



Audit & Inspection - Roles and Permissions

LEVEL 1		•	•	•	•	•	•	•	•		•	•
LEVEL 2		•	•	•	•		•	•	•		•	•
LEVEL 3		•	•	•	•		•	•	•		•	•
LEVEL 4		•		•			•	•		•	•	•
LEVEL 5										•	•	•
LOCATION LEVEL AVAILABILITY OF ROLES ↑	General User*	Audit Coordinator	EHS Director	EHS Manager	Executive	Global Administrator	Human Resources	Legal	Operations	Supervisor	System Administrator	View Access
AUDIT MANAGEMENT PERMISSIONS ↓												

GENERAL PERMISSIONS

Generate Reports		•	•	•	•	•			•		•	
------------------	--	---	---	---	---	---	--	--	---	--	---	--

TEMPLATE PERMISSIONS

Create New		•	•	•		•			•		•	
View		•	•	•	•	•			•		•	
Edit**		•				•					•	
Delete						•					•	

AUDITS

Create New		•	•	•		•			•		•	
View		•	•	•	•	•			•	•	•	
Edit Results						•					•	
Add/Modify Actions		•				•					•	
Open Attachments		•	•	•	•	•			•	•	•	
Delete						•					•	

INSPECTIONS AND OBSERVATIONS

Create New	•	•	•	•	•	•	•	•	•	•	•	•
View		•	•	•	•	•			•	•	•	
Edit		•				•					•	
Close		•	•	•		•					•	
Delete						•					•	

\*Every user, regardless of whether an administrator has assigned them a role.

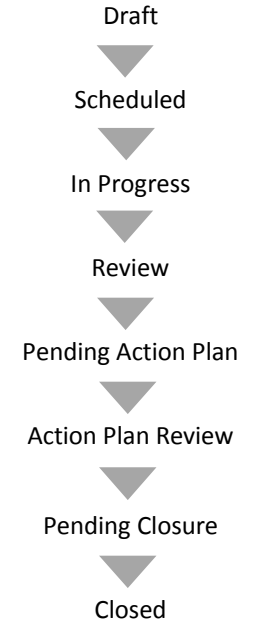
\*\*The Template Manager is able to edit any template they are responsible for.

# Audit & Inspection - Workflow

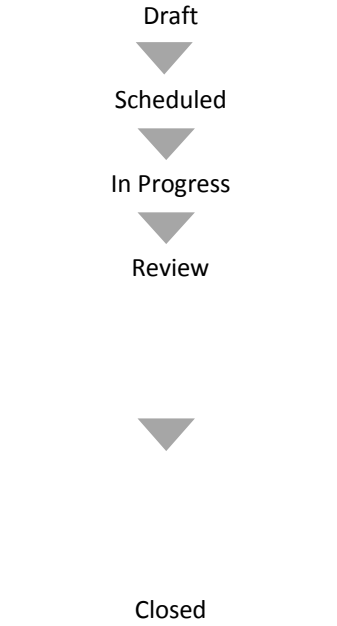
## RESPONSIBLE PERSON'S ROLE - AUTOMATICALLY ASSIGNED

Created By
Audit Leader
Audit Leader + Audit Team
Audit Leader
Responsible for Action Plan
Responsible for Action Plan Review
Audit Leader
N/A

## AUDIT WORKFLOW



## INSPECTION WORKFLOW



## OBSERVATION WORKFLOW

