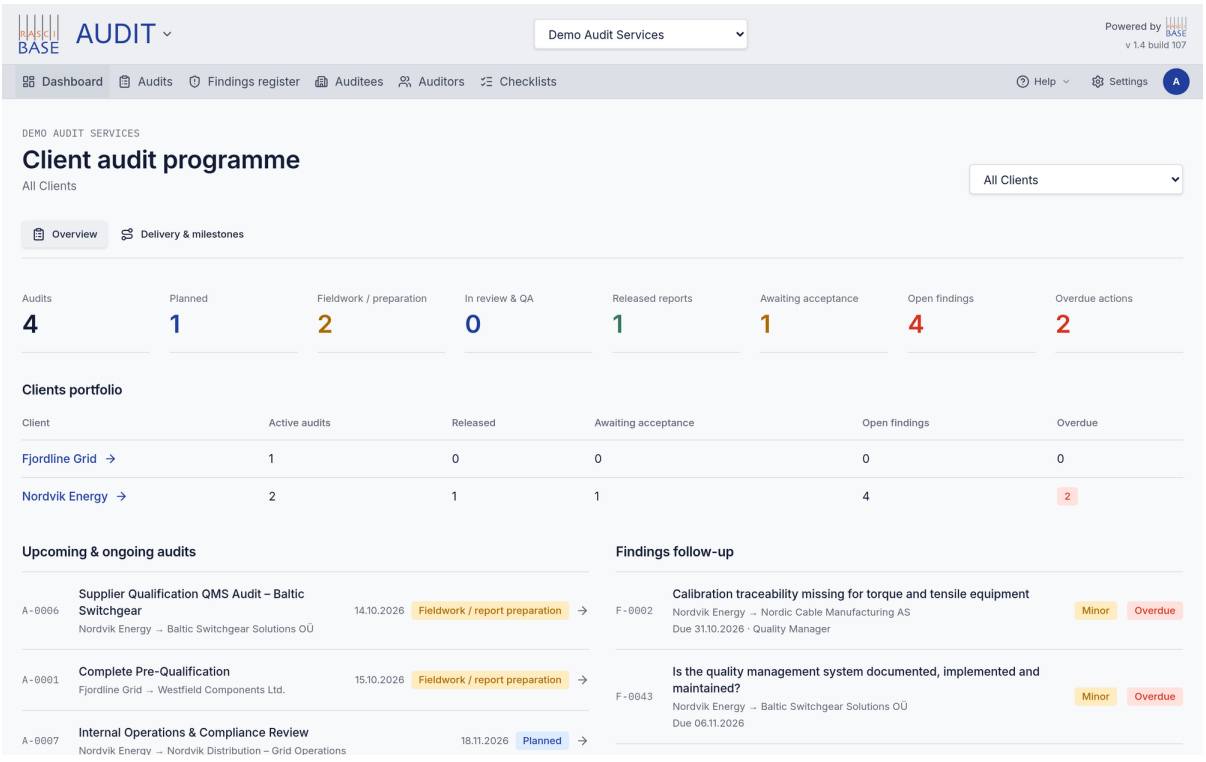
RASCIbase **AUDIT**

Audit management for audit service providers

> How the module works, and how it saves time and gives overview and insight across an audit programme.



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www.rascibase.com

Summary

RASCIbase AUDIT is a web application for planning, performing, reporting and following up audits. It is designed for organisations that audit on behalf of Clients — audit service providers, inspection bodies and consultancies — and works equally well for companies that audit their own suppliers and internal units.

The module keeps the whole audit in one shared record: the Client and Auditee, the audit team, the checklists, the answers and evidence, the findings, the report and its approval, and the follow-up afterwards. The report is produced from that record, so there is no separate assembly step. Because every audit has the same structure, management has a current view of the whole programme without asking anyone for a status update.

In short:

- One record per audit, from planning to closure.
- Word and PDF reports generated directly from what was recorded.
- A Findings register that follows each nonconformity until it is verified and closed.
- A portfolio dashboard per Client, with delivery milestones and overdue follow-up.
- Controlled Client access: each Client sees its own released reports and findings, and nothing else.
- Interface and user guide in eight languages, including Spanish.

The challenge for an audit service provider

An audit service provider typically runs many programmes in parallel, for many Clients, with a large pool of auditors. In many organisations that work is still held together by spreadsheets, Word templates and e-mail:

- Checklists are copied from earlier jobs, and it is not always clear which version was used.
- Field notes are typed up after the visit, and the report is assembled by hand.
- Review and approval happen in e-mail threads, without a clear record of who approved what, and when.
- Findings are tracked in separate lists, and overdue corrective actions are discovered late.
- Answering a Client's question — “where are we on our programme?” — means collecting status manually.
- Confidentiality depends on folder permissions and on people remembering what they may share.

> RASCIbase AUDIT addresses these points by giving every audit the same structure, and by keeping all of it in one place.

How the module is organised

AUDIT is built around four levels. The Company is the outer boundary; Clients, Auditees and audits sit inside it.

Level	What it is	Example
Company	Your own organisation, which performs the audits. Its workspace holds users, settings, checklists and audit records, and is fully separated from every other Company.	Demo Audit Services
Client	The organisation you audit on behalf of. It groups its Auditees and audits, and can carry its own logo for report covers.	Nordvik Energy
Auditee	The supplier, subcontractor, site or internal unit being audited. Internal and external Auditees share one register.	Baltic Switchgear Solutions OÜ
Audit	One audit of one Auditee, with its team, checklists, answers, findings and report. It inherits the Client from the Auditee.	Supplier Qualification QMS Audit

Projects can optionally be used to group audits under a contract or assignment. The names in the examples and screenshots are fictional demo data.

Roles

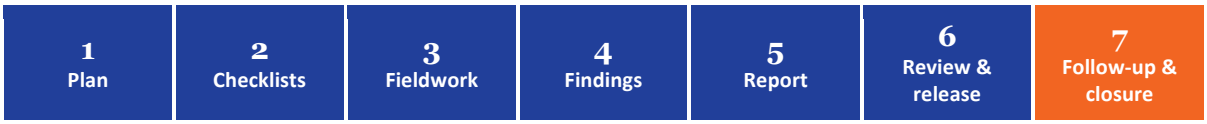
Each person has one account, with a role that decides what they can do:

Role	What the person can do
Administrator	Company settings, users and roles, Client access, checklists; approves and releases reports.
Auditor	Plans and performs audits, completes worksheets, raises findings and prepares reports.
Client Manager	A Client's representative: follows up findings and records report acceptance for the Clients granted to them.
Client	Read-only access to released reports and findings for the Clients granted to them.

Lead Auditor is a qualification held in the Auditors register, not a separate login. Only lead-qualified auditors can lead an audit or act as Regional Coordinator.

The audit, step by step

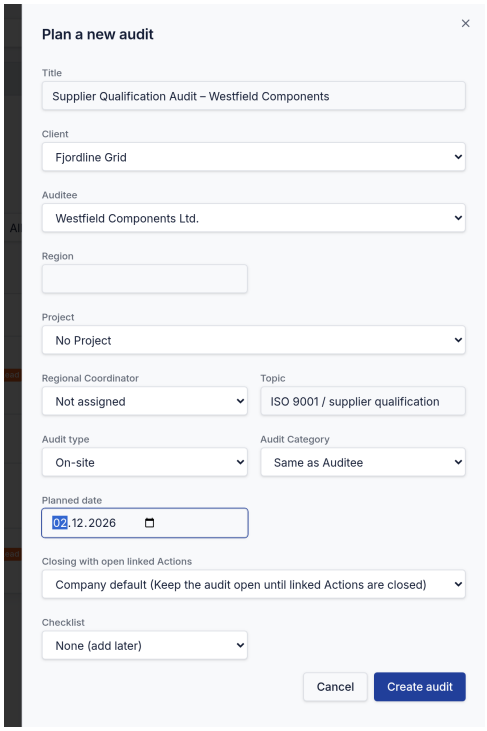
Every audit follows the same route, and its current stage is always visible on the audit itself and on the dashboard.



1. Planning the audit

A new audit is planned in a side panel: select the Client first, then one of its Auditees, and enter the title, topic, audit type (on-site, remote, desktop/questionnaire or hybrid) and planned date. Region, Regional Coordinator and Project are optional.

The team is chosen from the Company's auditor pool. Only auditors marked as lead-qualified can be selected as Lead Auditor, and auditors who have left remain on past audits so the history stays complete.



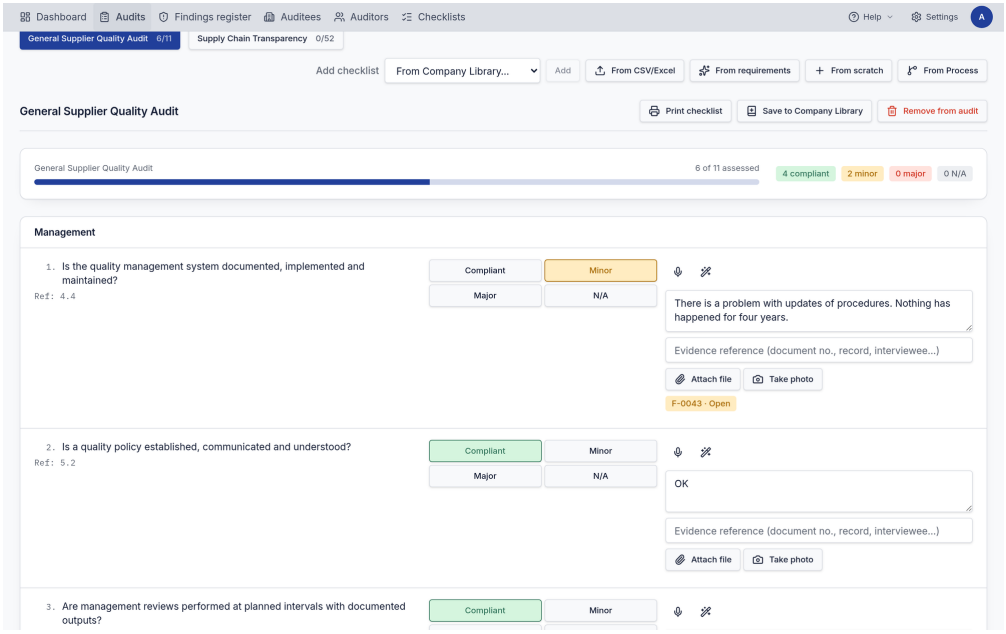
Planning a new audit: Client first, then Auditee, type, date and closing rule.

2. Checklists

A checklist can be added to an audit in five ways, without leaving the audit:

- **From the Company library:** your own maintained templates, or templates adopted from the shared Checklist Library.
- **From CSV or Excel:** import an existing workbook as it is. No AI is involved and your wording is preserved; up to 5,000 questions per file.
- **From requirements:** an optional AI add-on drafts questions from uploaded requirement documents, with source references. Every question is reviewed before it is saved.
- **From a Process:** where the Company also uses RASCIbase PROCESS, a checklist can be created from the tasks of a documented process.
- **From scratch:** start an empty checklist and write the questions directly.

> When a checklist is applied, it is copied into the audit. Later changes to the template never alter an audit that has already started, so it is always clear which questions were actually used. A good checklist created during an audit can be saved back to the Company library for reuse.



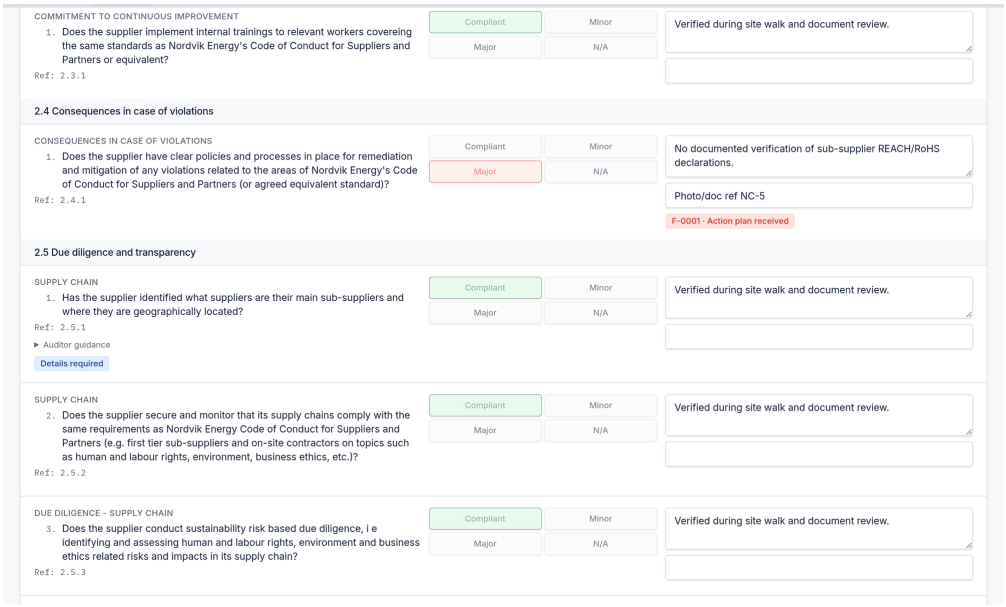
The checklist bar in an audit: add from the library, CSV/Excel, requirements, scratch or a Process.

3. Fieldwork

The auditor works through each worksheet question by question, recording the outcome — Compliant, Minor, Major or N/A — with a comment and an evidence reference. Some questions require a comment; guidance and the requirement reference are shown under each question, so the auditor knows what evidence to ask for.

Photos and documents can be attached to a question during fieldwork (up to 25 MB each). On a tablet or phone the camera opens directly, so evidence is captured on site rather than transferred afterwards. Each worksheet shows how many questions have been assessed.

Where paper is preferred, Print checklist produces a blank PDF worksheet. Where the Company has enabled it, voice notes let the auditor dictate a comment, which is transcribed into the field; the audio itself is not kept.



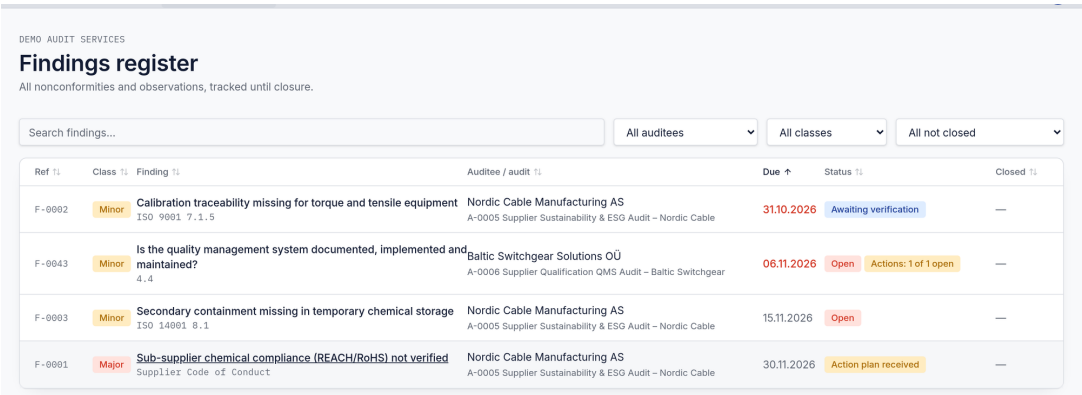
A worksheet in use: outcome, comment and evidence reference per question, with the linked finding shown.

4. Findings

A finding is raised from the question it came from, so the reference stays linked. It is classified as Major, Minor or Observation and records the requirement, the objective evidence, the responsible party and the due date. The Auditee's root cause and corrective action are recorded on the same finding.

Follow-up moves through clear stages: Open, Action plan received, Corrective action in progress, Awaiting verification and Closed. The Findings register lists findings across all audits, with views for All not closed and Overdue, so late follow-up is visible straight away.

Authorised Client Manager users can update follow-up within their own scope, but cannot change the auditor's results. Where the Company also uses RASCIbase ACTION, a finding can lead to tracked Actions, and the finding shows how many are still open.



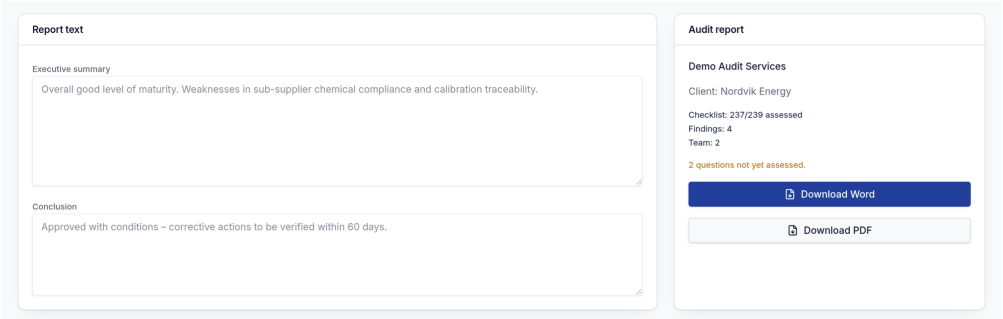
The Findings register across all audits, with due dates and follow-up status.

5. The report

On the Report tab the auditor writes the executive summary and conclusion. The app warns about unanswered questions or a missing Lead Auditor before a document is produced.

Download Word gives an editable file; Download PDF gives a fixed copy for issue. Both are generated in the browser from the recorded audit — the text is not sent to an external conversion service. The cover uses the Client's logo where one is set, otherwise the Company's. Photos attached during fieldwork are listed in an appendix with their checklist and question references, and the Company's standard confidentiality footer is printed on every page.

Once approved, the report shows the approver's name and the approval time. The report follows one standard layout today; Company-specific templates are planned.



The Report tab: summary and conclusion, assessment counts, and Word and PDF downloads.

6. Review, approval and release

Each Company chooses one of two workflows, which is copied to every new audit: Full review (the team submits for review, and an Administrator approves and releases) or Simple approval (staff approve directly, suited to short internal audits).

Submitting for review locks the content; if something needs correcting, it is returned to the team. Approval releases the results to the authorised Client users — until then, draft results are withheld from them. The Client can then record acceptance, which acts as a dated receipt. If an approved audit is reopened, Client access to the results is withdrawn and acceptance is cleared, and the workflow history keeps every transition.

7. Follow-up and closure

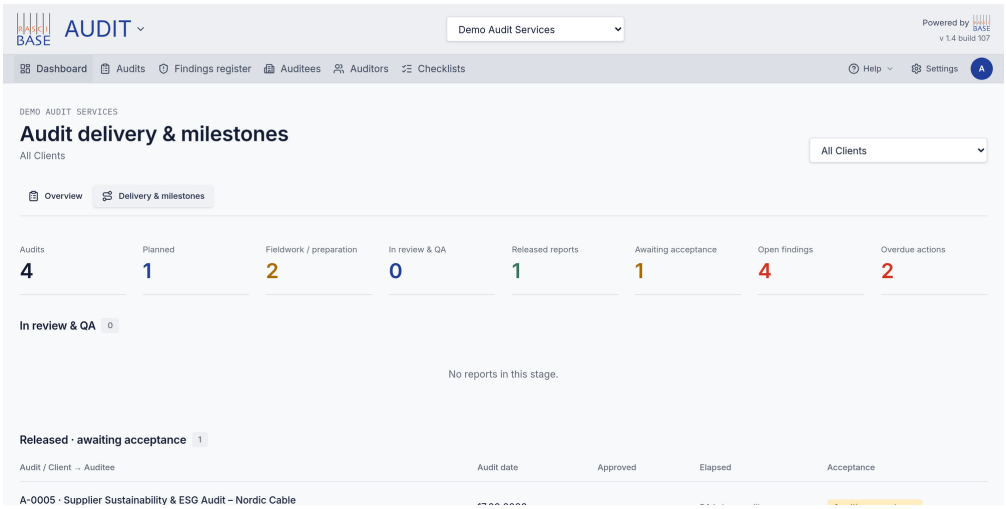
Closing an audit follows a rule the Company sets, and which can be changed for an individual audit: either keep the audit open until the Actions raised from its findings are closed (closing gives a warning, and the audit closes automatically when the last Action is closed), or treat the audit as complete when the report is issued. Findings without Actions never hold an audit open — a supplier pre-qualification can, for example, be closed with the result that the supplier is not qualified.

Overview and insight

For a Company that audits on behalf of Clients, the dashboard opens on the whole portfolio, with a selector for All Clients, a single Client, or Unassigned audits. A row of indicators shows audits planned, in fieldwork, in review, released, awaiting acceptance, open findings and overdue actions. A Clients portfolio table breaks the same figures down per Client, followed by upcoming audits and findings that need follow-up.

The Delivery & milestones view lists reports in review, reports released and awaiting the Client's acceptance — with audit date, approval date and elapsed days — and accepted reports. The Audits register can be filtered by Client, Project, Auditee, internal or external, status, region and coordinator.

Client users get their own programme view: their audits, released reports and the findings that need their follow-up. The numbers on the dashboard are indicators; every figure links through to the underlying records.



Delivery & milestones: reports in review, awaiting acceptance and accepted, with elapsed days.

Where time is saved

The table compares common manual practice with how the same task is handled in AUDIT.

Activity	Typical manual approach	With RASCIbase AUDIT
Preparing checklists	Copy and adapt the spreadsheet from the last job	Adopt from the library, import the existing workbook, or draft from requirement documents; the version used is kept with the audit
Recording in the field	Notes on paper or laptop, typed up afterwards	Outcome, comment, evidence reference and photos recorded against each question, on a tablet if preferred
Writing the report	Copy findings, tables and photos into a Word template	Word and PDF generated from the record; the auditor writes the summary and conclusion
Review and approval	Drafts sent back and forth by e-mail	Submit, return, approve and release in the app, with approver and date recorded
Follow-up	Separate lists per Client, chased by e-mail	One Findings register with due dates and an Overdue view; Clients update their own follow-up
Programme status	Collect status from coordinators	Dashboard per Client, always current
Client access	Shared folders and permissions	Access granted per Client and enforced by the database

> We have deliberately not put numbers on these savings: they depend on how each organisation works today. Running a pilot with real audits is the most reliable way to measure them.

Access control and confidentiality

Audit records are confidential to the Company and to the Client concerned. AUDIT is built so that each person sees only what their role and grants allow.

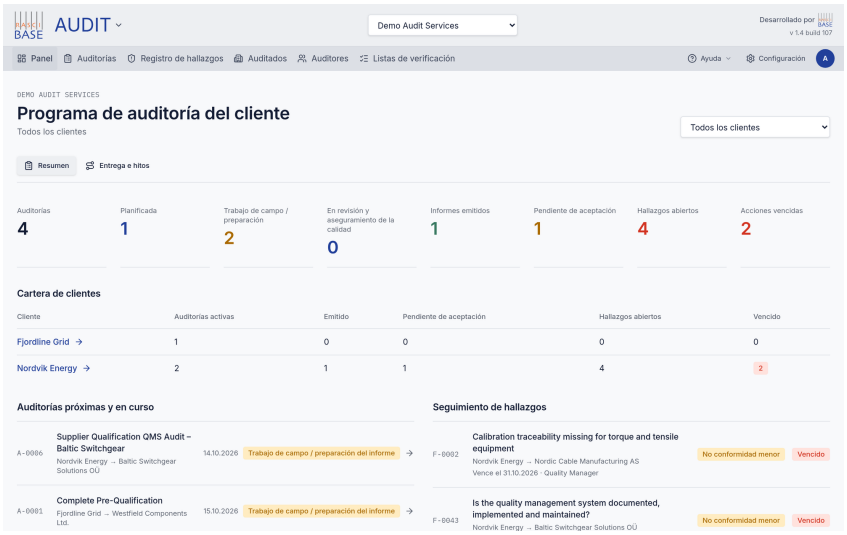
Safeguard	How it works
Company separation	Each Company's records are isolated from every other Company. This is enforced by the database itself, not only by what the screens show.
Client access per person	Client users are granted specific Clients. Without a grant they see nothing; with one, they see only that Client's programme.
Drafts withheld	Client users see results only after the report has been approved and released.
Auditors limited to their Clients	Large organisations can switch on a restriction so that each auditor sees only the Clients they work for, plus any audit where they are on the team. Restricted auditors can only create audits for their own Clients.
Private attachments	Photos and documents are kept in private storage, and their visibility follows the release of the report.

Safeguard	How it works
Optional AI	AI features are an optional add-on, enabled per Company and available to Company staff only. Every suggestion must be reviewed and accepted by a person. When used, the relevant text or audio is sent to the AI service for processing; we do not present this as a contractual guarantee on how the provider retains data, so organisations with specific requirements should raise them before AI features are switched on.
Sign-in	Accounts are created by invitation only. Single sign-on with Microsoft Entra ID / SAML is planned for enterprise use.

Eight languages

The interface and the user guide are available in English, Norwegian, Swedish, German, French, Italian, Spanish and Polish. The Company sets a standard language for everyone; each user can choose their own; and before sign-in the app follows the browser's language. Dates are shown as dd.mm.yyyy or yyyy-mm-dd.

This matters for international programmes: auditors and Client representatives in different countries can work in the same audit, each in their own language. English and Norwegian are complete; the other six languages are first versions currently being reviewed by native speakers. Generated reports and e-mails are in English today.



The same dashboard in Spanish. Each user can choose their own language.

Getting started

- A trial can be requested at www.rascibase.com. New Companies are set up after a short review, and users are added by invitation.
- An onboarding guide is available at app.rascibase.com/onboarding, and the full user guide and an assistant are built into the app.
- A sensible order is: invite users, confirm auditor qualifications, add Clients and their Auditees, adopt or import checklists, and then run one audit end to end — plan, fieldwork, report, approval and download — before real work depends on it.

- AUDIT runs in a web browser on PC, tablet and phone; nothing needs to be installed.

Current scope

To set the right expectations, these are the main things AUDIT does not do yet:

- AUDIT does not yet send workflow e-mails; people are not notified automatically when an audit moves to the next stage.
- The Findings register can be searched, filtered and sorted, but not yet exported to a spreadsheet; documents are produced per audit.
- Reports follow one standard layout; Company-specific templates are planned.
- Single sign-on is planned; today sign-in is by e-mail and password.

> To discuss a pilot or arrange a demonstration, visit www.rascibase.com.