

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**



The screenshot shows the QLM login interface. On the left, there is a 'SIGN IN' section with the following fields and links:

- Enter Username**: A text input field with a user icon.
- Enter Password**: A text input field with a lock icon.
- Forgot your password?**: A link below the password field.
- Support**: A link to the right of the password field.
- Captcha**: A section containing a display of the numbers '9 7 6 2', a refresh icon, and an 'Enter the Text' input field.
- Sign In**: A green button at the bottom of the form.

The background of the page features a large, stylized illustration of a factory or industrial setting with various machines, conveyor belts, and workers, set against a dark blue sky with stars.

At the bottom of the page, there is a footer with the following text:

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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 interface with the 'Suppliers' menu on the left. The 'VDA 6.3 Audit' and 'Audit' sub-menus are highlighted. The main content area displays a table of audit findings under the 'Process Audit' tab. The table has columns for Audit Name, Customer, Plant Name, Audit Priority, Audit Type, Audit Reason, Auditee, Lead Auditors, Request Date, and Audit Status. A dropdown menu for 'Action' is open, showing options: View Audit, Audit Findings (highlighted), Immediate Action, Evaluation Report, and Detailed Report.

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-...)	PSA	Coficab Maroc (Tanger, MA)	Medium	VDA 6.3		Hanane El Hajry	Ricardo Esteveao	16 Jan 2024	Submitted	
Action	VDA 6.3 Restricted Process Audit (P5-...)	APTIV	ARC - NICARAGUA DC	High	VDA 6.3		Jason Taylor	Yazaki Admin, Admin User	13 Feb 2024	Submitted	
Action	VDA 6.3 Restricted Process Audit (P5-...)	APTIV	ARC - NICARAGUA DC	High	VDA 6.3		Jason Taylor	Yazaki Admin, Yazaki Admin, Admin User	13 Feb 2024	Submitted	
Action	test date	913N Turkey	ARC - NICARAGUA DC	Low	VDA 6.3		Jason Taylor	Admin User	11 Jan 2024	Submitted	
Action	Process Audit 03	AUDI Brand	Ascension	High	VDA 6.3		Jason Taylor	Yazaki Admin	11 Sep 2023	Submitted	
Action	Test 17Nov Sch-2	APTIV	Bajio CDC	Low	VDA 6.3		Jason Taylor	Yazaki Admin	20 Dec 2023	Submitted	
Action	Ricardo test	913N Turkey	ARCCB	High	VDA 6.3		Jason Taylor	Ricardo Esteveao	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.	Finding Number	FIN-1-2024-00148
Description			
Finding Start Date	16 Jan 2024	Target Closure Date	30 Jan 2024
Is Submission Required	Yes		
Is CAPA Required	Yes		
Submission Responsible	Hanane El Hajry	Reviewer Responsible	Ricardo Estevao
Group Name	Supplier management	Where (Zone)	
Resolution Description			
Finding Status	Open		

Cancel
View CAPA

Question Name	Submission Responsible Users	Reviewer Responsible 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

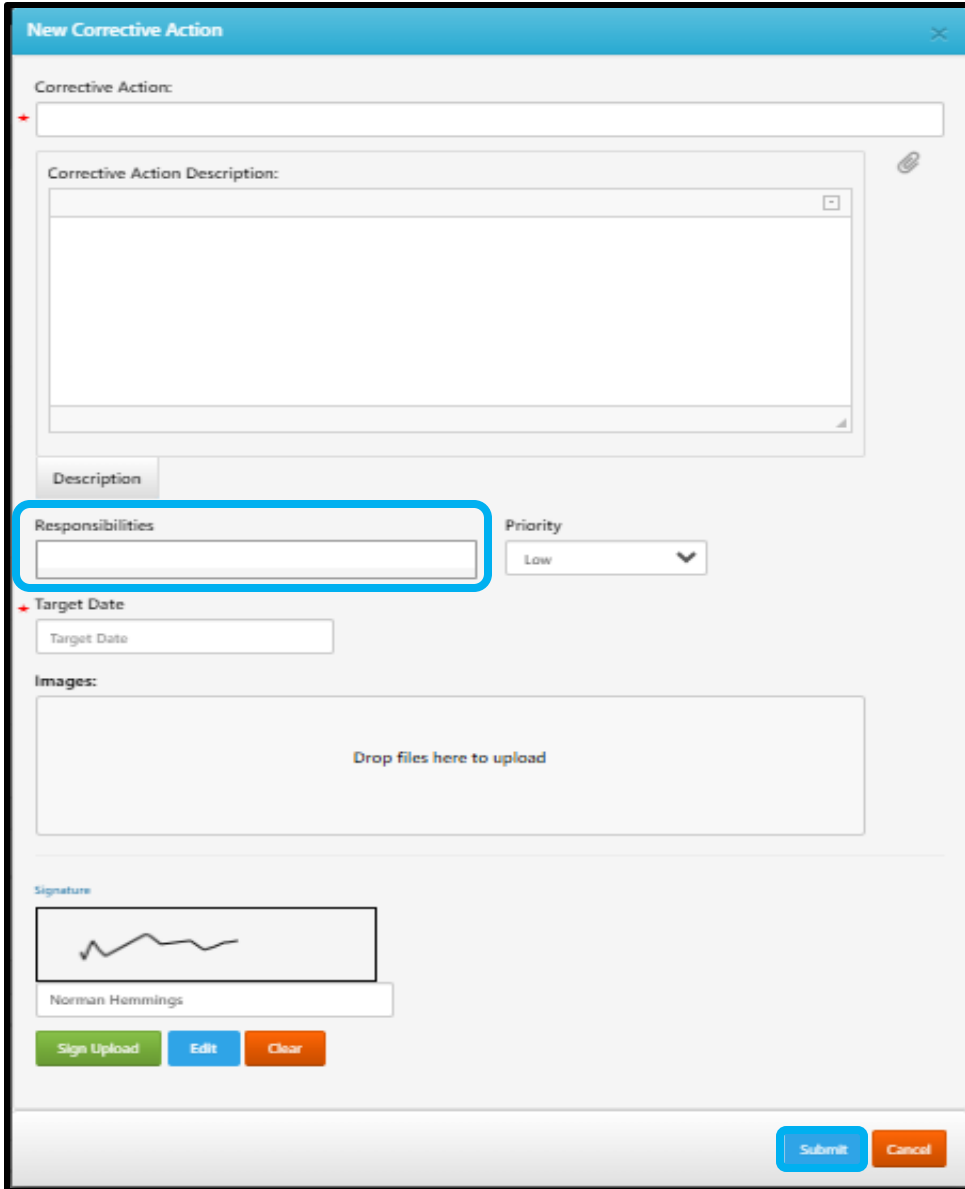
+ Add New

#	Name	Priority	Responsibilities	Target Date		Status
No Corrective Actions found						

Preventive Actions

+ Add New

#	Name	Priority	Responsibilities	Target Date		Status
No Preventive Actions found						



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

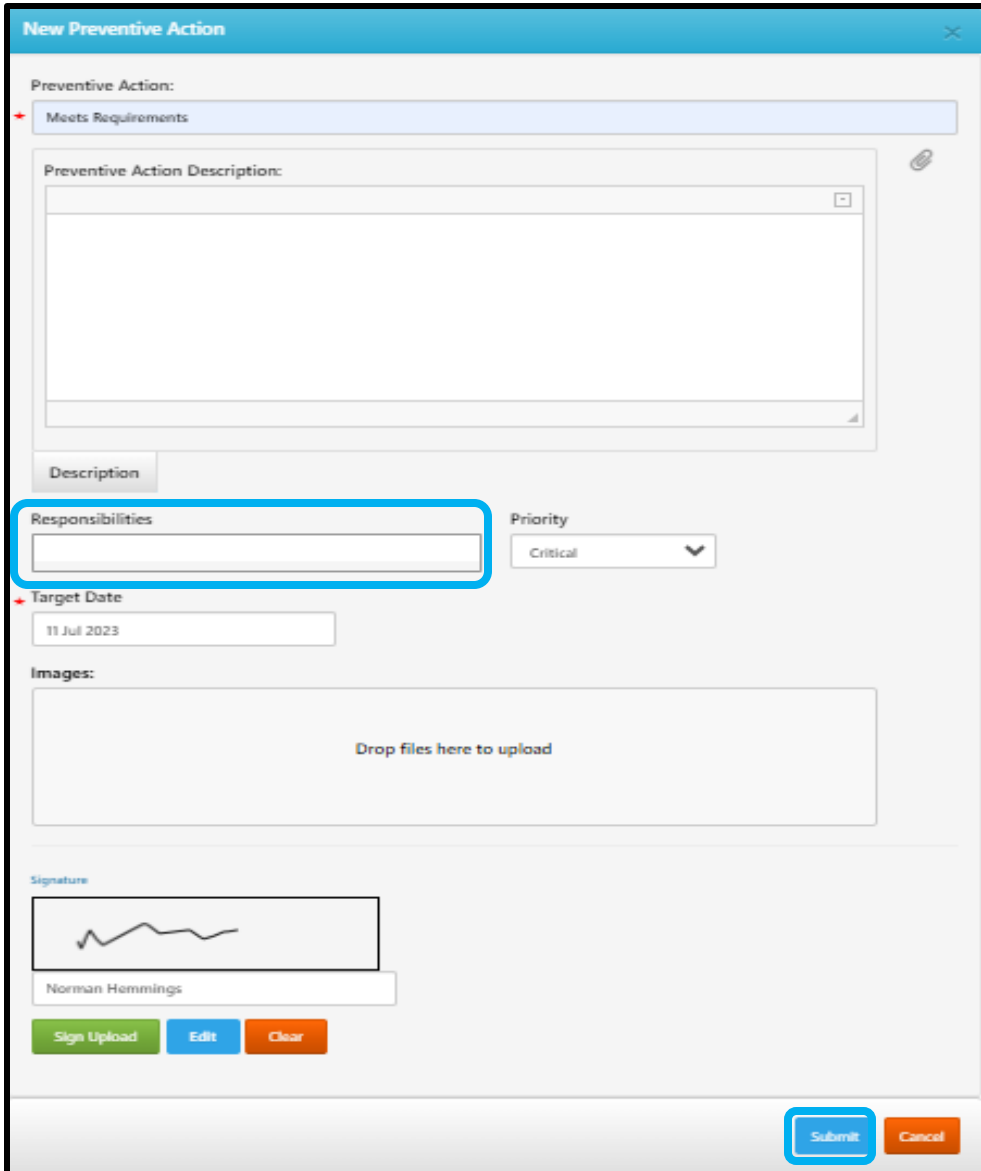
+ Add New

#	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
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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

+ 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

+ 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