



Auditor/Supplier Training May 2022

Shelley Sjerven
SCM Program Manager
BSI Consulting



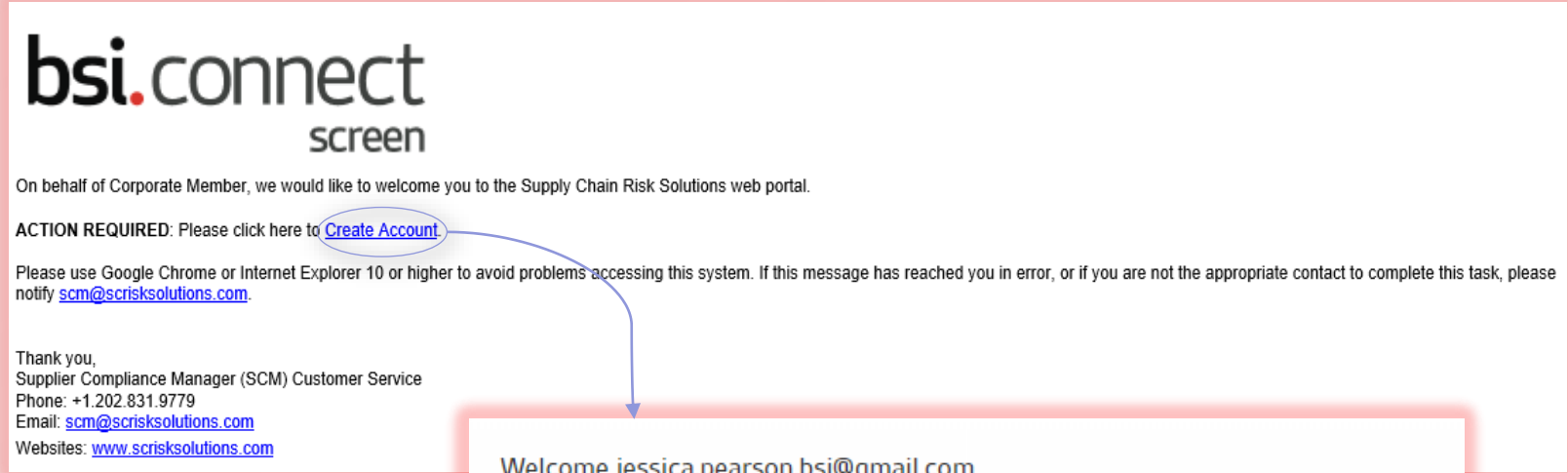
Topics Covered

- **Creating & Accessing Your Account**
- **Completing the Audit**
 - Connect SCREEN Mobile App
- **Assigning Corrective and Preventative Actions (CAPAs)**
- **Responding to Corrective and Preventative Actions (CAPAs)**
- **Audit Reports**

You may click on the topics above to navigate directly to that page

Creating & Accessing Your Account

Creating & Accessing Your Account



bsi.connect
screen

On behalf of Corporate Member, we would like to welcome you to the Supply Chain Risk Solutions web portal.

ACTION REQUIRED: Please click here to [Create Account](#)

Please use Google Chrome or Internet Explorer 10 or higher to avoid problems accessing this system. If this message has reached you in error, or if you are not the appropriate contact to complete this task, please notify scm@scriskolutions.com.

Thank you,
Supplier Compliance Manager (SCM) Customer Service
Phone: +1.202.831.9779
Email: scm@scriskolutions.com
Websites: www.scriskolutions.com

Welcome jessica.pearson.bsi@gmail.com

Passwords must meet the following requirements:

- Password should be minimum 8 characters in length
- Password should contain at least three of the four following criteria
 - At least one upper case letter [A-Z]
 - At least one lower case letter [a-z]
 - At least one numeric [0-9]
 - At least one special character [!@#%&'*~]
- Previous 10 passwords cannot be used

Enter New Password

Confirm New Password

Login

Creating Your Account

There are two methods for gaining access to the system.

Method 1:

You will receive a User Invitation Email requesting you to create your account.

After reading the invitation, you will create your user account by clicking the “Create Account” link located in the body of the email.

Creating & Accessing Your Account

Self Registration - New User

Please create user below or login if you have already verified your email address.
Passwords must meet the following requirements:

- Password should be minimum 8 characters in length
- Password should contain at least three of the four following criteria
 - At least one upper case letter [A-Z]
 - At least one lower case letter [a-z]
 - At least one numeric [0-9]
 - At least one special character [!@#\$%^&*]

Email Address

First Name

Last Name

Password

Confirm Password

English

jToCxB

Refresh Captcha

Captcha

Create

Self Registration - User Verification

A verification link has been sent to your email address. Please check your inbox.

If you have not received the verification link in 10 minutes, click Resend Verification Link to resend the verification link or contact scj@scriskolutions.com

Resend Verification Link Close

Email Address Verified

Your Email Address is verified successfully. Please proceed to login.

Continue

Creating Your Account: Self-Registration

Method 2:

A self-registration URL will be provided to you by the requesting organization, which you will then use to sign up, and if applicable, assign yourself an audit to complete.

Creating & Accessing Your Account

Location Name

Provide your location name to proceed.

Continue



Self Registration

Audit Assignment
Business Partner: ABC Trucking
Location: ABC Trucking

Please select audits to proceed

Select	Audit Scheme	Audit Name	Audit Status
<input type="checkbox"/>	Security	Importer or Manufacturer	No audits yet
<input type="checkbox"/>	Security	Sea Carrier	No audits yet

Creating Your Account: Self-Registration

Method 2 Cont.:

Once you have verified your email address and logged in, you will be prompted to type in your location name.

If your location is not already in the system, you will create a new one.

Lastly, select an audit(s) to assign to yourself if any are available.



Dear Gold Coast,

You are required to complete an audit for the Gold Coast facility by 8/15/2020. If you have already created your account with SCM, please sign in to the [Assessment Portal](#) and complete the audit assigned to you under your "Pending Activities".

As a reminder, your email address is your username. If SCM does not recognize your email address, please contact SCM Customer Service for assistance, using the information below. If you have not already created your account in SCM, please do so by clicking here: [Create Account](#).

Please go to your "Pending Activities" tab within the Assessment Portal and complete the required audit questionnaire.

If this message has reached you in error and you are not the appropriate person to complete this activity, please contact us directly so we can make sure to get this to the right individual. |

Thank you,

Supplier Compliance Manager (SCM) Customer Service
Phone: +1.202.831.9779
Email: scm@scriskolutions.com
Websites: www.scriskolutions.com

System Notification

You will be notified via email when an audit has been assigned to you.

If you have already created your account, click the "Assessment Portal" link to return to the BSI Connect Screen login page.

If you have not yet created an account, click "Create Account" in order to activate your account for all locations.

Creating & Accessing Your Account

Welcome

Please enter your Log In details below

Email Address
Type here

Password
Type here

[Forgot Password?](#)

[Log In](#)

For more information on Supply Chain Solutions:
[Website](#) | [Contact Us](#) | [Disclaimer](#)

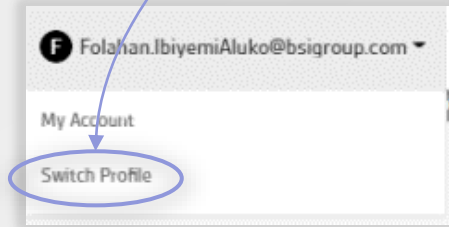
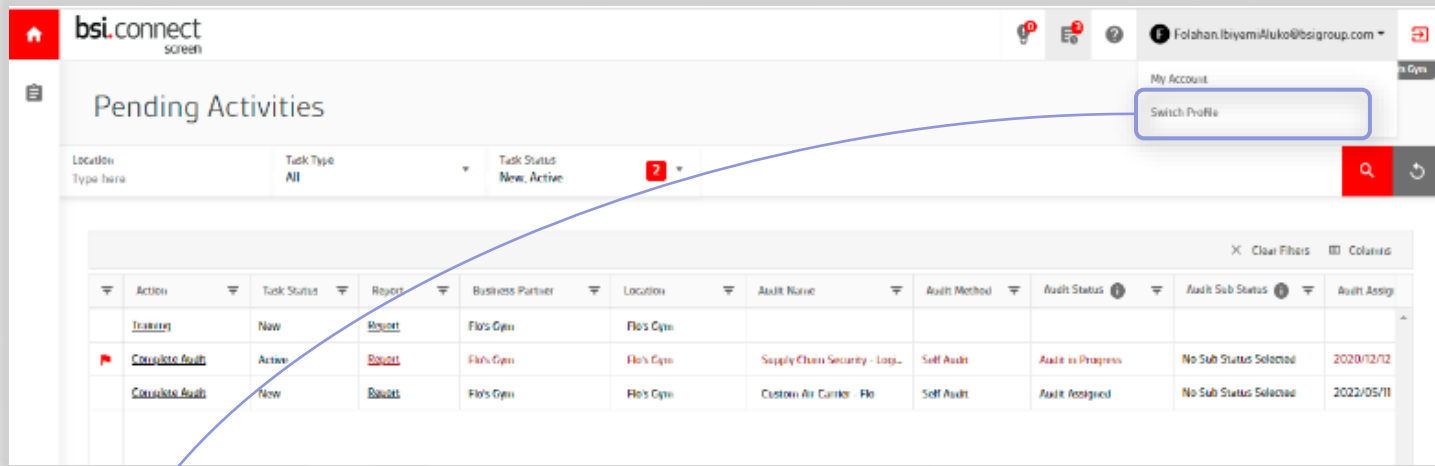
Action	Task Status	Report	Business Partner	Location	Audit Name	Audit Method	Audit Status	Audit Sub Status	Audit Assign
Training	New	Report	Flo's Gym	Flo's Gym					
Complete Audit	Active	Report	Flo's Gym	Flo's Gym	Supply Chain Security - Log...	Self Audit	Audit in Progress	No Sub Status Selected	2020/12/12
Complete Audit	New	Report	Flo's Gym	Flo's Gym	Custom Air Carrier - Flo	Self Audit	Audit Assigned	No Sub Status Selected	2022/05/11

Pending Activities

Once logged in to the Assessment Portal, you will see the assigned audit under your “Pending Activities”. Click on the Task Assigned hyperlink to start the audit process.

If you do not see the task under your pending activities, please refer to the next page as you may have access to multiple accounts.

Creating & Accessing Your Account



Multiple Location Access

If you are the contact person for multiple sites/locations, or requested to complete an audit for more than one buyer/customer, you will need to select which location to complete the audit via your Switch Profile.

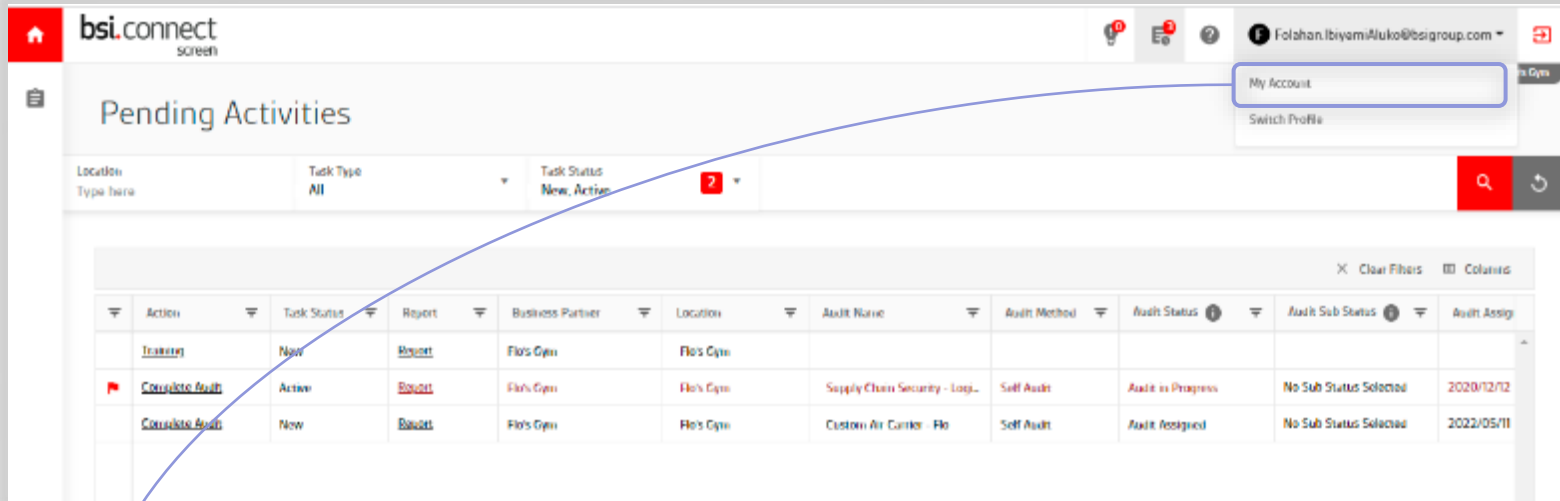
The grid will populate with your location choices. Click the location name you wish to move forward as. You may also select one location as the default.

Note:

Your “Actions Required” column will indicate whether any of your locations have a task or audit waiting to be completed in your Pending Activities.

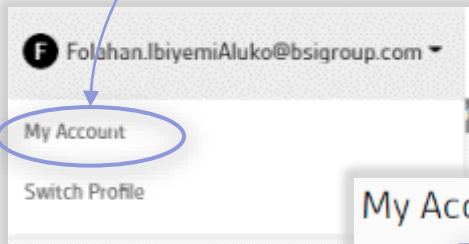
	Actions Required	Corporate Member	Company	Location
Select	Actions Required	Test Account	Flo's Gym	Flo's Gym
Select	Actions Required	Test Account	Shelley's Hot Dogs	Shelley Sjerven

Changing Your Password

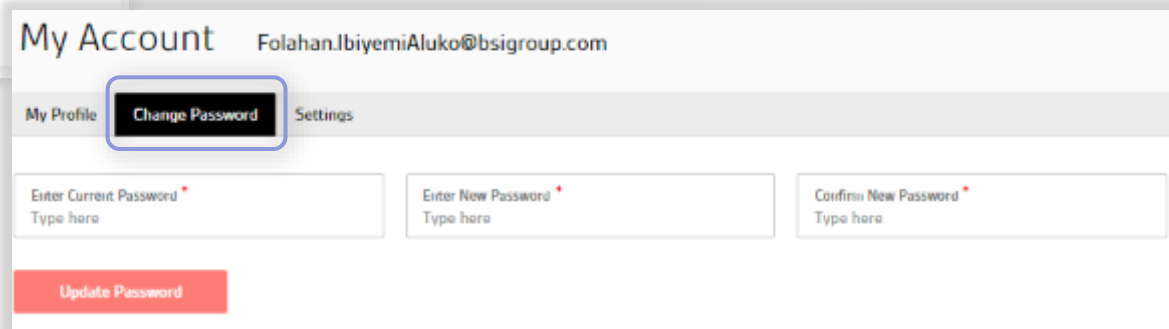


The screenshot shows the BSI Connect Screen dashboard. At the top left, the logo 'bsi.connect screen' is visible. The main header area contains a 'Pending Activities' section with filters for Location, Task Type, and Task Status. Below this is a table with columns for Action, Task Status, Report, Business Partner, Location, Audit Name, Audit Method, Audit Status, Audit Sub Status, and Audit Assign. A user profile dropdown menu is open in the top right corner, showing the user's name 'Folahan.IbiyemiAluko@bsigroup.com' and a 'My Account' option, which is highlighted with a blue circle and a blue arrow pointing to the 'My Account' option in the 'My Account' page below.

Action	Task Status	Report	Business Partner	Location	Audit Name	Audit Method	Audit Status	Audit Sub Status	Audit Assign
Training	New	Report	Flo's Gym	Flo's Gym					
Complete Audit	Active	Report	Flo's Gym	Flo's Gym	Supply Chain Security - Log...	Self Audit	Audit in Progress	No Sub Status Selected	2020/12/12
Complete Audit	New	Report	Flo's Gym	Flo's Gym	Custom Air Carrier - Flo	Self Audit	Audit Assigned	No Sub Status Selected	2022/05/11



A close-up of the user profile dropdown menu. The user's name 'Folahan.IbiyemiAluko@bsigroup.com' is at the top. Below it, the 'My Account' option is circled in blue, and a blue arrow points from this option to the 'My Account' page below.



The 'My Account' page for user 'Folahan.IbiyemiAluko@bsigroup.com'. The page has tabs for 'My Profile', 'Change Password', and 'Settings'. The 'Change Password' tab is selected and highlighted with a blue circle. Below the tabs are three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'. Each field has a red asterisk indicating a required field. At the bottom, there is a red 'Update Password' button.

Password Reset Request

There are two acceptable methods of updating your BSI Connect Screen user account password.

Method 1:

Once logged into the system, you will navigate to "My Account" and then select "Change Password" from your menu options.

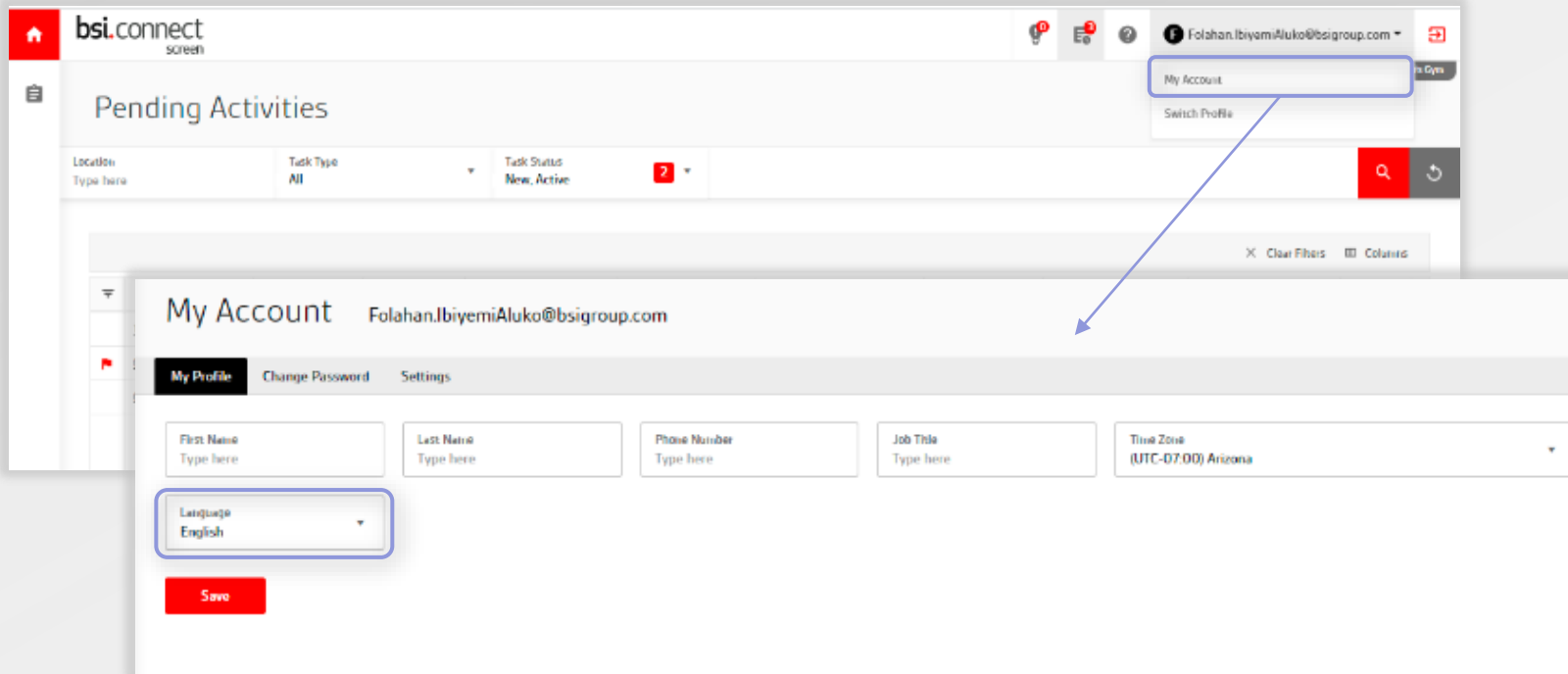
Method 2:

If you are unable to sign in, on the BSI Connect Screen Login page, select "Forgot Your Password?" to issue a new reset link.

Note:

A user will not be able to use the "Forgot Your Password?" option if they have not yet created their account.

Updating Your Account Preference



Select Language Preference pt.1

To pick a different language for the portal, click on your email address (or name) in the ribbon bar and select “My Account”

Once you are in My Profile, select your desired language from the “Default Language” dropdown.

Thirteen languages are available:

English, Spanish, Chinese (Simplified and Traditional), French, German, Japanese, Russian, Italian, Polish, Portuguese, Turkish, and Vietnamese.

The screenshot shows the 'Mi cuenta' (My Account) settings page for a user named Folahan.IbiyemiAluko@bsigroup.com. The page has a navigation bar with 'Mi perfil', 'Cambiar contraseña', and 'Ajustes'. Below this, there are input fields for 'Nombre', 'Apellido', 'Número de teléfono', 'Puesto de trabajo', and 'Fuso horario'. The 'Idioma' (Language) dropdown menu is highlighted with a blue box, and 'Spanish' is selected. A red 'Guardar' (Save) button is at the bottom.

Select Language Preference pt.2

Once your preferred language has been chosen, all default communication within the system will update to your selection, including menu options, pending activities, etc.

Please note that by selecting your preferred language this does not guarantee the audit will appear in the selected language. If the audit appears in English, this means that the audit assigned was not available in the language chosen. However, you will still be able to add additional comments (within the audit) in your native language and our system will translate these comments during the audit review process.

There are three different methods for completing an assigned audit

- **Online** – Sign into your BSI Connect SCREEN account and complete the audit by navigating to the Pending Activities page.
- **Offline Excel Template** – Download an offline copy of your audit in the form of an excel file. Once completed, upload the file back into the system.
- **Connect SCREEN Mobile App** – Download the mobile app and sign into your account. Complete the audit using a mobile phone or tablet.



Completing the Audit Online

bsi.connect screen

Pending Activities

Location: Type here | Task Type: All | Task Status: New, Active (2)

Action	Task Status	Report	Business Partner	Location	Audit Name	Audit Method	Audit Status	Audit Sub Status	Audit Assign
Training	New	Budget	Flo's Gym	Flo's Gym					
Complete Audit	Active	Budget	Flo's Gym	Flo's Gym	Supply Chain Security - Logi	Self Audit	Audit In Progress	No Sub Status Selected	2020/12/12
Complete Audit	New	Budget	Flo's Gym	Flo's Gym	Custom Air Carrier - Flo	Self Audit	Audit Assigned	No Sub Status Selected	2022/05/11

Pending Activities

Location: Type here | Task Type: All | Task Status: New, Active (2)

Action	Task Status	Report	Business Partner	Location	Audit Name	Audit Method	Audit Status	Audit Sub Status	Audit Assign
No records available									

Pending Activities

Once logged into the system, any assigned tasks will appear in the Pending Activities section.

Click on the task that you wish to complete.

- If nothing appears in your pending activities, you may have access to other system accounts. Please refer to page nine to learn how to toggle between your accounts via your User Profile option.

Completing the Audit Online

Complete Audit

Location: Flo's Gym Audit Name: Custom Air Carrier - Flo Audit Assigned Date: 11 May 2022 Audit Due Date: 10 Jun 2022

Location Information Business Profile Questions Submit

Download / Upload Audit

Company Location Name *
Flo's Gym

Business Type
Select a Business Type

Address Line 1 *
4150 N Drinkwater Blvd

Address Line 2
Free Text

Address Line 3
Free Text

City *
Lagos


State/Province *
Lagos

Postal Code *
12345

Country *
Nigeria

Phone 1 *
123456789

Other Phone
Free Text

Geolocation  [See on the Map](#)
E: 6.6475263 Lat: 3.6795609 Lon:

Save Changes

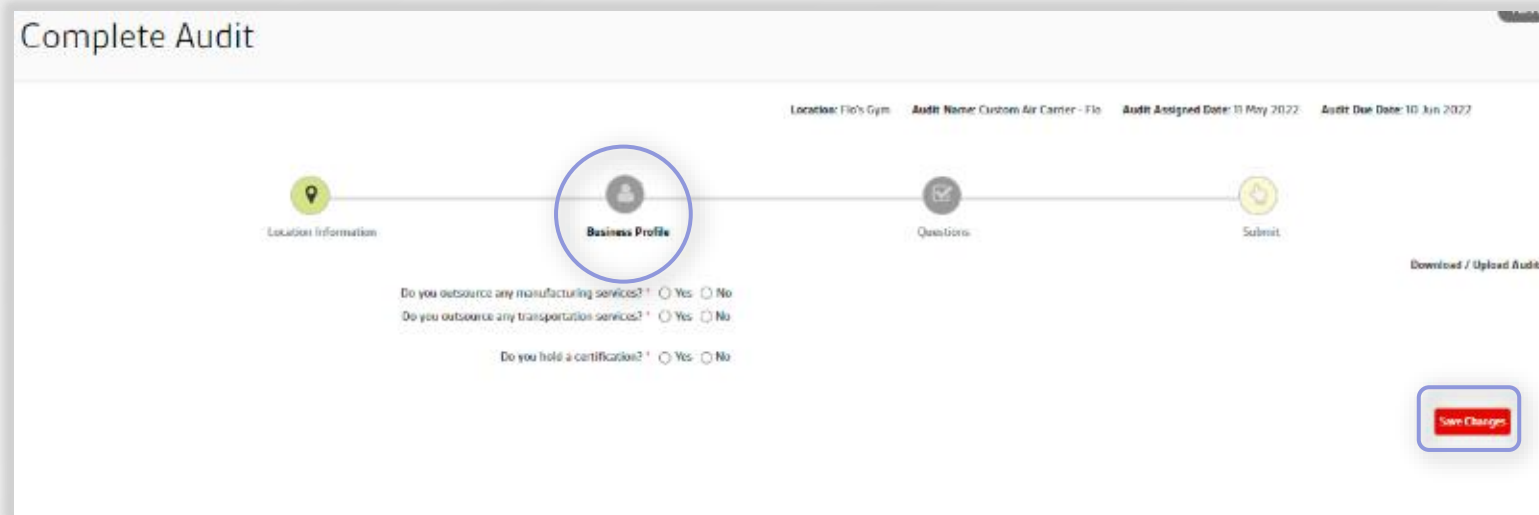
Location Information

The first step of the audit will be filling out location information

Everything with a red asterisk * is mandatory

If everything is correct, click **Save Changes** to move to the next section

Completing the Audit Online



Business Profile

If Business Profile questions have been added into the audit they will appear in the next step (sometimes there are no questions in this section. In that case the actual audit will begin)

Everything with a red asterisk * is mandatory

If everything is complete, click **Save Changes** to move to the next section

Completing the Audit Online

Certification *

Select a Certification

- Algeria - Authorized Economic Operator
- Andorra - Authorized Economic Operator
- Argentina - Customs System of Reliable Operators
- Austria - Authorized Economic Operator
- Belgium - Authorized Economic Operator
- Brazil - Blue Line
- Bulgaria - Authorized Economic Operator
- Canada - Partners in Protection

If you receive a question similar to “Do you hold a Certification?,” and the answer is “Yes”: select “Yes”, you may receive a child question set that resembles the next couple images below. Select the program(s) that your location is certified under from the dropdown list provided.

Next, evidence may be required. Include the certification number or other reference information and upload a copy of the certificate by clicking “Attach File”.

Certification *

Select a Certification

Certification Number *

Certification Number

Proof of Certification

Attach

Add

After clicking “Add,” the information will be saved and displayed under the question.

Certification	Certification Number	Proof of Certification	Status	
United States of America - Customs-Trade Partnership Against Terrorism	123456	Test Cert.jpg	Pending Approval	Edit Delete

Business Profile Certifications

You may be required to identify certain certifications held by your location.

Follow the steps in this slide to properly select and upload any required proof of program participation.

Some certifications will allow for bypassing the next section of the self audit. Upon completing all required questions in this section, you will be notified if you will need to continue or wait for certification approval.

Completing the Audit Online

Location Information Business Profile **Questions** Submit

Download / Upload Audit Save Changes

Question Category: < Previous Bonded/Forced Labor Avoidance > Next

Status	Question	Options	Comments (Private to English)	Attachment
10% Completed (2 of 12)	1 Are workers responsible for the safekeeping of their travel documents? Meaning, are their government issued identification cards, passports, travel documents, work permits and etc. freely accessible and kept at their free will?	<input type="radio"/> Yes <input type="radio"/> No	Comments Internal Comments	Add Attachment
Answer Required	2 Are all monies earned by the employee paid directly to the employee?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Comments Internal Comments	Add Attachment
	3 Has your facility implemented a program to monitor your supply chain for forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery, or trafficking of persons?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments Internal Comments	Add Attachment

Question Category: < Previous Perimeter Fencing and Gates Standard >

Status: 10% Completed (29 of 270)

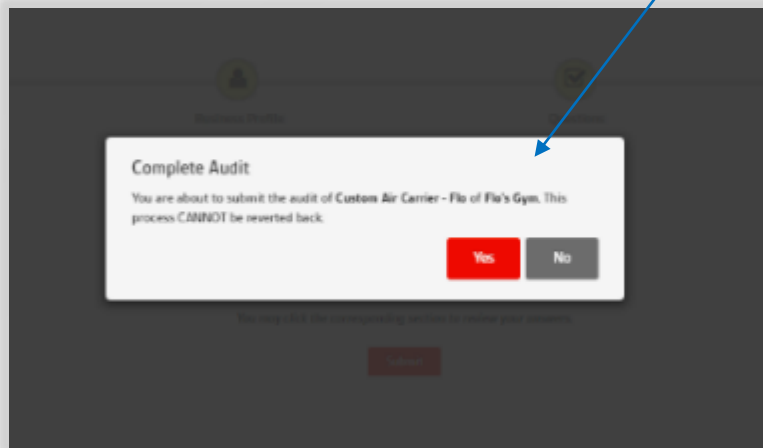
- Perimeter Fencing and Gates Standard
- Procurement of Security Equipment and Systems
- Maintenance of Security Equipment and Systems
- Zoning/Access Standards
- Perimeter Fencing and Gates Standard
- Doors and Window Standard
- Electronic Access Control System Standard
- Alarm System Standard
- CCTV System Standard
- Exterior Security Lighting

Audit Questions

Once the Location Information and Business Profile sections have been completed, the audit questions may be answered.

- The drop down menu will allow you to jump between categories
- The completion percentage on the top left will show the progress of the audit
- Any questions with a yellow square on the left still requires action and will indicate what's missing
- Any questions with a green square to the left indicates all actions have been met
- Internal comments are now available (if turned on), for Corporate/External audits

Completing the Audit Online



SCA Helpful Hints:
If moving from category to category, it is not necessary to save your progress, the system will automatically save your progress through the audit.

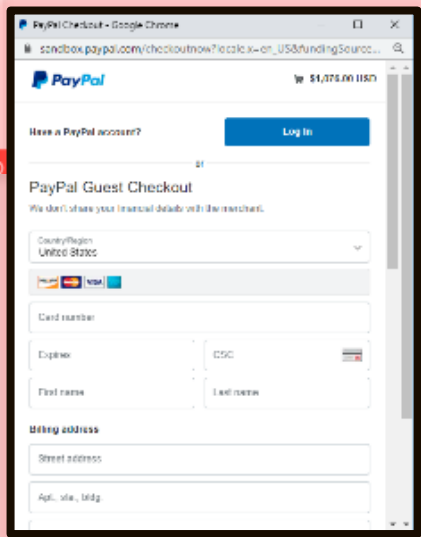
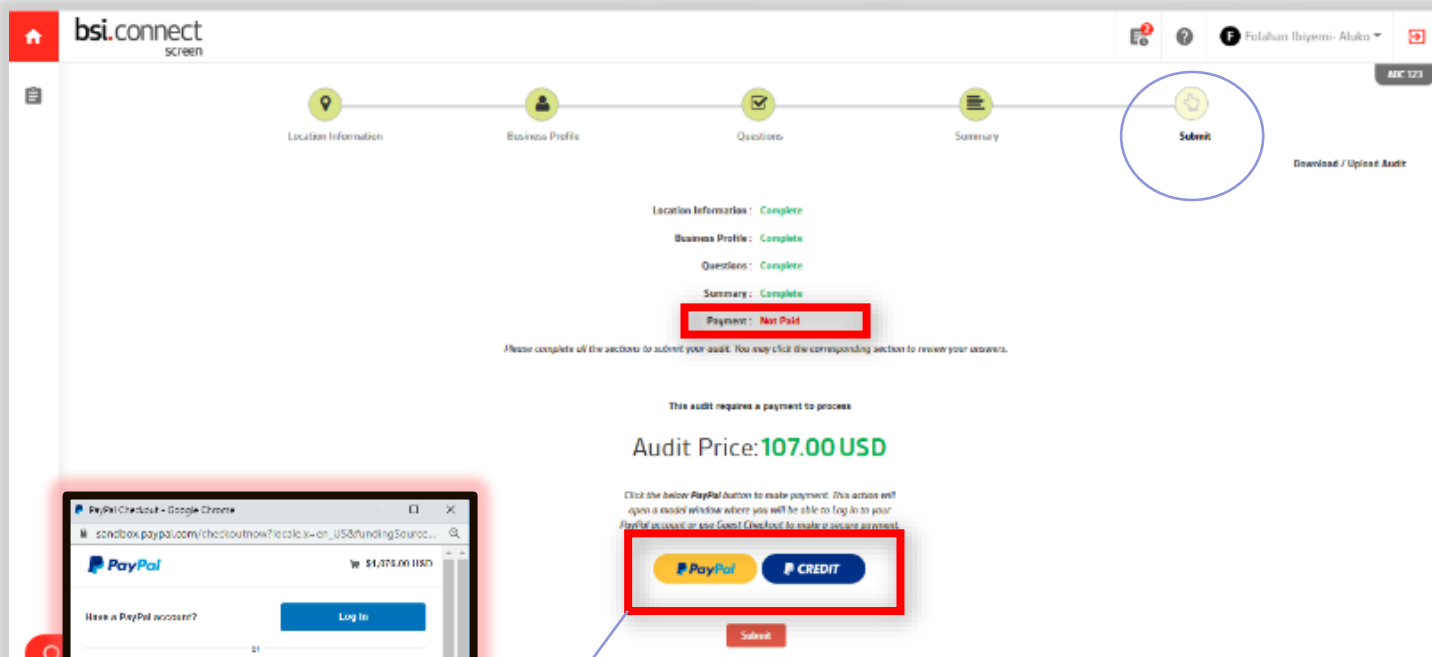
Audit Questions

When all questions and categories have been answered AND the completion percentage reflects 100%, the audit may be submitted by navigating to the Submit section and selecting the “Submit” button.

After clicking “Submit” a confirmation box will appear. Click “Yes” to submit or “No” to return to the audit.

Note:

There may be additional sections to complete in the audit timeline if applicable to your location. Ex: Summary section, Payment section



Audit Payment

Once your audit has been filled out, if applicable to your location, a payment section will appear prior to the Submit button becoming available.

Click the yellow “PayPal” button towards the bottom of your screen and fill out all of the required fields in the pop-up window that appears.

Completing the Audit Offline

bsi.connect
screen

Complete Audit

Location: Flo's Gym Audit Name: Custom Air Carrier - Flo Audit Assigned Date: 11 May 2022 Audit Due Date: 10 Jun 2022

Location Information Business Profile Questions Submit

Download / Upload Audit
Save Changes

Question Category: < Previous Introduction > Next

Status	Question	Options	Comments	Attachment
100% Completed (2 of 2)	1 Which region are you located in?	<input checked="" type="radio"/> Americas (AMER) <input type="radio"/> Europe, the Middle East, and Africa (EMEA) <input type="radio"/> Asia-Pacific (APAC)	Comments	Add Attachment
4	In order for the site to receive approval to add the IP address to the "allow list" and begin operations, the partner must first meet minimum IT and security requirements. This may be completed within 5 1/2 weeks of the self-assessment request to your company. In order to proactively demonstrate compliance with the minimum requirements in a timely manner, we ask that you provide certain evidence.	<input type="radio"/> Yes <input checked="" type="radio"/> No	Comments	

Offline Audit Completion

Select the Questions icon on the audit outline.

- Click “Download” to export an Excel version of the audit.
- Location Information and Business Profile sections can be completed in the Excel version.

Note:

You may also right click on the “Complete Audit” row on your Pending Activities page to download/upload the offline excel version of your audit.

Completing the Audit Offline

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Self Audit							
Corporate Member	Test Account						
Assigned Location	Flo's Gym						
Audit Name	Long-Haul Highway Carrier						
Status: 4% Completed (5 of 117)	Question	Question Category	Classification	Question Type	Answer (Mark 'x')	Options	Additional Comments Optional if not mentioned (Max. 5000 characters)
	Do you conduct a comprehensive assessment of your international supply chain security practices?	Introduction	Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	N/A
	Do you work with business partners to ensure that pertinent security measures are in place and adhered to throughout their supply chain?	Introduction	Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	N/A
	On a quarterly basis, do you routinely assess your degree of vulnerability and risk?	Introduction	Non Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	N/A
	Based on risk assessments, do you prescribe security measures to strengthen or adjust your security posture to prevent security breaches and internal conspiracies?	Introduction	Non Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	N/A
	Do you have documented procedures in place to verify and maintain the physical container integrity prior to and at the point of stuffing?	Business Partner Requirements	Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No N/A	
Additional Comments Required;	Do written procedures exist for the screening of business partners which identify specific factors or practices, the presence of which would trigger additional scrutiny?	Business Partner Requirements	Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	
Answer Required;	For those business partners eligible for C-TPAT certification (importers, ports, terminals, brokers, consolidators, etc.) do you have documentation (e.g., C-TPAT certificate, SVI number, etc.) indicating whether these business partners are C-TPAT certified?	Business Partner Requirements	Mandatory	Single Response	<input checked="" type="checkbox"/>	Yes No	
Answer Required;	Do you ensure that contract service providers commit to C-TPAT security?	Business Partner	Non	Single	<input checked="" type="checkbox"/>	Yes	

Instructions | Location Information | Business Profile | **Question**

Offline File Preparation

Make sure everything on the excel sheet is filled out to **100% completion**, including the four different tabs towards the bottom of the document.

- **Location Information must be filled out.**
- **Business Profile must be filled out.**
- **Attachments in business variables and Questionnaire section must be included in file if there are any.**

Note: A yellow bar towards the top of your excel file may appear requiring you to click and activate your spreadsheet.



All yellow highlights must be addressed

Acceptable Attachment Types	
Microsoft Word 1997-2003	.doc
Microsoft Word 2004 and newer	.docx
Microsoft Excel 1997-2003	.xls
Microsoft Excel 2004 and newer	.xlsx
Adobe Reader	.pdf
JPEG Image	.jpg or .jpeg
Portable Network Graphics Image	.png
Graphics Interchange Format Image	.gif
Bitmap Image	.bmp
Zip File	.zip
Text File	.txt

All attachments must end in .doc, .docx (for newer version), .jpg, .png, etc.

Completing the Audit Offline

Self Audit						
Corporate Member	CRWN ME					
Assigned Location	SD Industries					
Audit Name	Custom 1 - CRWN ME					
Status: 0% Completed (0 of 7)	Question	Question Category	Classification	Question Type	Answer (Mark 'x')	Options
Answer Required;	Do your containers have secured locks on all of them?	Container Security	Critical	Single Response	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Answer Required;	Is there a container inspection before, after, or during the transportation process?	Container Security	Critical	Multiple Choice	<input type="checkbox"/> Before <input type="checkbox"/> During <input type="checkbox"/> After <input type="checkbox"/> Never	
Answer Required;	Is contraband placed in a container before inspections so as to confirm if inspections can/will actually catch contraband?	Container Security	Critical	Single Response	<input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No	

Offline File Preparation

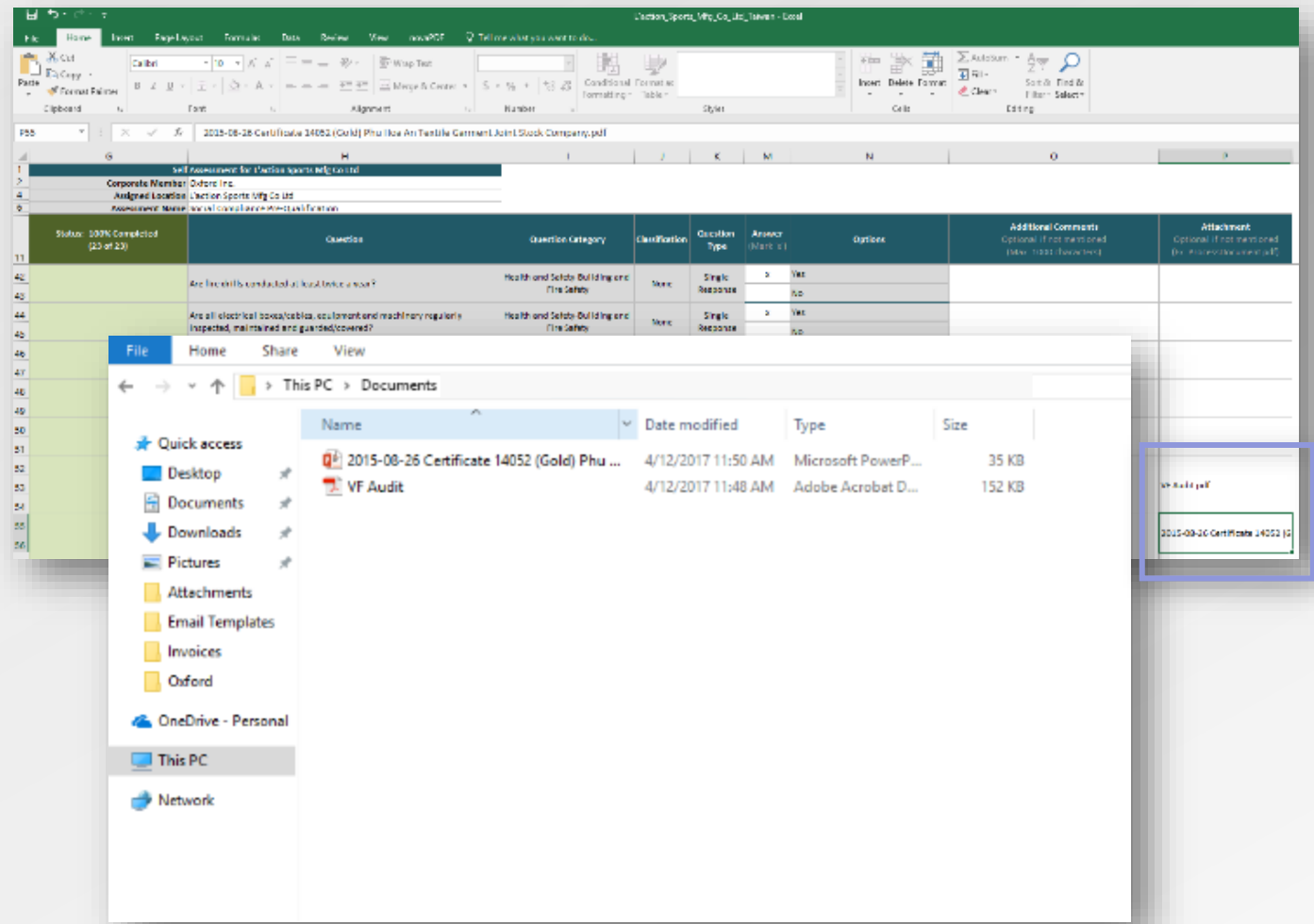
Keep in mind that some questionnaires do have parent/child questions.

- This means that depending
- on how you answer one
- question, additional
- questions may or may not
- appear.

Note:

If the excel file has a gray space between questions, then there is parent/child relationship with the question above the space.

Completing the Audit Offline



Offline File Preparation

Attachment file names in the spreadsheet must match file names in the folder exactly.

Attachment files may not be larger than 2MB a piece.

Note: See example to left for the VF Audit attachment. The audit name must include the file type in the excel field

In your file: VF Audit

In excel field: VF Audit.pdf

Completing the Audit Offline

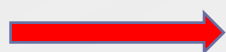
Name	Date modified	Type	Size
Attachments	4/12/2017 11:50 AM	File folder	
Gold Coast	4/12/2017 11:46 AM	Microsoft Excel W...	1,286 KB

Offline File Preparation

Attachments and Excel document must be zipped together.

Zip file may not be larger than 20MB.

Name	Date modified	Type	Size
Attachments	4/12/2017 11:50 AM	File folder	
Gold Coast	4/12/2017 11:46 AM	Microsoft Excel W...	1,286 KB
Gold Coast	4/12/2017 11:55 AM	zip Archive	929 KB



Upload the Zip file

Completing the Audit Offline

Location Information Business Profile **Questions** Submit

Download / Upload Audit
View Progress

Status (% Completed 2 of 114)	Question	Options	ADDITIONAL COMMENTS (Provide a response)	Attachment
	1. Do you have written and verifiable processes in place for the sourcing and selection of business partners including foreign consultants, customers, contractors, carriers and vendors?	<input checked="" type="radio"/> YES <input type="radio"/> No	Additional Comments	Add Attachment
	2. Do you require contracted service provider companies who provide transportation, cargo handling, and security services comply to Customs Trade Partnership Against Terrorism (C-TPAT) Security Guidelines, who are closely associated with the particular shipment sector?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Additional Comments	Add Attachment
Answer Required	3. Do you periodically review the performance of the service providers to detect weakness or potential weaknesses in security?	<input type="radio"/> Yes <input type="radio"/> No	Additional Comments	Add Attachment

Please select the file containing the Assessment to be uploaded for Security and Testing Ln
(Max. 20 MB zip file size allowed. Please consider reducing the size of the images in the attachments)

Select file:

Offline Audit Submission

Log back into the system and into the audit being completed – proceed to Questions

Click “Upload” to import an Excel version of the audit

- Follow the prompts to upload the zipped file

Alternatively, you may also log into BSI Connect Screen, navigate to Pending Activities, and upload through the “Audit Sheet” column.



Thank you for completing the Importer or Manufacturer required by Flo's Test Site.

At any time you can log back into the [Assessment Portal](#) to review your completed reports. If any further actions are required you will receive notification from Flo's Test Site after they have reviewed the information you have provided. If you have any questions, please do not hesitate to contact us via the provided information below.

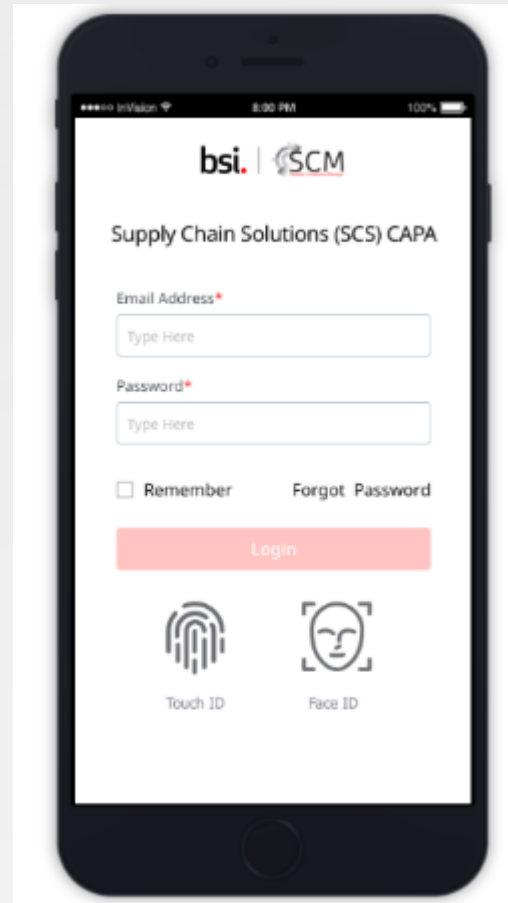
Thank you,

Supplier Compliance Manager (SCM) Customer Service
Phone: +1.202.831.9779
Email: scm@scriskolutions.com
Websites: www.scriskolutions.com

Submission Confirmation

You will receive an email confirming your audit has been submitted and is now pending review by the requesting organization.

Completing the Audit Mobile App



<https://apps.apple.com/us/app/bsi-connect-screen/id1534700384>

<https://play.google.com/store/apps/details?id=com.bsi.scs>



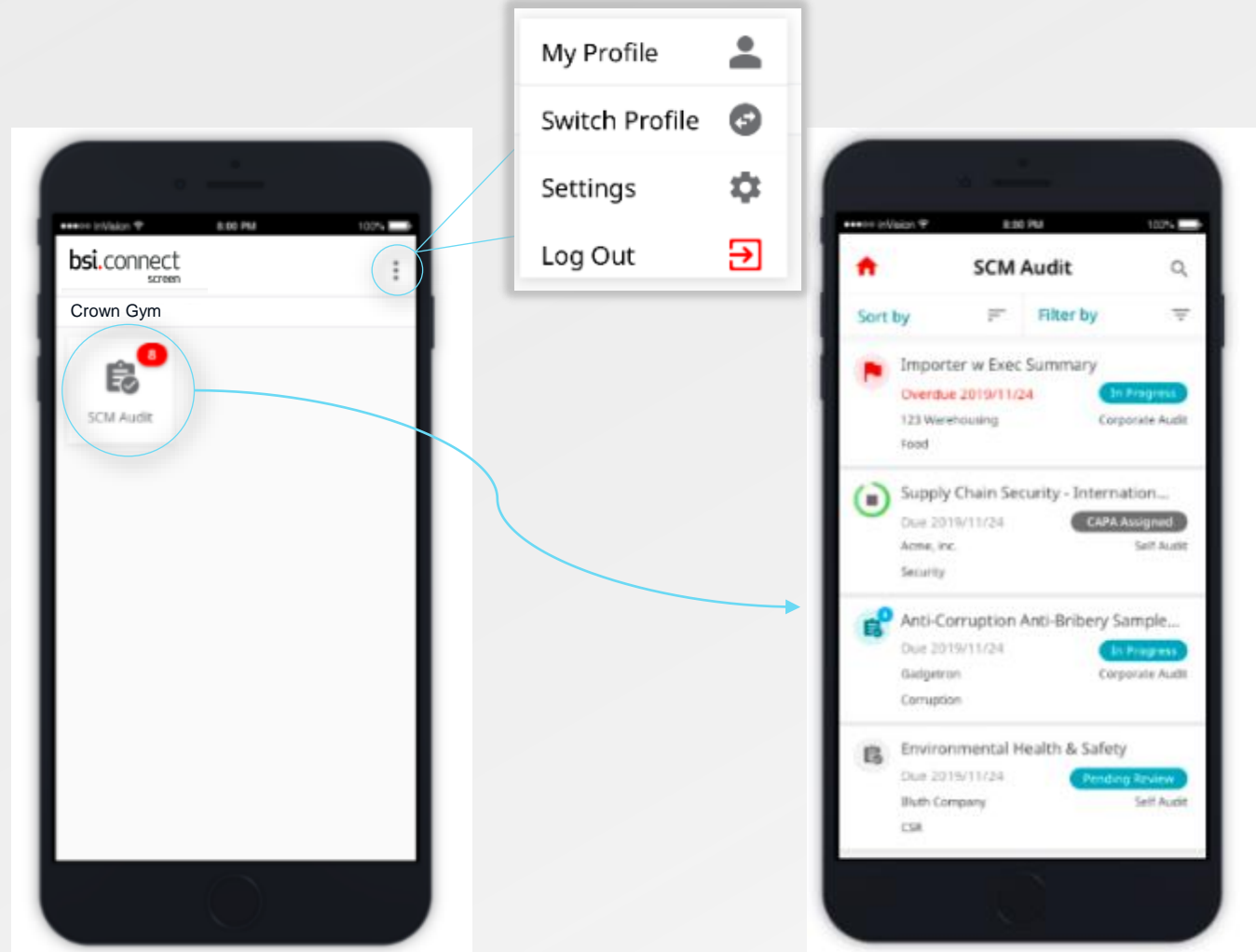
Connect SCREEN Mobility

To complete your audit through a phone or tablet, begin by downloading the BSI Connect SCREEN app using the two shared links.

Once installed, sign into your account with the same credentials used via an online browser.

Face ID and Touch ID are both available as sign in options afterwards.

Completing the Audit Mobile App

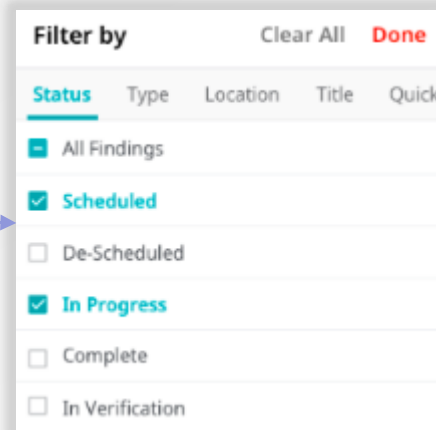
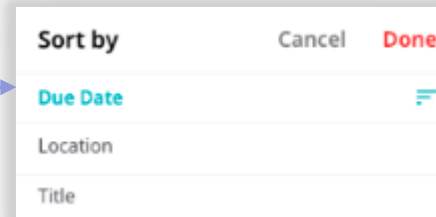
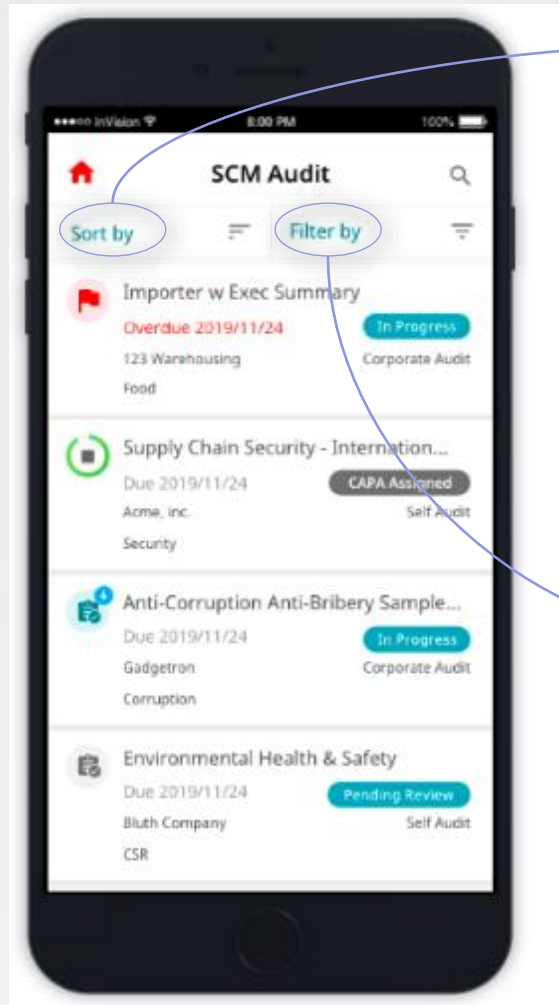


Account Settings

Select the three dots towards the top right corner of the screen to view your account settings and to switch profiles.

To advance to the audit, select the clipboard with the checkmark titled “Supplier Audit”.

Completing the Audit Mobile App



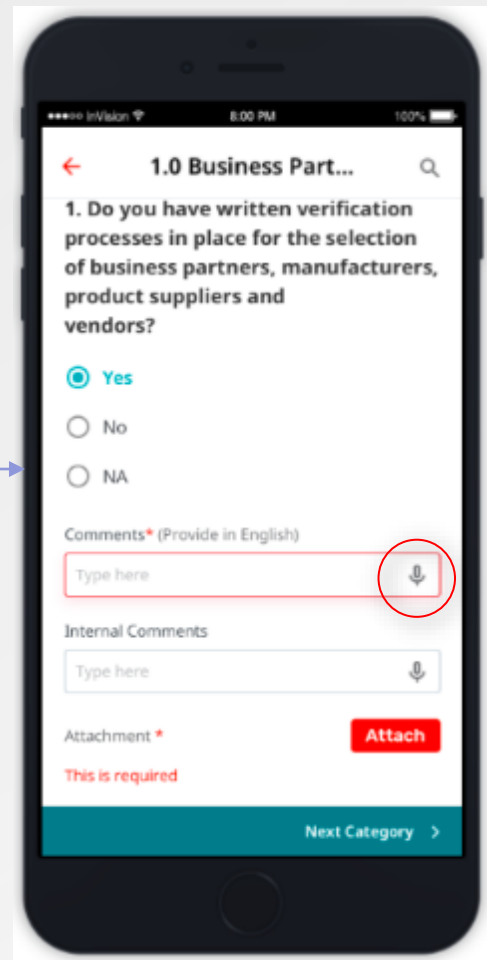
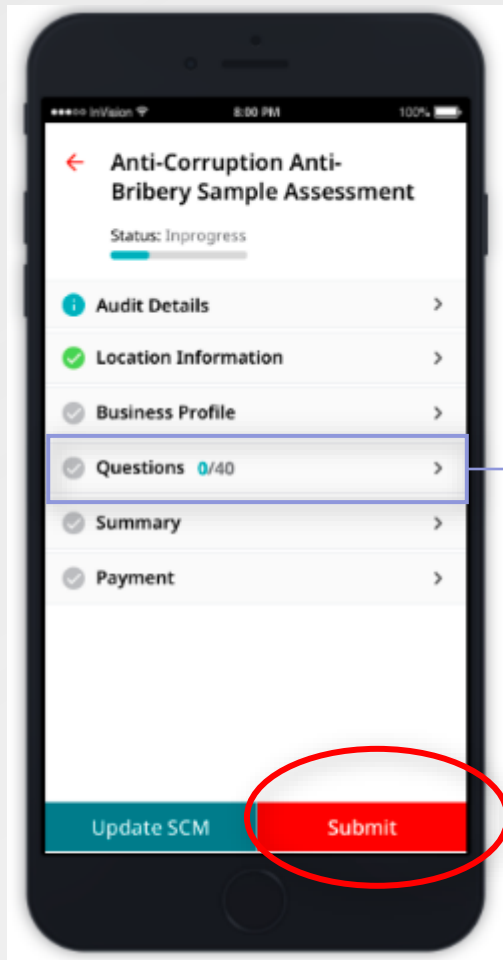
Sorting and Filtering

Select “Sort by” to arrange the audits displayed on your screen using the Due Date, Location, Title, and more.

Select “Filter by” to arrange the audits displayed on your screen using the Audit Status and more.

Completing the Audit

Mobile App



Submit The Audit

The menu options within the audit will mirror the same options available on an online browser:

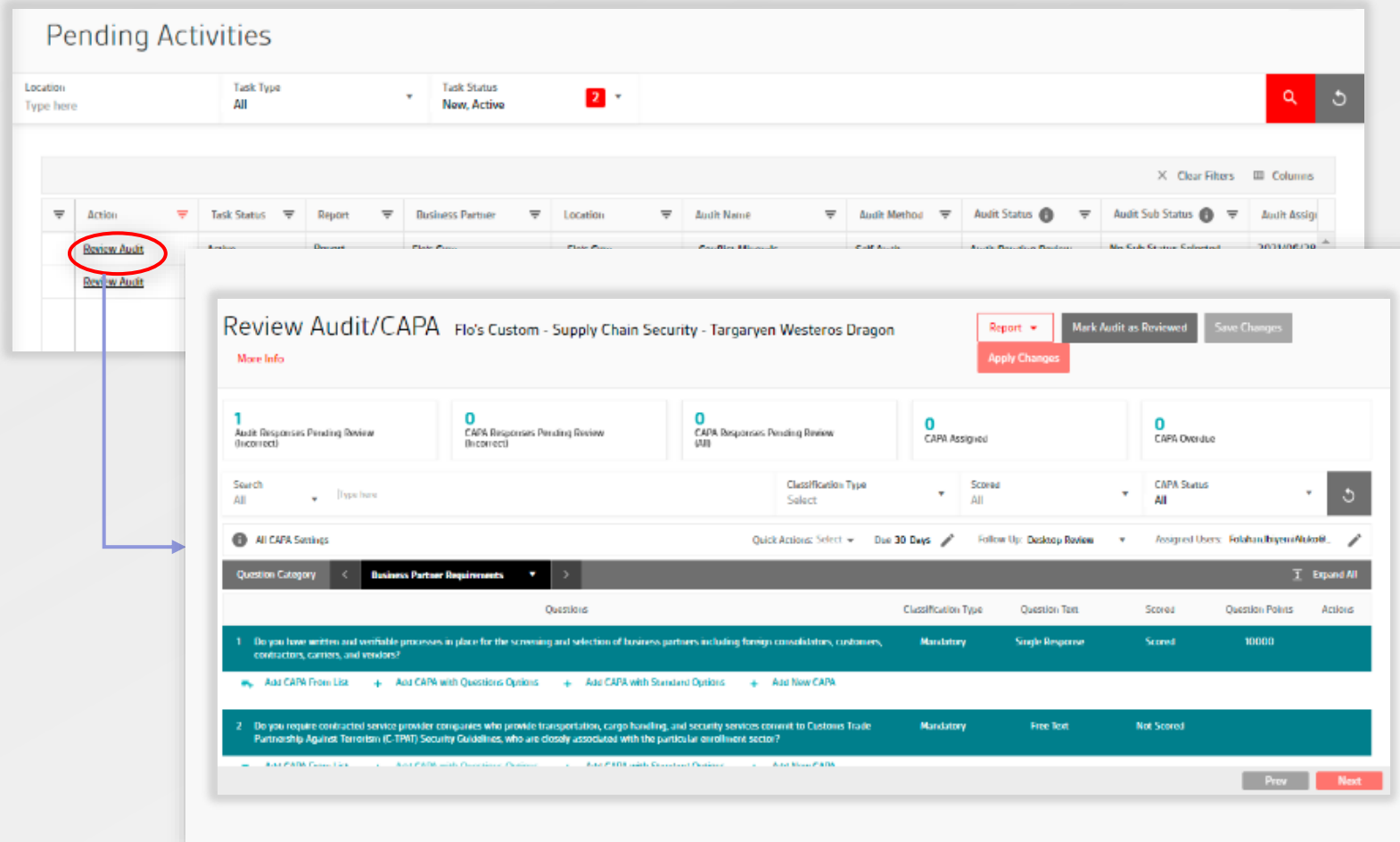
- Location Information
- Business Profile
- Questions
- Summary

Select the area that you would like to complete and proceed by filling out the required fields.

Comments can be captured via free text or by using the voice recording tool.

Assigning Corrective & Preventative Actions (CAPAs)

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

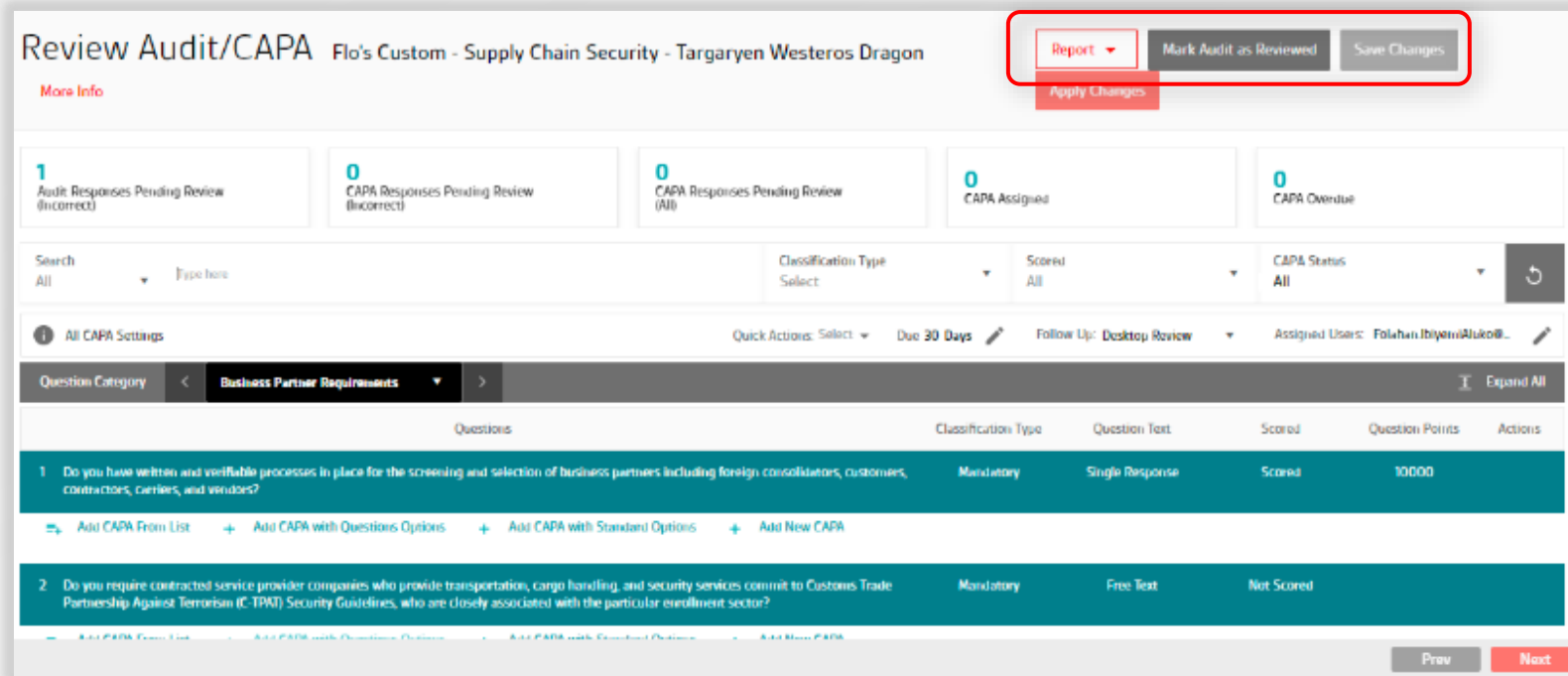
(Not applicable for all users)

To assign Corrective and Preventative Actions (CAPAs) through BSI Connect Screen for completed audits:

Pending Activities > Review Audit

Click on “Review Audit” (under the Action column), and the page will direct to the **Review Audit/CAPA** page.

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

(Not applicable for all users)

The Review Audit/CAPA page can be used to complete the following:

1. **Mark Audit as Reviewed**
2. **Download the Audit Report**
3. **Save/Assign CAPAs**

Assigning Corrective & Preventative Actions (CAPAs)

The screenshot displays the 'Review Audit/CAPA' interface for 'Flo's Custom - Supply Chain Security - Targaryen Westeros Dragon'. At the top, there are buttons for 'Report', 'Mark Audit as Reviewed', 'Save Changes', and 'Apply Changes'. Below these are five summary cards: '1 Audit Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (All)', '0 CAPA Assigned', and '0 CAPA Overdue'. A search bar and filter dropdowns for 'Classification Type', 'Scored', and 'CAPA Status' are visible. The main table shows two audit questions under the 'Business Partner Requirements' category. The first question is 'Do you have written and verifiable processes in place for the screening and selection of business partners including foreign consolidators, customers, contractors, carriers, and vendors?' with a 'Mandatory' classification, 'Single Response' type, 'Scored' status, and '10000' points. The second question is 'Do you require contracted service provider companies who provide transportation, cargo handling, and security services commit to Customs Trade Partnership Against Terrorism (C-TPAT) Security Guidelines, who are closely associated with the particular enrollment sector?' with a 'Mandatory' classification, 'Free Text' type, and 'Not Scored' status.

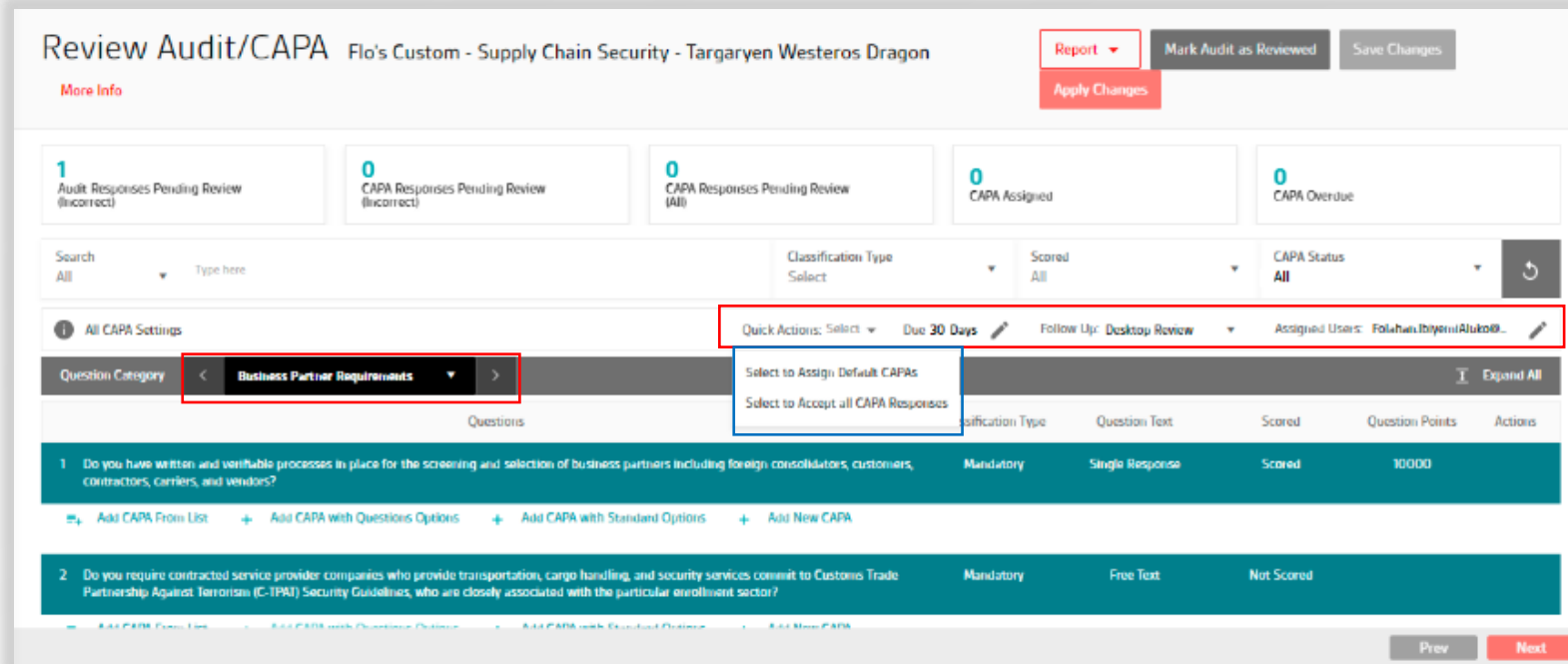
Auditor Role – Assigning CAPAs

(Not applicable for all users)

There are nine different filter options available for use to search for specific questions on the audit.

1. Audit Responses Pending Review (Incorrect)
2. CAPA Responses Pending Review (Incorrect)
3. CAPA Responses Pending Review (All)
4. CAPA Assigned
5. CAPA Overdue
6. Search Function
7. Classification Type
8. Scored
9. CAPA Status

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

(Not applicable for all users)

In addition to using the filters to locate specific questions, there are quick actions that can be taken on the Review Audit/CAPA page.

Question Category

Toggle between viewing each question category by either selecting the left/right arrows or by selecting the drop down option.

Quick Actions

Select to Assign Default CAPAs allows the selection of all default CAPAs from a list of pre-determined CAPAs for assignment.

Select to Accept All CAPA Responses allows the selection of all CAPA responses in a pending status and acceptance all at once.

Follow Up

Selecting the follow up methodology

Assigning Corrective & Preventative Actions (CAPAs)

The screenshot displays the 'Review Audit/CAPA' interface for 'Flo's Custom - Supply Chain Security - Targaryen Westeros Dragon'. At the top, there are buttons for 'Report', 'Mark Audit as Reviewed', 'Save Changes', and 'Apply Changes'. Below this, there are five summary cards: '1 Audit Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (All)', '0 CAPA Assigned', and '0 CAPA Overdue'. A search bar and filter options for 'Classification Type', 'Scored', and 'CAPA Status' are present. The main table shows a single question: 'Do you have written and verifiable processes in place for the screening and selection of business partners including foreign consolidators, customers, contractors, carriers, and vendors?'. Below the table, a red box highlights four CAPA options: 'Add CAPA From List', 'Add CAPA with Questions Options', 'Add CAPA with Standard Options', and 'Add New CAPA'.

Auditor Role – Assigning CAPAs

(Not applicable for all users)

There are four selections that can be used to add a CAPA to an audit question. Though these selections vary, they will still enable the Auditor to assign CAPAs to a business partner.

- 1) Add CAPA From List
- 2) Add CAPA with Question Options
- 3) Add CAPA with Standard Options
- 4) Add New CAPA

Assigning Corrective & Preventative Actions (CAPAs)

The screenshot displays the 'Review Audit/CAPA' interface for 'Flo's Custom - Supply Chain Security - Targaryen Westeros Dragon'. It features a top navigation bar with 'Report', 'Mark Audit as Reviewed', and 'Save Changes' buttons. Below this are five summary cards: '1 Audit Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (Incorrect)', '0 CAPA Responses Pending Review (AUD)', '0 CAPA Assigned', and '0 CAPA Overdue'. A search bar and filter dropdowns for 'Classification Type', 'Scored', and 'CAPA Status' are present. The main content area shows a question: 'Do you have written and verifiable processes in place for the screening and selection of business partners including foreign consolidators, customers, contractors, carriers, and vendors?'. A modal window titled 'CAPA List' is open, showing a table of CAPAs. The 'Add CAPA From List' button is highlighted in red, and the 'Add' button next to the first CAPA is also highlighted in red. The 'Done' button at the bottom of the modal is circled in blue. Below the modal, the CAPA details are shown, including the question text, assigned user, due date, and a table of CAPA options with 'Required Actions' and 'Additional Options' columns.

Action	CAPA Text	CAPA Type	Scored
Add	An internal audit process must be developed to e-	Single Response	Scored
Add	Please provide an alternate copy of your attach...	Single Response	Scored

Response	Required Actions	Additional Options	Score	Review
Yes	Required Actions	Additional Options	100	Review
No	Required Actions	Additional Options	0	Review

Auditor Role – Assigning CAPAs

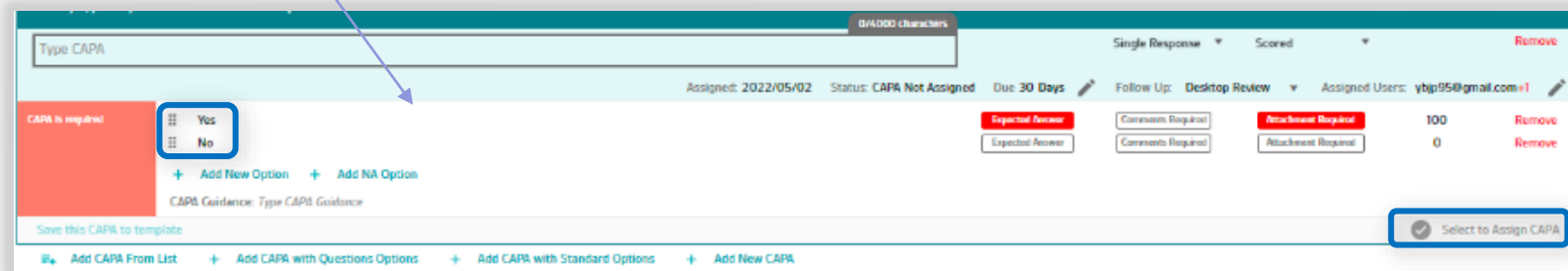
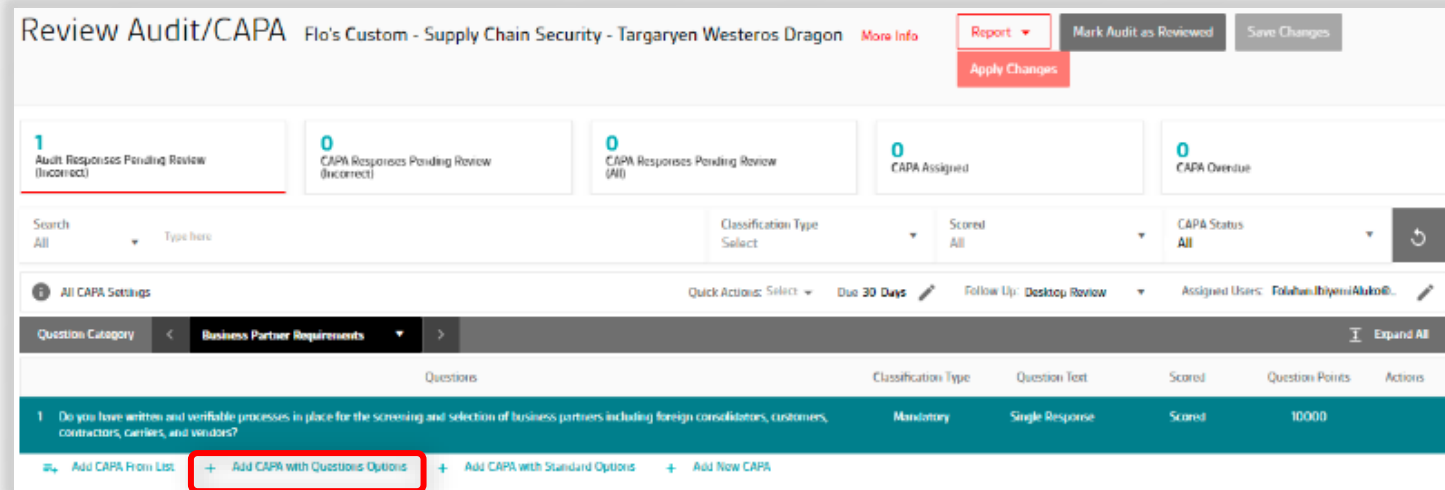
(Not applicable for all users)

Add CAPA From List

An Auditor can select from a list of pre-determined CAPAs (stored during audit setup) to assign to the business partner. The configurations for the CAPA that is added, will already be completed. Adjustments can be made though such as requiring comments, otherwise the CAPA is ready to assign.

- Select “Add CAPA” From List
- Click “Add” next to the corrective measure(s) that should be assigned
- Click “Done” in red
- Click “Select to Assign CAPA”

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

(Not applicable for all users)

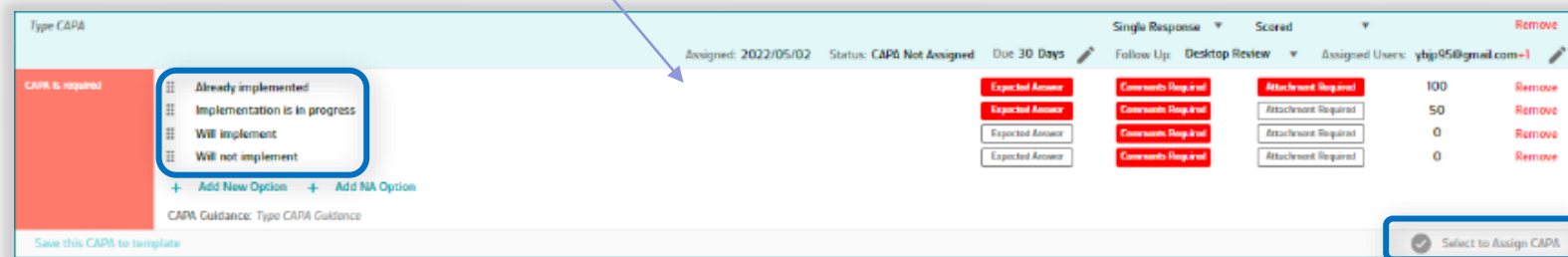
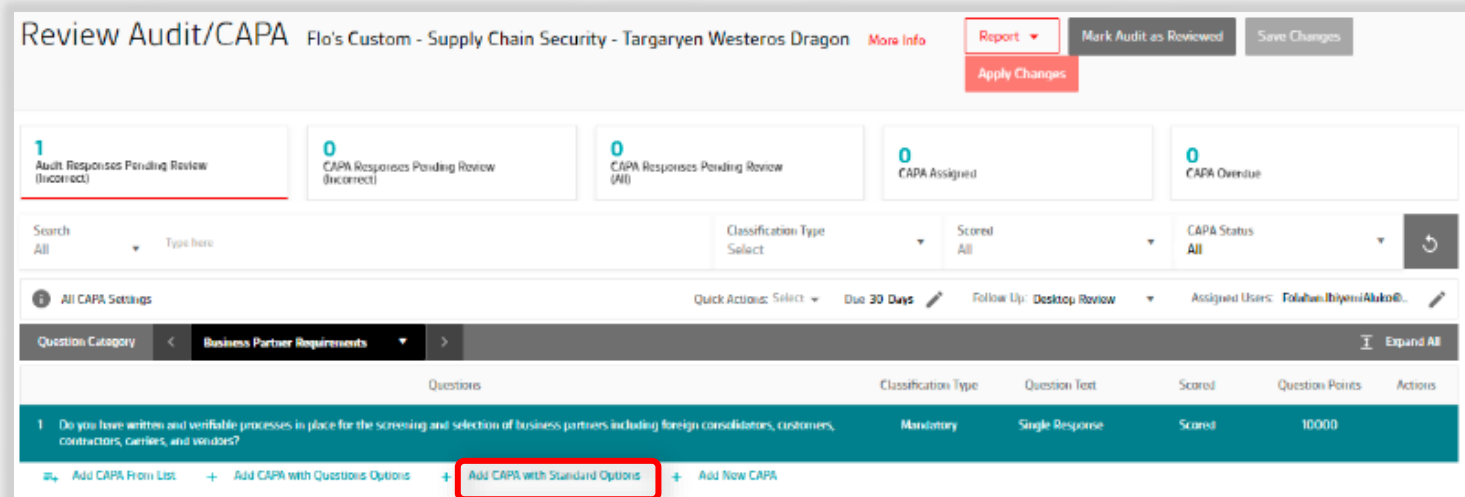
Add CAPA with Question Options

CAPAs may be added with answer options that match the initial audit question.

Example: If the answer options for Question number 1 are Yes and No, then those same answer options will populate when these CAPAs are selected.

- Select “Add CAPA with Question Options”
- Fill in the CAPA text under the “Type CAPA” field
- Click “Select to Assign CAPA”

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

(Not applicable for all users)

Add CAPA with Standard Options

CAPAs may be added with answer options that monitor the implementation progress of the corrective action assigned. The following answer options will populate:

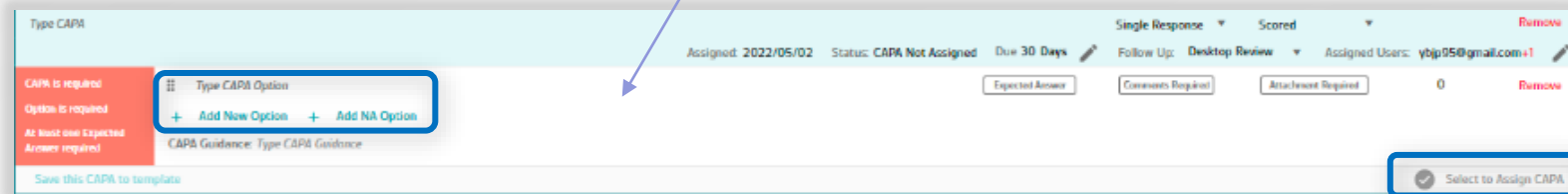
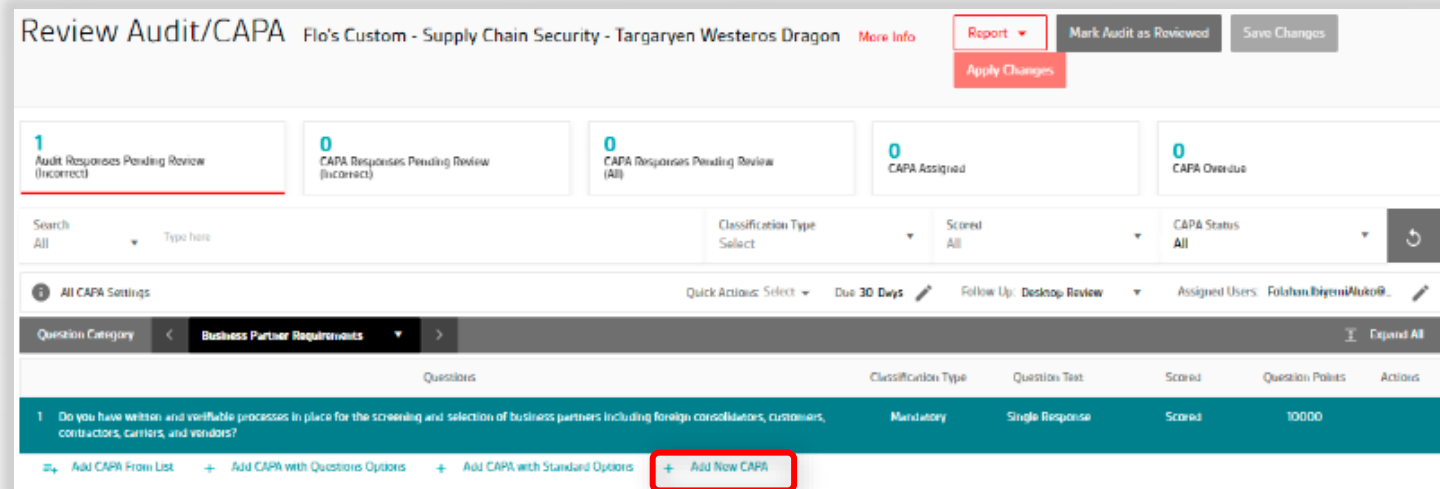
- Already implemented
- Implementation is in progress
- Will implement
- Will not implement

Select “Add CAPA with Standard Options”

Fill in the CAPA text under the “Type CAPA” field

Click “Select to Assign CAPA”

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

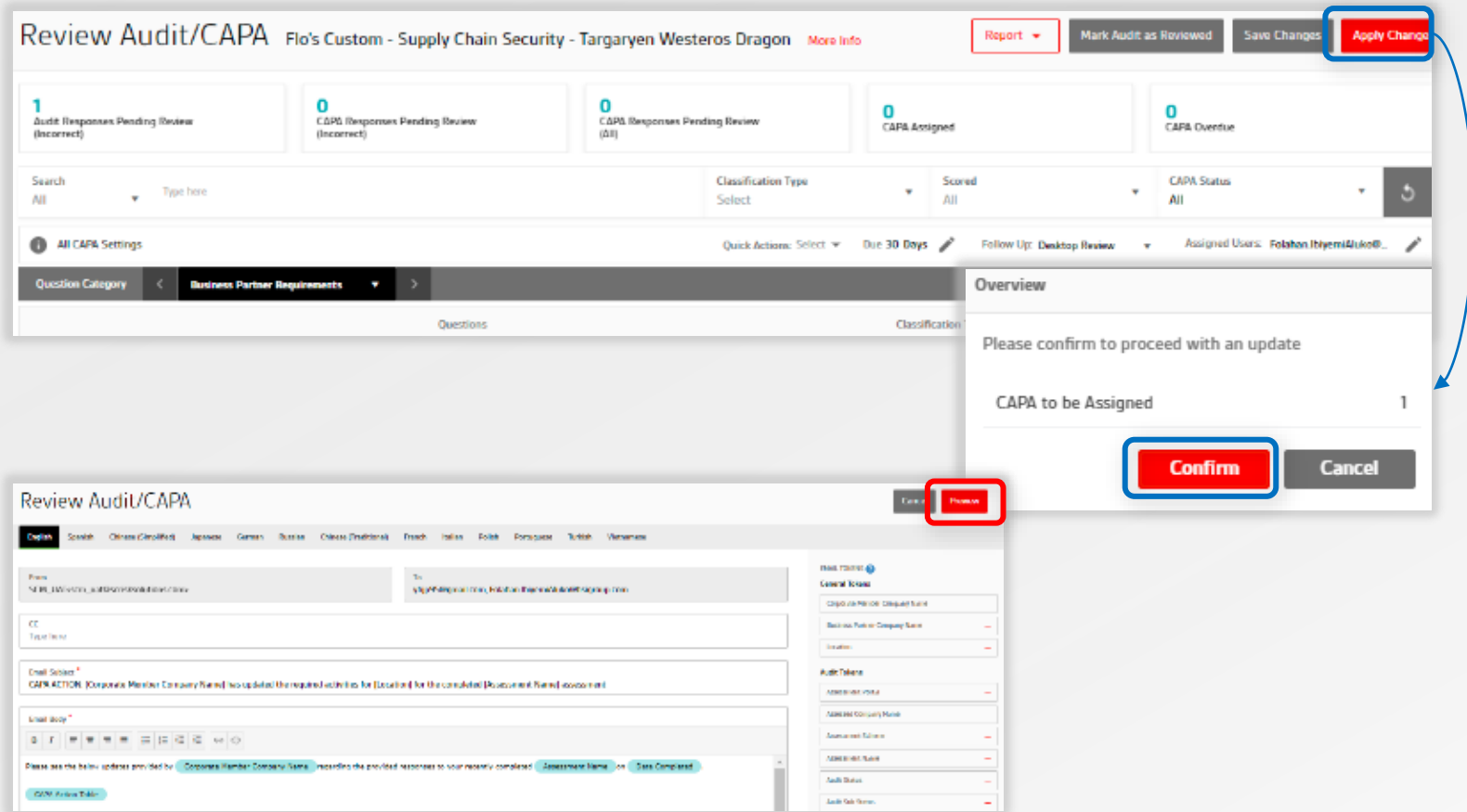
(Not applicable for all users)

Add New CAPA

CAPAs with no answer options or pre-configurations. This selection allows the Corporate Member to build custom answer options and settings for the CAPA assignment.

- Select “Add New CAPA”
- Fill in the CAPA text under the “Type CAPA” field
- Provide Answer Options and select the Expected Answer
- Configure the CAPA by requiring Comments or Attachments
- Click “Select to Assign CAPA”

Assigning Corrective & Preventative Actions (CAPAs)



Auditor Role – Assigning CAPAs

(Not applicable for all users)

Once CAPAs have been added and selected for assignment, the Auditor may select “Apply Changes” then confirm the action

An email preview will appear, displaying the email communication template that the business partner will receive upon assignment

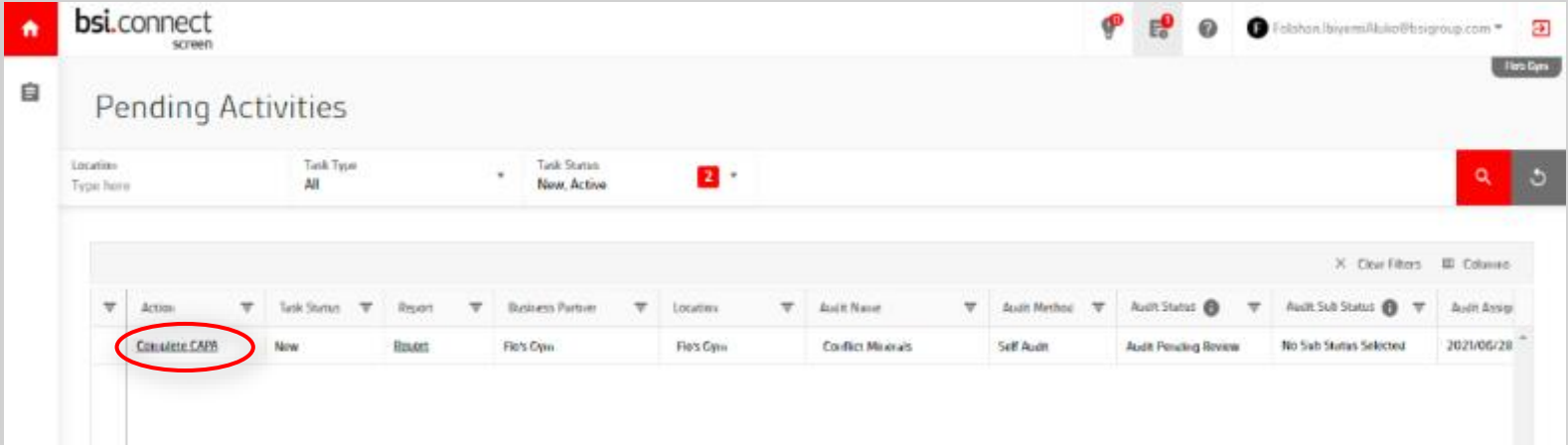
Adjustments can be made prior to sending the CAPAs

Once the email appears to be appropriate, select “Preview”, then “Send Email”

Finally, a confirmation message will appear on the page that follows

Responding to Corrective & Preventative Actions (CAPAs)

Responding to Corrective & Preventative Actions (CAPAs)



Providing Your CAPA Response

Once a CAPA notification email is received, the Supplier (Audited Location) will log back into the system to complete the Corrective Actions, which will be found on the Pending Activities page.

bsi.connect
screen

Dear Flo's Gym,

Thank you for your time in completing this Custom Air Carrier - Flo audit requested by Test Account. After reviewing the audit responses, the following Corrective and Preventive Actions (CAPAs) have been assigned to you. Please review and provide feedback to the requested CAPAs. Your response is requested by 8/25/2020.

#	Question Category	Question	Previous Response	Additional Comments	New CAPA
1	Introduction	Which region are you located in?	Europe, the Middle East, and Africa (EMEA)		Carriers must develop a process to ensure that their business partners are complying with the minimum security criteria.

Please return to the [Assessment Portal](#) to access your audit and provide your updates to the CAPAs accordingly. If you have any additional questions please contact us via the contact details provided below.

Thank you,
Supplier Compliance Manager (SCM) Technical Support
Phone: +1.202.831.9779
Email: scm@scrsolutions.com

Receiving Your CAPAs

If CAPAs are assigned to your location, the email received will indicate which questions require your attention.

A link will also be provided within the email, allowing you to log back into the system and navigate to your Pending Activities.

Responding to Corrective & Preventative Actions (CAPAs)

bsi.connect
screen

Complete CAPA **All the CAPAs should be submitted together.**

Location: Flo's Gym | Audit Name: Conflict Minerals | CAPA Assigned User: Folahan.IbiyemiAluko@bsigroup.com

Search: All | CAPA Assigned Date: Select | CAPA Due Date: Select | CAPA Status: All

Question Category: Minerals

Status	Questions	Options	Comments (Provide in English)	Attachment	Select
0% Completed (0 of 1)	<p>1 Is Tantalum intentionally added to your product?</p> <p>Assigned: 2022/05/11 Due: 2022/06/10 Status: CAPA Assigned</p> <p>CAPA: Tantalum should not be added to your product. Please update your answer selection to 'No' and provide a timeline for when this will be implemented.</p>	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>We will no longer add this ingredient to our product</p>	<p>Add Attachments</p>	<p>Select to Submit</p>

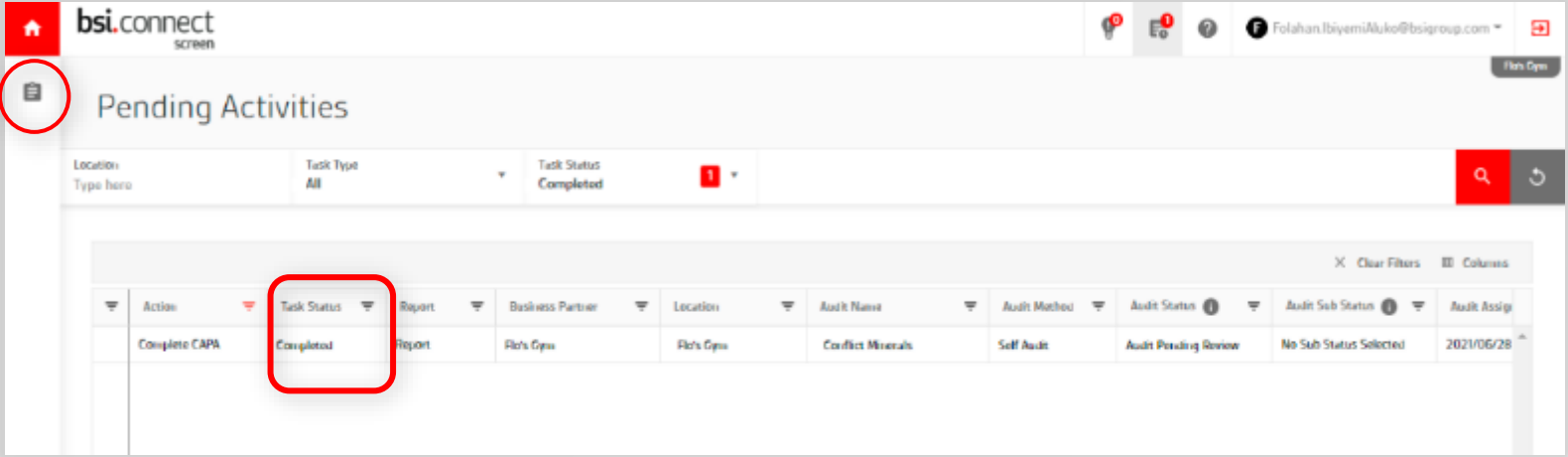
Providing Your CAPA Response

CAPA completion page will display:

- The Corrective Action assigned and required to be addressed
- Comments Box enabling the business partner to provide additional notes
- Attachment Link enabling the business partner to upload documents/images for verification

Once CAPAs are responded to and completed they can be submitted by:

- Click “Select to Submit”
- Then “Submit” towards the top right corner
- Confirm the action

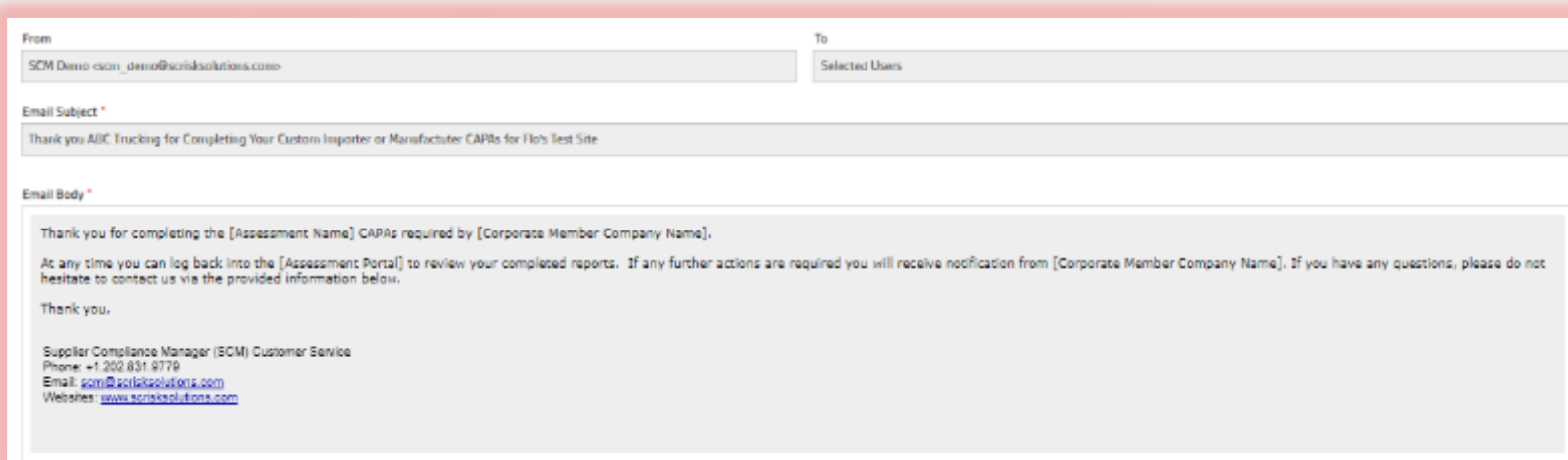


CAPA Submission

After submitting your CAPAs, the status in your Pending Activities page will show “Completed” indicating that nothing further is required. You may view your updated audit and score under the “Reports” tab.

CAPA Submission Notification

You will receive an email confirming that your audit and CAPAs have been completed and submitted to the requesting organization.



The screenshot shows an email interface with the following fields:

- From:** SCM Demo (scm_demo@scrisolutions.com)
- To:** Selected Users
- Email Subject:** Thank you ABC Trucking for Completing Your Custom Importer or Manufacturer CAPAs for Flo's Test Site
- Email Body:**

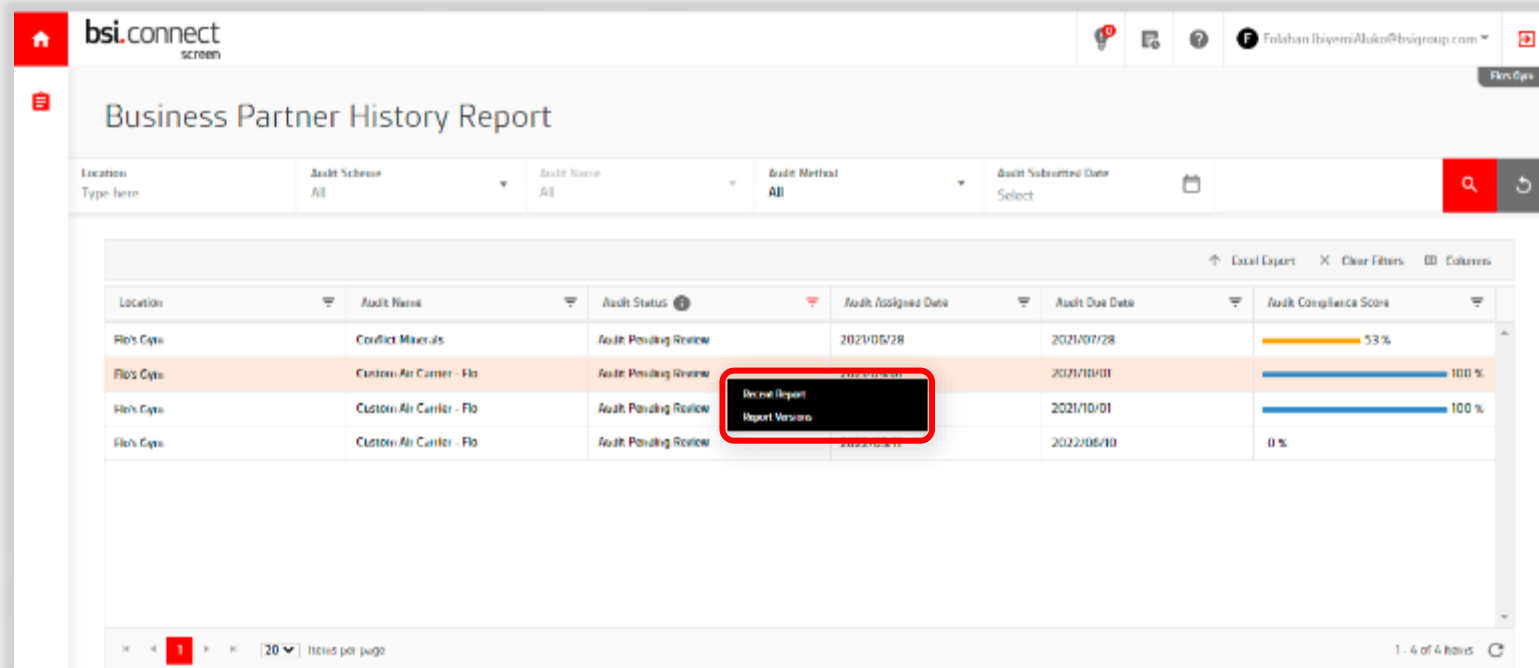
Thank you for completing the [Assessment Name] CAPAs required by [Corporate Member Company Name].

At any time you can log back into the [Assessment Portal] to review your completed reports. If any further actions are required you will receive notification from [Corporate Member Company Name]. If you have any questions, please do not hesitate to contact us via the provided information below.

Thank you.

Supplier Compliance Manager (SCM) Customer Service
Phone: +1 202 831 9779
Email: scm@scrisolutions.com
Website: www.scrisolutions.com

Audit Reports



The screenshot displays the 'Business Partner History Report' page in the bsi.connect system. The interface includes a search bar, filter dropdowns for 'Audit Scheme' and 'Audit Name', and a search icon. The table below lists audit records with the following data:

Location	Audit Name	Audit Status	Audit Assigned Date	Audit Due Date	Audit Compliance Score
Flo's Cops	Conflict Materials	Audit Pending Review	2021/05/28	2021/07/28	53 %
Flo's Cops	Custom Air Carrier - Flo	Audit Pending Review	2021/10/01	2021/10/01	100 %
Flo's Cops	Custom Air Carrier - Flo	Audit Pending Review	2021/10/01	2021/10/01	100 %
Flo's Cops	Custom Air Carrier - Flo	Audit Pending Review	2022/05/10		0 %

A context menu is open over the second row, showing options: 'Recent Report' and 'Report Version'.

Accessing Completed Audit Reports

Navigate to the Business Partner History Report page by selecting the clipboard from the left ribbon

You may select from the filters at the top to find a specific audit or click magnifying glass icon “Search” to view all.

Right click on the audit row and select “Recent Report” to view the completed audit report.

The screenshot shows the 'Business Partner History Report' in the bsi.connect system. The table lists audit records with columns for Location, Audit Name, Audit Type, Audit Protocol, Audit Submitted Date, Audit Test Date, and Audit Compliance Score. One record for 'Custom Air Carrier - FLO' is highlighted, and a red box around the 'Audit Report' link in the 'Audit Protocol' column has a blue arrow pointing to a separate window displaying the full audit report.

The audit report window shows the following details:

- bsi.connect screen**
- FLO'S GYM**
- 4150 N Drinkwater Blvd, Lagos, Lagos, Nigeria 12345 123456789
- CUSTOM AIR CARRIER - FLO**
- Report #: SA-2021-09-0028
- Audit Submitted: Sep 01, 2021
- Compliance Score: 100%
- Audit Type: SELF AUDIT

The report will populate in a new browser tab. You may download it to PDF and save for your records, if desired. It will also continue to be stored in the system.

Accessing Completed Audit Reports

Select which report you would like to view. This example shows the initial assessment Custom Air Carrier and its completed audit report.

Helpful Links & Contact Information

BSI Connect Screen Assessment Portal Link:

<https://www.scrisksolutions.com>

SCM Technical Questions Contact:

SCM@scrisksolutions.com

SCM Support Phone Number:

+1.202.831.9779

