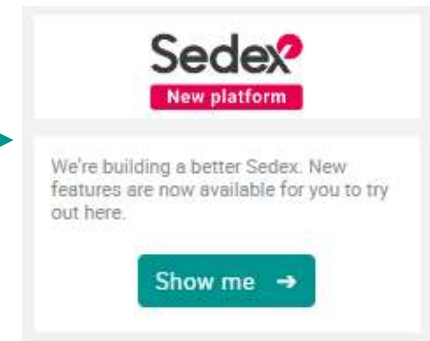




Viewing and publishing your audit

Logging in to your account

- ✓ Suppliers will receive an **email notification** once the audit is submitted by the Audit firm and is ready to view on the Sedex platform.
- ✓ Audits scheduled in the New Platform will be **accessible through the New Platform only**.



Sustainability solutions for your supply chain

Over 66,000 global companies have chosen Sedex as their trusted partner to create more socially and environmentally sustainable businesses and supply chains.

Why join Sedex

How we help



Accessing your audit

- 1 After logging in you will land on a dashboard view with a link to all your audit information at the bottom of the page
- 2 This will show your Audits page. Here you can find the most recent audit and any other SMETA audit conducted at the site over the last 5 years. The date column shows the most recent audit. It will be in 'submitted' status. Click 'View details'

Company overview - Supplier B ZC2672417241

Site name	ZS Number	Self Assessment Questionnaire (SAQ)	Audit	Membership status
1. Scaradale	ZS267267264	100% Last modified 9th of Mar	None	Due for renewal - 03/03/25
2. Smyrna	ZS2828436591	9% Last modified 5th of Apr	29 Nov 2022	Due for renewal - 03/03/25
3. Koli	ZS2851038224	0% Last modified 28th of Apr	5 Aug 2022	Due for renewal - 03/03/25
4. Chippenham	ZS3028157961	0% Last modified 10th of Aug	29 Oct 2022	Due for renewal - 03/03/25
5. Ilfracombe	ZS3028150278	0% Last modified 10th of Aug	10 Aug 2022	Due for renewal - 03/03/25

Links Your links to Sedex members. [Set up a link](#) [View links](#)

Your audits Find details about audits for your sites. [View audits](#)

Audits 2 Assigned to me

ZA Number	Site name	Sedex Reference	Audit type	Dates	Status	
ZAA600022316	Auckland Supplier B	ZS3159020948 ZC2672417241	SMETA_AUDIT	From: 1 Nov 2023 To: 5 Nov 2023	SUBMITTED	View details
ZAA600022307	Gonzalofort Subs Supplier Company	ZS3154922821 ZC1286601727	SMETA_AUDIT	From: 31 May 2023	SUBMITTED	View details
ZAA600009918	Smyrna Supplier B	ZS2828436591 ZC2672417241	SMETA_AUDIT	From: 30 Nov 2022 To: 2 Dec 2022	PUBLISHED	View details
ZAA600009896	Auckland Supplier B	ZS3159020948 ZC2672417241	SMETA_AUDIT	From: 25 Nov 2022 To: 30 Nov 2022	PUBLISHED	View details
ZAA600009895	Ipswich Supplier B	ZS3169512174 ZC2672417241	SMETA_AUDIT	From: 29 Nov 2022 To: 1 Dec 2022	SUBMITTED	View details
ZAA600009893	Ogden Subs Supplier Company	ZS3154927368 ZC1286601727	SMETA_AUDIT	From: 29 Nov 2022 To: 30 Nov 2022	PUBLISHED	View details

Audit details page & publishing

- ✓ Here you can find all the details of this audit. The top of the page shows high level audit information
- ✓ Beneath this you can access the audit reports (CAPR & SMETA report) and the findings.
- ✓ Pressing the 'publish' button means the audit is visible to your buyers/customers on the Sedex platform. You are still able to add corrective actions after this point.


Audit details


Client
Client name: **Texaco**


Site name and address


Site name	Sedendary
ZS number	ZS1992839
Company:	Company XYZ
Address:	Albert house Baring Road
City:	Grafham
Province/State/Region:	Cambridgeshire
Postal/Zip code:	PE28 0UW
Country:	United Kingdom

SMETA Audit
Auditor Gaby Sebire (Lead)
Auditor company Gaby Sebire Ltd
Audit type Unannounced
Audit Pillar 2-pillar
Audit date 25-10-2021 to 27-10-2021


View CAPR


View SMETA


See findings


Review and publish

Once you are happy that the findings are a true reflection of what was found on the day, please publish the audit.

[Back to dashboard](#)

Understanding the audit page



 Download CAPR

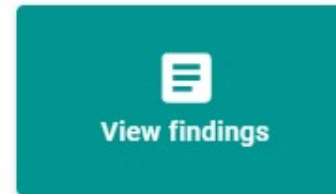
The Corrective Action Plan Report (CAPR) records basic information about the audit and the findings of the audit (non-compliances/ Observations/ Good examples). You can download the document here so you can share it with colleagues or have a paper copy.



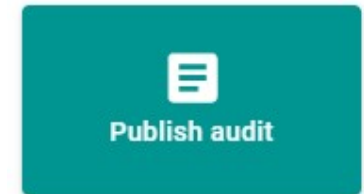
 Download SMETA

The SMETA report records all the details of the audit including what the auditor did on the day, describing the management systems in place for each code area, plus data collected by the auditor.

You can download a PDF here.



Shows each finding including how important it is, and how long you have to correct/solve the non-compliance (NC). This is **where you will add corrective actions & associated evidence** against each NC to show the auditor how you have dealt with the issue. If you disagree with a NC, you can dispute it here too.



Press this button to publish your audit. This can be done at any time, but we recommend that you do it as soon as you have checked the audit write up and you are happy that it is a true reflection of what happened on the audit day. Publishing the audit means your buyers/ customers can see the audit & results on the Sedex platform.

Supplier's view and actions on Findings



Findings

This includes observations, non-compliances, and corrective actions recorded during the audit.

1 2 3 4

NonCompliance New 9 Nov 2022 Desktop audit Business Critical Open

Audit clause: 0A - Universal Rights covering UNGP

Issue title: 1 - The audit was not completed in full due to an intentionally obstructive practice (e.g. the auditor was denied access to relevant documents or areas of the site, permission to interview workers etc.)

ETI code: 0.A.1 - Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam lorem ante, rutrum vel ligula non, feugiat laoreet ligula. Nulla congue tincidunt varius. Sed ultrices elit vitae elit hendrerit, iaculis egestas est pharetra. Vestibulum euismod lobortis ligula, sed congue odio eleifend a. Vestibulum convallis, metus non accumsan congue, justo lacus vestibulum justo, sed accumsan justo nibh sit amet orci. Nullam libero erat, rutrum id nulla sed, laoreet laoreet lacus. Nam euismod nulla eu magna sodales hendrerit. Quisque laoreet scelerisque varius. Etiam sagittis, sem at sollicitudin tristique, neque dolor hendrerit sem, sed porttitor leo dolor vel odio.

Root cause: Training, System, Costs, Lack of workers

Corrective action: Aenean vehicula bibendum ipsum. Aliquam eu mauris mauris. Suspendisse in dolor vitae neque congue cursus et a mauris. Nam sed elit nec arcu aliquam eleifend. Praesent eros nulla, faucibus vel consectetur id, consequat ac nisi. Morbi tristique dapibus accumsan. Etiam a orci molestie, elementum lorem ut, rhoncus sapien. Morbi iaculis lectus vel augue bibendum, nec tristique nibh ultricies.

Attachments: ...ZAA60000629.pdf

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Add corrective action Dispute

To publish the audit, you must click '**Publish Audit**'. This will trigger an email notification to the Buyer, who can then access the audit results using the Site Status.

You can add Corrective Actions or Disputes at any time before or after publishing the audit.

Suppliers have to click on '**View Findings**' to see the list of all the audit findings (NCs, Observations and Good Examples):

Viewing Findings is available before and after the Supplier publishes the audit.

Each finding includes information about:

1. The **type of finding**
2. The **verifying method**
3. Finding **Criticality**
4. Finding **Status**: open/close
5. The overall **explanation** provided by the audit firm and attachments
6. The actions they can take: adding a **corrective action** or raising a **dispute** against the finding