

# CUSTOMER

## HOME > ACTIONS > ADD NEW CUSTOMER > Audit & Review

Customer

Home > Customer

LIST OF CUSTOMERS

Sent Received Template **Actions**

10 records Print PDF CSV Excel Column visibility

Search Report

Customer Name	Category	Products/Services	Address	Contact Details			Compliance	Status	Action
				Name	Address	Contact Info			

### 5. New Customer Form > Audit & Review Tab

New Customer Form

Details Contacts Requirements Products **Audit & Review**

**Audit**

Audit Report  
 No file chosen  
 Document Validity    
 Comments / Notes



Audit Certificate  
 No file chosen  
 Document Validity    
 Comments / Notes

Audit Corrective Action  
 No file chosen  
 Document Validity    
 Comments / Notes

**Annual Review**

Reviewed by  Duration of Review

<b>Audit Report</b> <b>Audit Certificate</b> <b>Audit CA</b>	<b>Manual upload</b> – Choose a file from your PC or storage.
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<p><b>Documentation Validity</b></p>	<p>Input document validity date. Choose from the following options:</p> <div data-bbox="483 310 748 516" style="border: 1px solid black; padding: 5px;"> <p>Today</p> <p>One Month</p> <p>One Year</p> <p>Custom Range</p> </div>
<p><b>Comments/Notes</b></p>	<p>Input comments or remarks, if any.</p>
<p><b>Annual Review</b></p>	<p><b>Reviewed By</b> – Input the name of the designated reviewer;</p> <p><b>Duration of Review</b> – Input the annual review date using the below options:</p> <div data-bbox="483 779 748 984" style="border: 1px solid black; padding: 5px;"> <p>Today</p> <p>One Month</p> <p>One Year</p> <p>Custom Range</p> </div> <p>Click the  button to clear the dates.</p>
<p></p>	<p>Click to save input progress.</p>