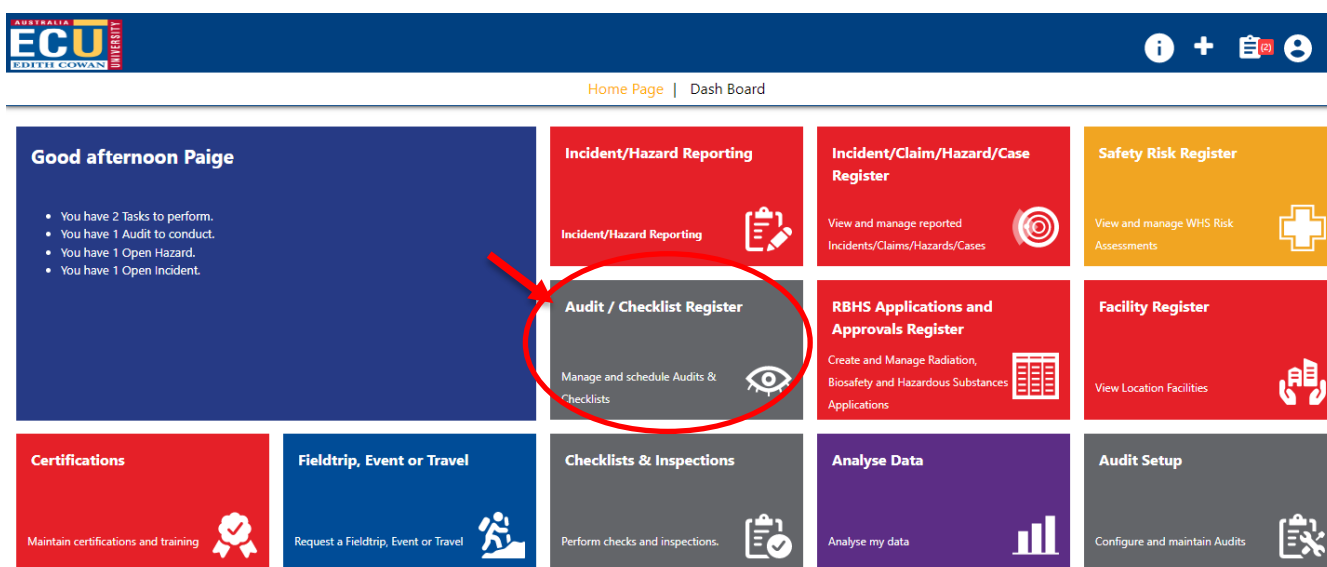# Assigning Corrective Actions for an Audit / Inspection
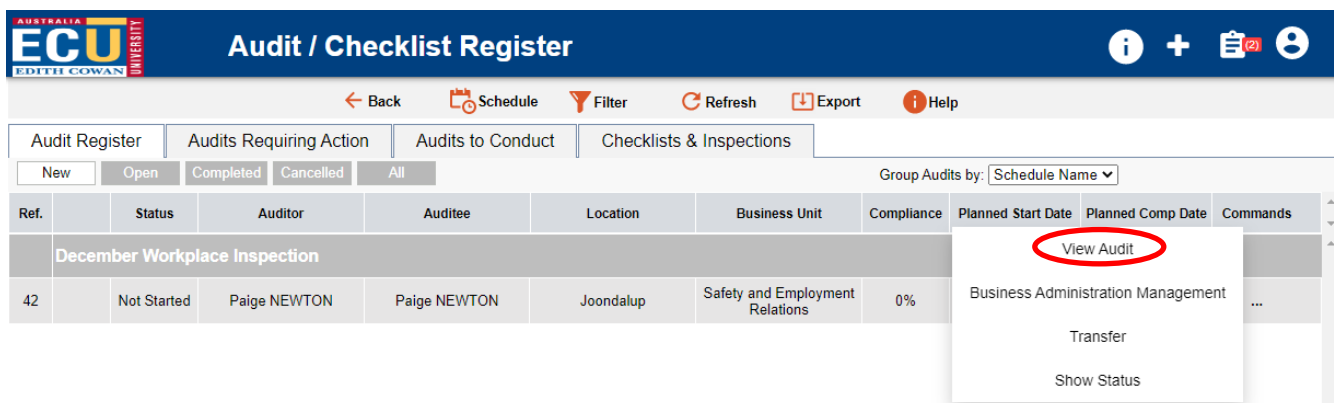
	The Corrective Actions Coordinator (CAC) is responsible for assigning actions related to an Audit / Inspection. This role is assigned when the Audit / Inspection is scheduled (refer here for a guide on scheduling and competing Audits / Inspections and selecting the appropriate CAC)

Assigning Corrective Actions

1) After the Audit / Inspection is submitted, The CAC should receive an email with a link to open the Audit / Inspection and assign actions, otherwise visit the "Audits Requiring Action" section of the Riskware Audit / Checklist register (also available from the Riskware homepage under easy logins in the Staff Portal).

2) Click the "View Audit" button

3) Scroll down and assign actions on any Audit / Inspection items you believe need corrective actions – Write in the action item, assign a person responsible and due date.

The Corrective Actions Coordinator should discuss the actions to be assigned with the

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relevant stakeholders such as Managers and affected employees to decide on and confirm the actions before assigning.

Action Item	Person Responsible	% Completed
Required action item	Paige NEWTON 🔍	5% ⌄
➕ ✖ ▭ 📎 ✓ᴬᴮᶜ	**Due Date** 21/12/2022 📅	

Action Item	Person Responsible	% Completed
	🔍	0% ⌄
➕ ✖ ▭ 📎 ✓ᴬᴮᶜ	**Due Date** 📅	

Hint: Use the "Non Conformant" button to filter the Audit / Inspection items to only see items deemed non-conformant by the Auditor / Inspector.

🔴 Non-Conformant

4) Click Submit once you have assigned all the relevant actions ✅ Submit

Note: Once you submit, all the actions will be assigned and the responsible person for each action will be notified to complete the task. The Audit / Inspection will now go to the Audit/Inspection approver to sign off and approve.