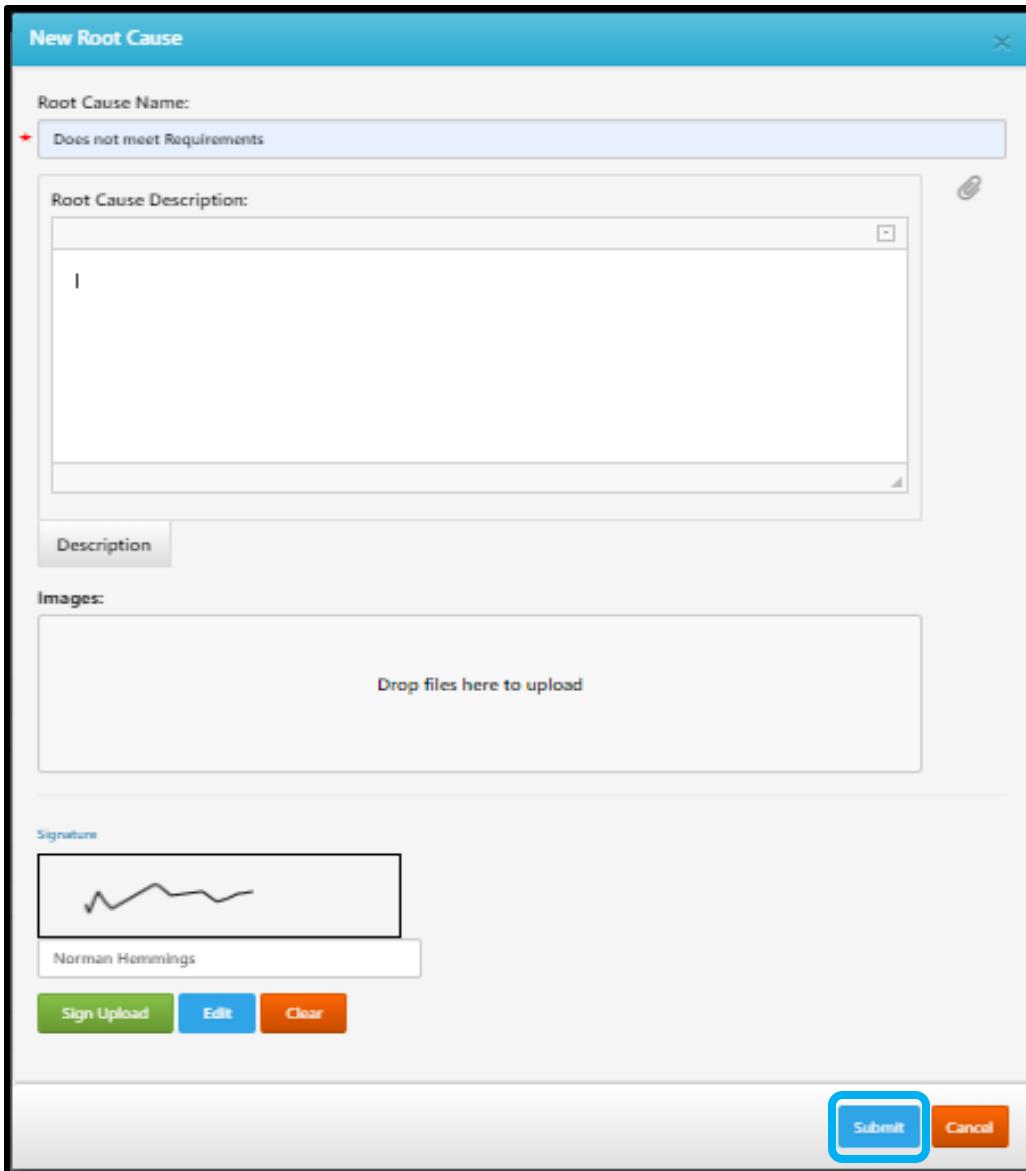
Drop files here to upload

Signature

Norman Hemmings

Sign Upload Edit Clear

Submit Cancel



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**



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

Root Causes

+ Add New

#	Name	Status
No Root Causes found		

Corrective Actions

+ Add New

#	Name	Priority	Responsibilities	Target Date	Status
No Corrective Actions found					

Preventive Actions

+ Add New

#	Name	Priority	Responsibilities	Target Date	Status
No Preventive Actions found					

New Corrective Action

Corrective Action:

Corrective Action Description:

Description

Responsibilities

Priority

Low

Target Date

Target Date

Images:

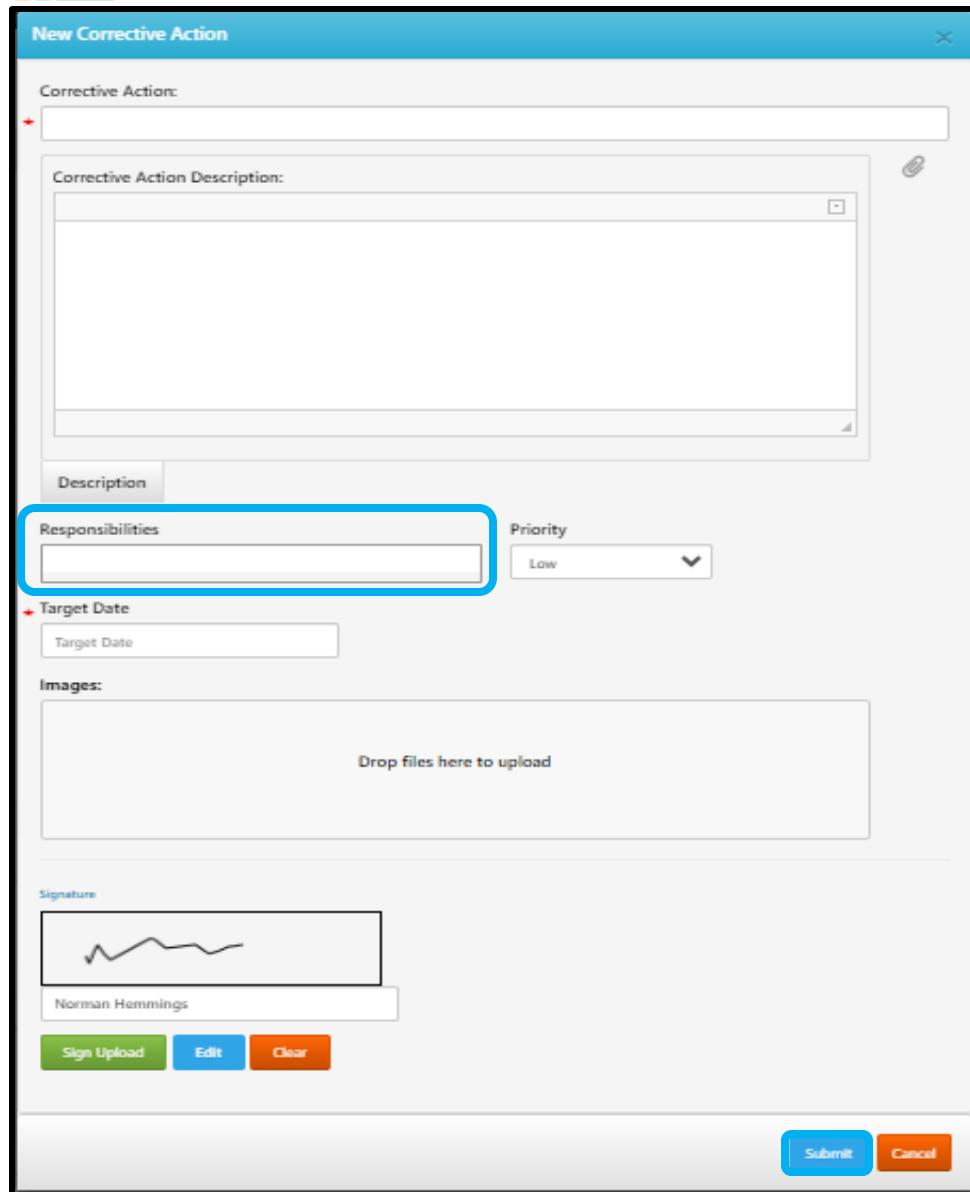
Drop files here to upload

Signature

Norman Hemmings

Sign Upload Edit Clear

Submit Cancel



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**



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

Root Causes

+ Add New

#	Name	Status
No Root Causes found		

Corrective Actions

+ Add New

#	Name	Priority	Responsibilities	Target Date	Status
No Corrective Actions found					

Preventive Actions

+ Add New

#	Name	Priority	Responsibilities	Target Date	Status
No Preventive Actions found					

New Preventive Action

Preventive Action:
Meets Requirements

Preventive Action Description:

Description

Responsibilities

Priority

Critical

Target Date
11 Jul 2023

Images:

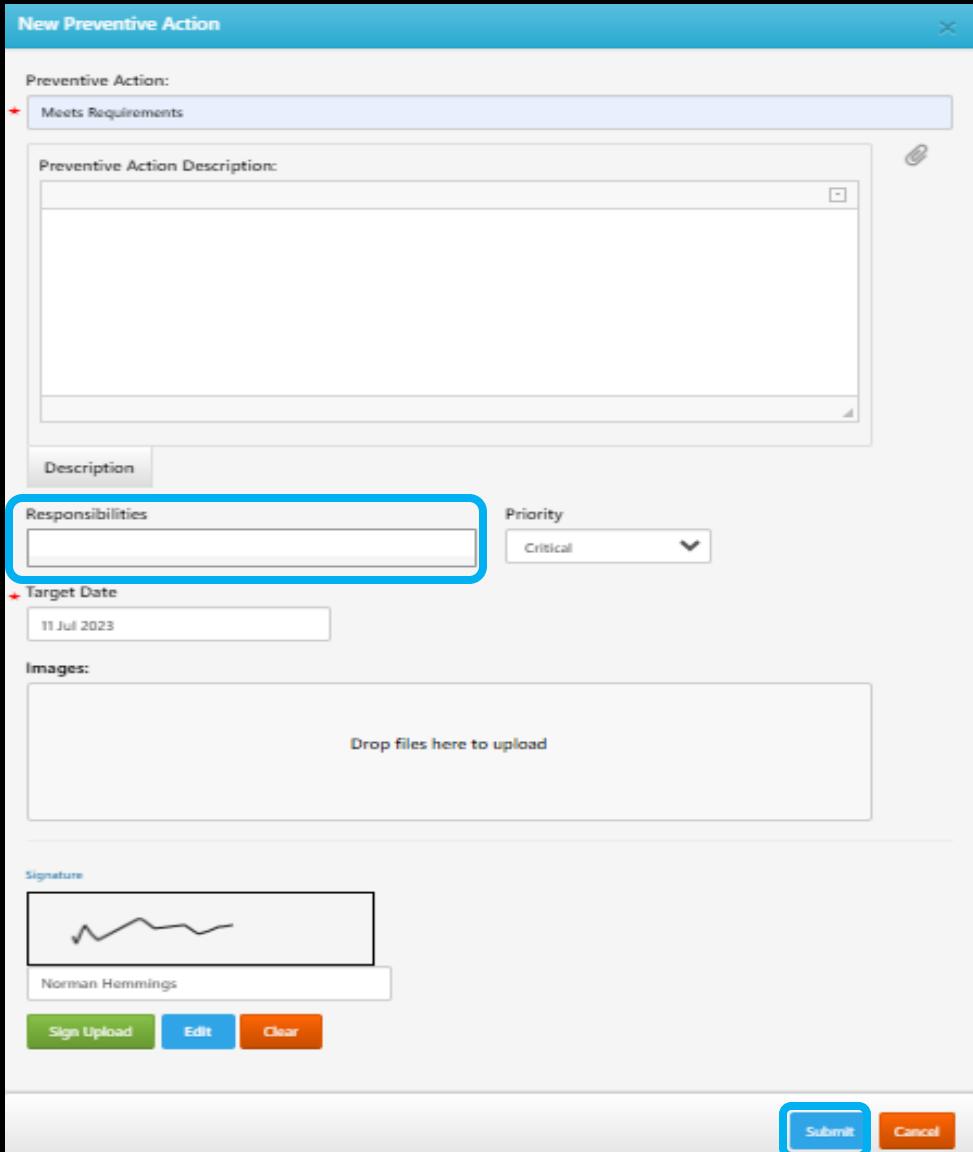
Drop files here to upload

Signature

Norman Hemmings

Sign Upload Edit Clear

Submit Cancel



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**

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

Root Causes		Submitted	Target Date : 16 Jan 2024					+ Add New
#	Name					Status		
1	Question 5.6					Submitted		Action ▾
2	Question 5.6					Submitted		Action ▾

Corrective Actions		Submitted	Target Date : 16 Jan 2024					+ Add New
#	Name	Priority	Responsibilities	Target Date		Status		
1	Question 5.6	Low	Hanane El Hajry	16 Jan 2024		Submitted		Action ▾
2	Accelerate the CMES installation in reception area	Low	Hanane El Hajry	16 Jan 2024		Submitted		Action ▾

Preventive Action:		Submitted	Target Date : 16 Jan 2024					+ Add New
#	Name	Priority	Responsibilities	Target Date		Status		
1	Question 5.6	Low	Hanane El Hajry	16 Jan 2024		Submitted		Action ▾

[Overall Submit](#) [Edit](#) [Export PDF Report](#) [Download Files](#) [Request Date Change](#) [Create CoPQ](#) [Back](#)

Thank You

