

# Release notes - Audit Functionality

Release Date

**5th Dec 2022**

## Overview

Once a finding has been closed off by the owner, any user with "Quality Manager" access right is then able to make changes to the findings which the owner can be held accountable. This feature has been designed as a safety measure, when the initial sign off is performed the act phase will be locked. If a quality manager disagrees with any areas of the finding, they will have the option to assign an action to the relevant person to rectify it before performing the final sign off.

## What is new?

- The procedure in which the closure of a finding is carried out.
- The behavior of the initial sign off and final closure buttons.
- Undoing any of the sign offs will not reopen the act phase as it will remain closed.
- Reopening the final closure will not remove the acceptance of an action plan.

## Why are we doing this?

After the first sign-off, the controls on the act phase becomes disabled which will prevent users with "Quality Manager" access rights making any unauthorised changes that the owner/ additional sign-off can be held responsible. This functionality will provide added security for the owner of the finding.

## Who does this affect?

Finding owners closing their findings and any users carrying out the final closures.

## How do I use the new Audit Functionality on my site?

The new default behaviour for closing findings;

- Performing the initial sign off will lock the act phase and an action plan will automatically be submitted if not already completed within the act phase.
- When reopening the initial sign off, the act phase will remain closed.
- Carrying out the final closure will automatically accept the action plan if it has not already been completed manually using the "Accept Action Plan" button within the act phase.
- Reopening the final closure will not automatically open the act phase as it will remain closed and the acceptance of the action plan will remain.

## FAQ

**Q. How do I enable the new Audit Functionality on my site?**

A. The functionality has already been deployed as it has been made a default behaviour for all findings.

**Q. Are there any changes to the current system access rights?**

A. No, as only the default behaviour for findings has been changed.

**Q. What will happen when the owner signs off without an action plan?**

A. The action plan will automatically be submitted when the initial sign off is completed and the owner will be held accountable if it has not been submitted.

**Q. Would reopening the final closure, undo the acceptance of the action plan?**

A. No, as the act phase is locked

**Q. Does this apply to existing findings closed by the owner without any action plan?**

A. Any finding closed by the owner without any action plan will need to have these submitted via the Act phase as it will not retrospectively affect these findings.