

ADMINISTRATIVE SETUP CHECKLIST

AUDIT & INSPECTIONS

REQUIRED

- ☐ Create and publish **audit**, **inspection**, and **observation templates**. These are necessary in order to schedule or conduct audits, inspections or observations.
- ☐ Assign **Default Responsible for Inspection Review (Audit)** user role. If this role is not assigned, most users will be unable to create and schedule an inspection.
- ☐ Assign **Default Responsible for Action Plan (Audit)** user role. If this role is not assigned, most users will be unable to submit audit results.
- ☐ Assign **Default Responsible for Action Plan Review (Audit)** user role. If this role is not assigned, most users will be unable to submit an audit action plan.

