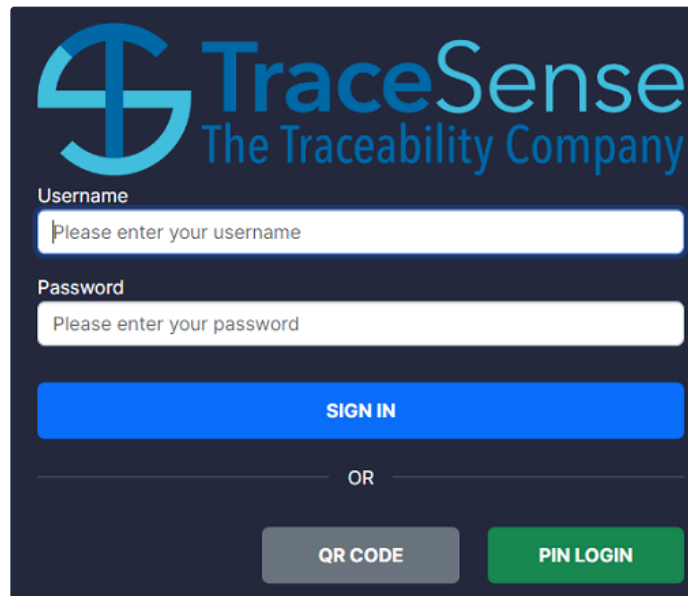


AUDITS ON THE TRACESENSE TERMINAL

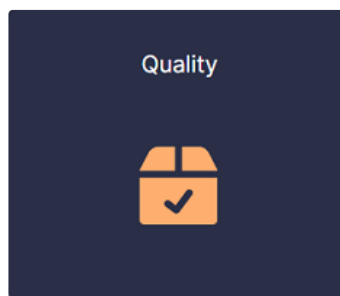
In this guide we will look at how to complete an audit on the Tracesense terminal

First Login to the terminal

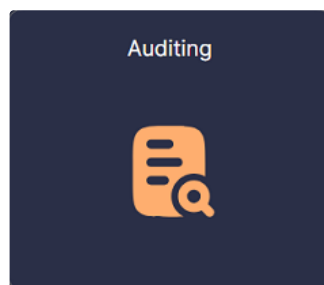


The image shows the TraceSense login interface. At the top left is the TraceSense logo, a stylized 'S' with a vertical line through it, followed by the text 'TraceSense' and 'The Traceability Company' below it. Below the logo are two input fields: 'Username' with the placeholder text 'Please enter your username' and 'Password' with the placeholder text 'Please enter your password'. A blue 'SIGN IN' button is positioned below the password field. Below the button is the text 'OR'. At the bottom are two buttons: a grey 'QR CODE' button and a green 'PIN LOGIN' button.

Then select the 'Quality' tile



Then select 'Auditing'



To begin a new audit select the blue 'Begin Audit' button

List of Suspended Audits

Audit Date From: Audit Date To:

Id	Suspended Date	Audit Type	Organisation	Score	Actions
No suspended audits yet.					

Now select the audit template (optional) and the audit type, depending on set up when you pick the template it will auto populate the type. Then to begin the audit select the blue 'Add Audit result' button

New Audit

Please record audit details below

Audit Date

Audit Template: (Optional)

Audit Type

Area	Observation	Status	Expected Completion Date	Actions
No audit results added.				

Now answer the questions and if you need to raise an NC or observation relating to the question select the red 'More Actions Required' button. The button will only become active once you have answered the question.

Begin Audit Template Response

AREA IS GENERALLY TIDY, THERE IS NO BUILD-UP OF WASTE OR DEBRIS:

START-UP CHECKS FOR THE AREA AND EQUIPMENT ARE COMPLETE AND ISSUES ARE RECORDED AND ACTIONED:

HYGIENE RECORDS ARE IN PLACE AND BEING COMPLETED:

RAW MATERIALS, PACKAGING MATERIALS AND FINISHED PRODUCTS ARE STORED OFF THE FLOOR:

WASTE IS CONTROLLED AND WASTE CONTAINERS ARE NOT OVERFLOWING:

NO OPEN PRODUCTS ARE STORED IN THIS AREA. PART USED RAW MATERIAL BAGS ARE SEALED IN A BLUE BAG. OPENED CONTAINERS ARE CLOSED AND UNDAMAGED. DAMAGED CONTAINERS HAVE BEEN RESEALED AND RISK ASSESSED TO DETERMINE IF THEY CAN BE USED. FOOD CONTACT PACKAGING IS COVERED AND PROTECTED:

CHOCOLATE, COCOA MASS, COCONUT AND TRADED GOODS ARE IDENTIFIED BY A MRS TILLY'S PALLET LABEL DISPLAYING ALLERGENS. CHOCOLATE AND COCONUT ARE WRAPPED IN GREEN PALLET WRAP:

FLAMMABLE RAW MATERIALS E.G. FLAVOURS AND ALCOHOL ARE STORED SECURELY IN A CHEMICAL CABINET:

If you select the red 'More Actions Required' button a pop up will appear for you to fill in details for the NC or observation, fill in the details and then hit submit.

Add Audit Result ✕

AREA IS GENERALLY TIDY. THERE IS NO BUILD-UP OF WASTE OR DEBRIS

Yes

Area: Assign To:

Priority: Status:

Expected Completion Date: Reason:

Action Taken

Create observation as a work request?

Please capture photo.

CAPTURE PHOTO

SUBMIT **CLEAR** **CLOSE**

Then once you have answered all the questions in the Audit template hit complete.

WAREHOUSE STAFF ARE WEARING PPE CORRECTLY WITH SAFETY SHOES AND HI-VIS VEST: 🔴

Yes

ALL STAFF AND VISITORS IN THE WAREHOUSE AND YARD ARE WEARING A HI-VIS VEST: 🔴

Yes

COMPLETE **SUSPEND** **CANCEL**

You will now be taken back a screen where you will need to hit complete again to close off the audit

New Audit

Please record audit details below

Audit Date:

Audit Template: (Optional)

Audit Type:

+

Status	Last Activity Date/Time	Actions
Completed	22 Jan 2026 4:05 PM	

1

COMPLETE **SUSPEND** **CANCEL**

Once you hit complete this time a pop up will appear telling you 'Successfully Completed Audit'

Audit



Successfully completed audit.

OK