

PrimusGFS Software

User Guide for Auditee

PREPARED BY

Azzule Systems 3030 Industrial Pkwy Santa Maria, CA 93455

805.354.7127 805.862.4219 primusgfs@azzule.com

Azzule.com PrimusGFS.com





Table of Contents

1.	Reg	istrat	ion	3
1	l.1	New	/ Company Registration	4
1	.2	Regi	stration for Switching CBs	5
2.	Log	in		8
3.	Hor	ne Pa	ge Introduction	9
4.	Арр	licati	on Management	1
2	l.1	Fill (Dut a New Application	1
	4.1.	1	Section 1. Organization14	4
	4.1.	2	Section 2. Contacts	5
	4.1.	3	Section 3. Operations	6
	4.1.	4	Section 4. Options	9
	4.1.	5	Section 5. Shippers	0
	4.1.	6	Submit Application	4
4	1.2	Арр	lication Status	6
	4.2.	1	Not Sent Tab	7
	4.2.	2	In Review Tab	9
	4.2.	3	Approved Tab	9
	4.2.	4	Scheduled Tab 4	0
	4.2.	5	All / Search Tab	0
5.	Cor	rectiv	e Action Submission	4
5	5.1	Sub	mit the Corrective Actions	5
5	5.2	Corr	ective Action Status	1
	5.2.	1	Pending Tab	1
	5.2.	2	View CA(s) Tab	1
	5.2.	3	All / Search Tab	3
6.	Aud	lit His	tory	5
e	5.1	Aud	it Status	6
e	5.2	Aud	it Documents	7
7.	Rec	ertific	sation	9







1. Registration

Prior to logging in to the Azzule PrimusGFS Software-Auditee site, the potential auditees/clients should complete and submit the PrimusGFS Login Request to gain the login credentials from the certification body. This includes auditees/clients who have requested a PrimusGFS audit for the first time, or these clients who worked with a certification body (the CB is the auditing company who will assign an auditor to perform the audit for the clients) before and would like to work with another certification body (first time with the new certification body),

Visit: <u>https://secure.azzule.com/PrimusGFSManagement/LoginRegister.aspx</u>. Select one of the two options that are listed in the login request page.

- New Company wanting to audit PrimusGFS: You are clients who request a PrimusGFS audit for the first time. You know which certification body you will work with.
- Company switching CBs; returning company that has applied for/audited PrimusGFS in the past: You are a client who has worked with a certification body (CB) before and would like to work with another certification body (first time with the new certification body); or you are a company who applied for a PrimusGFS audit before, but the audit was not conducted and now you have returned to the system for a PrimusGFS audit once again.

PrimusGFS Audit Syst Login Request	tem
Please check one of these two ontions:	Ver en Español
New Company wanting to audit PrimusGFS	for/audited PrimusGES in the past
indicate your last approved CB	Select a CB
Please enter your last PrimusGFS Registration Number	
Please enter the correct PrimusGFS Registration Number acc	ording to the CB selected above. If you
are unsure of what a PrimusGFS Registration Number is, ple	ase Click here
If you do not know last PGFS#, please review the Certified C http://www.primusgfs.com/certificationRegister.aspx (Please note, these are only Active certificates within the par listed, please contact your Previous CB.)perations page here: st 12 months). If your PGFS# is not
Do you want to transfer all operations under all Primu	sGFS Registration Numbers?
⊖Yes ⊖No	
Comments	<i>li</i>
Also, as mentioned in our General Regulations, Auditees cannot tra progress.	ansfer CB's while they have audits in
If you have any questions regarding this please contact us a	t primusgfs@azzule.com





1.1 <u>New Company Registration</u>

If "New Company wanting to audit PrimusGFS" is selected, follow the steps below to register and send login request:

1. Fill in all the required information of the auditee's company. The information includes: organization information, contact information, the selection of certification body, and the proposed username and password that you want to have.

	PrimusGFS Audit Sys Login Request	tem
		Ver en Español
Please check one o New Company wanting Company switching CB indicate your last	of these two options: to audit PrimusGFS s; returning company that has applie approved CB	d for/audited PrimusGFS in the past
Please enter your	ast PrimusGES Registration Number	
Please enter the co	prrect PrimusGFS Registration Number ac	cording to the CB selected above. If you
are unsure of what	a PrimusGFS Registration Number is, ple	ease Click here
If you do not know http://www.primus	last PGFS#, please review the Certified sgfs.com/certificationRegister.aspx	Operations page here:
(Please note, these listed, please conte	e are only Active certificates within the pa act your Previous CB.	ast 12 months). If your PGFS# is not
plication.	mation in order to obtain an acco	unt for submitting a PrimusGFS
rease enter your info opplication. Organization Detai Organization Name	mation in order to obtain an acco Is	unt for submitting a PrimusGFS
rease enter your info pplication. Organization Detai Organization Name Address	mation in order to obtain an acco	unt for submitting a PrimusGFS
Address Country	Search for a country	unt for submitting a PrimusGFS
rease enter your into opplication. Organization Detai Organization Name Address Country State inside USA/Mexico/Canada	Search for a state	unt for submitting a PrimusGFS
Address Country State inside USA/Mexico/Canada State outside USA/Mexico/Canada	Search for a country Search for a state	unt for submitting a PrimusGFS
Address Country State inside USA/Mexico/Canada City/Location	Search for a country Search for a state Search for a clty	unt for submitting a PrimusGFS
Address Country State inside USA/Mexico/Canada State outside USA/Mexico/Canada City/Location City (Use this field if location is not found on listing above).	search for a country Search for a state Search for a city	unt for submitting a PrimusGFS
Address Country State inside USA/Mexico/Canada State outside USA/Mexico/Canada City/Location City/Location City (Use this field if location is not found of listing above). Postal Code	The search for a country Search for a state Search for a city Search for a city	unt for submitting a PrimusGFS
Address Country State inside USA/Mexico/Canada State outside USA/Mexico/Canada City/Location City (Use this field if location is not found or listing above). Postal Code Phone Number:	search for a country Search for a state Search for a clty Search for a clty	unt for submitting a PrimusGFS



First Name			
Last Name			
Position			
Email			
Phone Number			
Fax Number			
Mobile			
Mobile Please choose vo	our Certification Body		
Mobile Please choose yo Certification Body	our Certification Body	-	
Mobile Please choose yc Certification Body Please type your	Dur Certification Body Select a CB login and password	•	
Mobile Please choose yo Certification Body Please type your User Name:	our Certification Body Select a CB login and password	•	
Mobile Please choose yo Certification Body Please type your User Name: Password:	Select a CB	•	

2. Click **Request Login** to submit the request. A confirmation message will appear. At the same time, there is a notification email sent to the registered email address.

Page **5** of **67**

secure.azzule.com says	
Your request has been submitted and is being reviewed. A new login notification email will be generated and sent in approximately 3 to 5 business days	
ОК	

Once the certification body accepts the *Audit Login Request*, you (as the auditee/client) will receive a User Name and Password which is sent to your submitted email address.

1.2 <u>Registration for Switching CBs</u>

If "Company switching CBs; returning company that has applied for/audited PrimusGFS in the past" is selected, follow steps below to register and send login request:

- 1. Fill in the history of working with PrimusGFS.
 - i. Select the CB that the company has worked previously with from the drop-down menu.
 - ii. Enter the last PrimusGFS Registration number.
 - iii. Check if the auditee wants to transfer all the operations under all PrimusGFS Registration numbers.
 - Yes: Means that all the operations in the company/organization will work with new CBs. With the selection of Yes, a pop-up window is shown for confirmation. Click **Yes, I want all operation transferred** to continue.



Confirmation
Are you sure you want all operations under your organization transferred to the new CB? If so, all operations under all applications will be transferred to the new CB

Page **6** of **67**

• No: Means that only some of the operations, for example, under a PrimusGFS registration number, in the company/organization will work with the new CB; the rest of operations may work with the old CB.

PrimusGFS Audit System Login Request
Ver en Españo
Please check one of these two options: New Company wanting to audit PrimusGFS Company switching CBs: returning company that has applied for /audited PrimusGES in the past
indicate your last approved CB
Please enter your last PrimusGFS Registration Number
Please enter the correct PrimusGFS Registration Number according to the CB selected above. If you
are unsure of what a PrimusGFS Registration Number is, please Click here
If you do not know last PGFS#, please review the Certified Operations page here: http://www.primusgfs.com/certificationRegister.aspx (Please note, these are only Active certificates within the past 12 months). If your PGFS# is not listed, please contact your Previous CB. Do you want to transfer all operations under all PrimusGFS Registration Numbers? Yes No
Also, as mentioned in our General Regulations, Auditees cannot transfer CB's while they have audits in progress.
If you have any questions regarding this please contact us at primusgfs@azzule.com

- 2. Fill in the contact information of the company.
 - i. Select the new certification body that you want to work with now from the drop-down menu.
 - ii. Enter the company/organization name.
 - iii. Check if the contact person is the previous contact that was stored for the company.
 - Yes: Means that the contact person was stored in the software before (the contact person usually received system notifications and submitted corrective actions for the company)



 No: Means that the contact person is not stored in the software before. In this case, Azzule needs to receive a confirmation letter from previous contacts.

Page **7** of **67**

iv. Fill in the contact information of the company. Again, note that Azzule will validate the switching CB request by checking if the request is submitted by existing contacts or not.

Please enter your info Application.	rmation in order to obtain an account for submitting a PrimusGFS
Please choose yo	ur Certification Body
Certification Body	Select a CB 🔹
Contact Profile	
Organization Name	
Are you a previous co	ntact from the database for this organization.?
⊖ _{Yes} ⊙ _{No}	
For security purposes, organization from the database are no longe	Azzule will need to receive confirmation from a previous contact from the database to proceed with the transfer. If all of the contacts from the r within the organization, we ask that you send an email to
primusgfs@azzule.com Organization's Domain "name@test.com".	confirming the transfer. Please note that the email needs to come from the . i.e. if your Organization name is "Test", then the email needs to be
If your Organizaton do letterhead confirming	es not have a company email, please send a letter with company transfer to primusgfs@azzule.com
First Name	
Last Name	
Position	
Email	
Phone Number	
Request Lo	ogin

3. Click **Request Login** to submit the request. A confirmation message will appear. At the same time, there is a notification email sent to the registered email address.



4. The login credentials will be sent to the email address in approximately 3 to 5 business days.





2. Login

Once you have received your login information from the certification body, you will need to follow the steps below to log in to PrimusGFS Software:

- 1. Visit: https://secure.azzule.com/PrimusGFSAudits/LoginAccess.aspx
- 2. Type in User name and Password, and select the user language (English or Spanish); then click the Login.

primus GFS.	PrimusGFS.com Azzule.com Contact Us
Our Calendar of Events PrimusGFS is focused on Food Safety of those products of the Agricultural sector designated to human consumption in their fresh or minimum processed way. The main objective is to accomplish a Third Party verification by the Certification Bodies. For this, the Standard has defined 3 fundamental areas that a company of the Agricultural sector must consider at the moment of producing or manufacturing their products: • Food Safety Management System • Good Agricultural and/or Manufacturing practices (one or both) • HACCP System.	Secure Login
If you export to the USA, please read the following <u>Primus FSMA Addendums</u>	PrimusGFS is designed to perform on the latest updated version of most popular browsers, but is optimized for use on either Google Chrome or Mozilla FireFox. PrimusGFS está diseñado para ejecutarse en las versiones actualizadas de los ordenadores más populares, pero está optimizado para usarse ya sea con Google Chrome o Mozilla firefox.

3. *Note:* If you forget your username or password, click the "Forgot your password? Please click here" link to retrieve your login information.

	Login	
Forgot your password? Plea	ase click here	

In the recovery page, enter the email address and click **Send.** The login credential will be sent to your email address.

Recovery	vour pass	word			
Please p	rovide your	e-mail accou	int and clic	k on Send	Button
E-Mail					
		Send			





3. Home Page Introduction

The Azzule PrimusGFS System is an online audit management system that enables you:

- To submit the PrimusGFS audit application to the certification body.
- To submit corrective actions of the audit if there is any non-conformance found during the audit process.
- To store all the PrimusGFS audit information and documentations including audit reports, corrective action report and audit certificates.

After the user logs in, the Home page is shown in the image below. Menu Options are located in the top right corner of the page and on the left side of the page. The Menu Options section provides a list of options that the user can select in which to input information. The top right menu options include "1st Party Self Audit", "3rd Party, Applications" and "Organizations" menu tabs. The left side menu options include "3rd Party, Application" menu tabs.

					1st Party Self Audit	3rd Party, Applicatio	ons Organizations
Sent	In Review	Approved	Scheduled	All/Search		So	rt By: AppID 🔻
			No Applica	ation(s) Per found	nding to be send I		
		To sear	rch an applica	ntion, pleas	e go to the tab All/s	Search.	
							J
	Sent	Sent In Review	Sent In Review Approved To sear	Sent In Review Approved Scheduled No Applica To search an applica	Sent In Review Approved Scheduled All/Search No Application(s) Per founc To search an application, pleas	Sent In Review Approved Scheduled All/Search No Application(s) Pending to be send found To search an application, please go to the tab All/S	Ist Party Self Audit 3rd Party, Application Sent In Review Approved Scheduled All/Search So No Application(s) Pending to be send found Found To search an application, please go to the tab All/Search.

- <u>1st Party Self Audit:</u> The section where the user can conduct routine 1st party audits otherwise known as self-audits. The tools are useful for verifying food safety programs, but also useful for preparing for upcoming third party audits. The PrimusGFS first party audit checklist mirrors the checklist that the third party certification body will be using during a third party audit. The detailed instruction can be viewed under the tab.
- <u>3rd Party, Applications</u>: The section where the user can manage audit applications. Management includes:
 - Submit and send a new audit application to the certification body. This may be the first task that you do after logging in.
 - Edit an existing/not sent application.
 - Cancel an application that is either not sent or already approved by the certification body.





- Submit corrective actions for the conducted audits.

- View audit history and audit documentation.
- Submit recertification applications.
- **<u>Organizations</u>**: The section where the user can edit the contact information for the company.

The default display in the Home page is the application status, which lists all the applications that have been added to the system. The key information for all applications is listed in a grid header with different status columns labeled as follows: Not Sent, In Review, Approved, Scheduled, All/Search. For a first time user, it's possible that there is no information listed in the application status.

In the upper-right hand corner, there is information about your user name which is not editable. There are also quick links to other services that Azzule offers. To log out of the site, click **Log Out** to the right corner of page.





4. Application Management

An application is a form that an auditee/client will fill out with basic information of the requested audit. The application will provide information for the certification body to assign qualified auditors to conduct the audit at the agreed time. Thus, the filling out of an audit application is a vital step to start the PrimusGFS audit certification.

4.1 Fill Out a New Application

To begin a new application, you must click on the **3rd Party, New Application** option under the menu tab of **3rd Party, Applications.** The option of "3rd Party, New Application" will take you to the screen where you fill out the required information to submit the application.

CB Test					1st I	Party Sel	f Audit	3rd Pa	arty, Appl	ications	Organizations
Application Overview								3ri 0 3ri 2 3ri	d Party, Ne d Party, Ap	w Application plication Stat	Js
Clarge	Not Sent	In Review	Approved ge Size 100 ▼	Scheduled All/	Search			31	d Party, Re	certification /	AppID
3rd Party, Applications ^ 3rd Party, New Application	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	Coordinator	Actions
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41544		Version 3	NewOrg2 Test3 Serene Lakes, California, United States Eric Peterson	1 IA	View	NewOrg2 Test3		1		This application is being updated.

Before you begin with the application, there is a pop-up message window with some terms that you must accept in order to continue with the capture of the information. Check the boxes before "I accept" and click **Continue** to continue with application submission.

Note: Please make sure your pop-up blocker is off.



Clorgo	() Organization	Submit Application
3rd Party, Applications 3rd Party, New Application 3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	Close Please make note when filling out the application that the organization is the company which is to be certificated; this organization is responsible for the whole Food Safety Program and must have a Food Safety Management System (FSMS) implemented before the audit. This FSMS must cover all the operations to be audited under this organization (whether they be facilities, ranches, greenhouses or harvest crews). A subcontracted auditor or inspector may be used for the on-site inspection of your operation. Please indicate your acknowledgement and arceptance of the use of a subcontractor I accept In submitting this application, the organization is declaring its commitment to compliance with the principles and requirements of the PrimusGFS program as stated on the PrimusGFS organized documents. This declaration also includes the commitment to nave the registration and credificate	est3 ray Drive, Suite B res, California, United States 11 2700 2700
	fees required by the PrimusGFS program and the fees and expenses incurred by CB Test as the Certification Body in the performance of the certification and auditing activities: I accept	and show on the

Page **12** of **67**

In the new application's screen, you should complete required information needed for **5 sections** in order to submit the application. These 5 sections are:

- **Organization**: Review the organization's information.
- **Contacts**: Select the organization contacts that are included in email communications during the audit process, and those that are shown in the audit report.
- **Operations**: Review the operations that will be audited in this application.
- **Options**: Select the options for the audit in this step. For example: the preferred auditing language, the planned audit date, etc.
- **Shippers**: Add or link another company who is partially responsible for the audits. This company is defined as a shipper in PrimusGFS audit. The shipper name will be listed in the audit report and has ownership of the audit. If there is no other company linked to the audit application, the organization itself will be listed as the shipper.



Page **13** of **67**





Note: If an organization has existing audited operations, then when clicking on new application the system will automatically check to see if this is in fact a new certification, or a recertification; please see screenshot below.

Page **14** of **67**

- If the organization would like to recertify the operations, click **Recertify** to continue. See Recertification for more details.
- If the organization would like to create a new application, click Here to open the new application screen.

Your organization Recertify these ex instructions, pleas	and ope isting o se note t	erations have been o perations noted in th that you can edit the	certified using the follov nese previous applicatio e original application if a	ving appl on(s) plea any detai	ication details. If yc ase click on Recertif Ils have changed:	ou are plann y and follow	<u>Close</u> ing to the
PGFS#	AppID	Application Date	Organization Name	Cycle#			
Test-PGFS-273	41517	Jun 14, 2018	NewOrg2 Test3	1	View Operations	Recertify	
Test-PGFS-267	41506	Jun 07, 2018	NewOrg2 Test3	1	View Operations	<u>Recertify</u>	
If though the oper start a new applic	rations/µ ation ple	processes have not ease click here.	been audited before the	en a new	application needs t	o be created	і. Т о

4.1.1 Section 1. Organization

Details of the organization are shown in this step as well as the billing information and mailing address. This information is based in the login request information that was submitted by the client. If everything is correct in the organization section, you can directly go to section 2, contacts. In this section, the user can:

- Review the detailed information of the organization.
- Edit the information of the organization.

To edit the organization information, Click **Edit Organization Details** to access the organization information window.



Organization	וו		Submit Application
NewOrgTest			
Edit Organization	Details		
Organization [Details	Billing Info	
Orresting	NewOester	Billing Name:	NewOrg'Te ´st
Organization:	NewOrgTest	Tax Code:	erere
Address:	2320 Skyway Drive, Suite B	Address:	2520 Skyway Drive, Suite B
Dectal Codes	Cullacall, Sillaida, Mexico	Location:	Serene Lakes, California, United States
Postal Code.	934333	Postal Code:	934555
Fax Number:	805-270-52700	Fax Number:	805-270-52700

Page **15** of **67**

After updating the information, click **Save** to save the changes. *Note:* **You have to contact your certification body to change the organization name.**

city/ cocation	Science Lakes	Postal Code *	111111111
City (Use this field if location is not found on listing		Phone *	805-270-52700
above).		Fax Number	805-270-52700
Postal Code *	111111111		
Phone *	805-270-52700		
Fax Number	805-270-52700	Mailing Address	
Global Location Number (GLN):	Use current address	Use current billing address
DW54-454 Billing Address		Address *	2520 Skyway Drive, Suite B
		Country *	United States 🔻
Use current address		State inside USA/Mexico/Canada *	California-US 🔻
Billing Name *	NewOrg2 Test3	State outside USA/Mexico/Canada	
Tax Code		City/Location *	Serene Jakes 🔻
Address *	2520 Skyway Drive, Suite B	City (Use this field if location	
Country *	United States 🔻	is not found on listing above).	
State inside USA/Mexico/Canada *	California-US 🔻	Postal Code *	111111111
		- <u>-</u>	Save

4.1.2 Section 2. Contacts

The Contact person will receive all communications for this application, *i.e. all the notifications* related to the audit scheduling, audit results, non-conformance reports and certificates.

To add/remove the contact from the organization contact list in the application:

i. Click on the **Select** link to move the selected contact from the left list to the right table. The contact is set by default to be shown in the audit report and to receive communications.



ii.

PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee | version 3.0 Prepared by Azzule Systems | Last updated 09.25.2018

If you don't want the contact name to be listed in the audit report, unselect the checkbox under "Show on Report(s)" column in the right table. However, there must be at least one contact person selected to be shown in the report.

Page 16 of 67

- iii. If a contact is moved by mistake, click **Remove** in the right table to remove the contact.
- iv. If a contact is not listed in the left contact list, click Add New Contact to add a new contact person. A pop-up window will show a screen with a list of contacts for the organization and the link to add a new contact. See Organization management for details.
- v. If the contact list needs to be modified, click **Edit contact catalog** to update the contact list of the organization. See Organization management for details.



4.1.3 Section 3. Operations

In this section you must choose the type of operation that needs to be audited. The operation is the physical entity being audited. This could be a growing area (e.g., farm/ranch, Indoor Agriculture/greenhouse, etc.), a harvest crew, or a facility (e.g., packinghouse, processor, cooler, storage facility, etc.). When applying for a PrimusGFS audit, the applicant must state the "operation type" in the application. The steps are briefly listed below:

- a. Select the audit template version.
- b. Select operation type.
- c. Select operation name.
- d. Search product.
- e. Select and add Product information.
- f. Add operation to the application.
- g. If needed, edit the operation details.
- h. If needed, continue to add another operation to the application.



Detailed instructions for each steps are below:

i. Select the audit template version.

First, the applicant must select the version of PrimusGFS that they would like to be audited against.

Click **the drop down icon** of the "Audit template version", you can select the available version. Here, we select **Version 3** as the audit template version.

Note: The version is dependent on the development of PrimusGFS audit.

	Audit template version:		Version 2.1-2c	•	
3	Operations		Select Version 2.1-2c		
Ŭ	Operation Type	Selec	Version 3		Edit Details
	Operation Name			•	
	Not in the list?	Add Ne	ew Operation		Harvest Crew Company Name:





ii. Select operation type.

Operation type is defined by the audit scope, which can be categorized into two groups:

- Field Operation: Operations that are related to field and Good Agricultural Practice (GAP), *i.e.* Farm/Ranch, Harvest Crew, or Indoor Agriculture/Greenhouse.
- <u>Facility Operation</u>: Operations that are related to facility and Good Manufacturing Practice (GMP), *i.e. Cooling Cold Storage, Storage & Distribution Center, Packinghouse, or Processing.*

The information required for field and facility operations are different. To select the operation type:

- i. Click the drop down menu of operation type.
- ii. Click the right operation type in the menu.

3	Operations		
U	Operation Type	Select	1
	Operation Name Not in the list?	Select Cooling/Cold Storage Farm/Ranch	
	Please enter the product gr button. Then select produc product group/name is not <u>primusgfs@azzu</u>	Harvest Crew Indoor Agriculture/Greenhouse Packinghouse Processing Storage & Distribution Center	'Search Product" n list. If your

iii. Select operation name.

If the operation has been created in the system by the certification body, the name will be displayed on the Operations list. If the operation has not been created, you need to enter the detailed information and add the new operation to the operation list.

- To select the operation name:
 - i. Click the drop down menu of operation name.
 - ii. Click the right operation name in the menu. The detailed information of the selected operation will be shown in the right box.



Operation Type	Farm/Ranch	-		Test Ra	nch Edit Details
Operation Name	Test Ranch	-			
Not in the list?	Test Ranch	-		_	
	R1 Test			Contact:	Brenda López
	R2 Test			Phone:	
Please enter the product g	Firefox Ranch	"Sea	arch Product"	Email:	Brendak.Imeza@gmail.con
button. Then select produc	Mozilla Ranch	n lis	st. If your	Address:	Conocido
product group/name is not	Azzule			Zip Code:	99999
primusofs@azzu	Testing Ranch LR				Ensenada, Baia California,
<u></u>	TestRanch			Location:	Mexico
	ranch test	-			

Page **19** of **67**

• To add a new operation:

If the operation is not in the list, click **Add New Operation** to access "New Operation" window to enter the detailed information. The information required for different operations are different.

3	Operations		
•	Operation Type	Select	-
	Operation Name		*
	Not in the list?	Add New Operation	
		? Upload Documents	

In the "New Operation" window, click the drop down menu to select the right operation type. Depending on the selection of operation types, there are different required fields to be filled out in this window. Generally, the steps are as follow:

- i. Select operation types and fill in all the required information. *Note:* If adding a facility operation: Size of Facility (sq ft) and Chiller Space (sq ft) fields only accept integer numbers.
- ii. Select the contact person for this operation from the drop down menu. If needed, new contacts can be added by clicking **Add New Contact**.
- iii. Click **Submit Operations** to save the information and return to the application page.



New Operation	ı		Close		
Operation Type *	Packin	ahouse	Ţ	i	
Operation Name*	packin	ghouse 0622201	8	· .	
	2020.1		<u> </u>		
Address *	3030 1	ndustrial PKWy			
Zip Code *	55455	Charter	_		
Country ~	United	States			
USA/Mexico/Canada	Califor	nia-US	•		
State outside * USA/Mexico/Canada					
City/Location *	Salinas	5	•		
City *					
(Use this field if location found on listing above	on is not). *				
FDA #					
Size of Facility (sqft)	ĸ	2000			
Chiller Space (sqft) *		1000			
# of Production Line *	:	3			
# and Type of Buildin	gs *	2			
Facility Production Ho	urs *	00:00-00:00			
Facility Production Mo	nths *	Jan-Dec			
Process Description	*				
this is the description	n of pro	cess procedure			
Select the Operation c	ontact fr	om the list below.			
Not in the list? Add No	ew Cont	act			
You can also Edit con	tact cat	alog			
Carmen Salazar			•	ii	
Submit	Operati	on Cancel			

Page **20** of **67**

• To upload documents for the operation (Optional):

This is not a mandatory step, however, if you have any supporting documents that will help the auditor/certification body to know more about the operation, you are encouraged to upload documents. Click **Upload Documents** to access the "Upload Documents" window.

3	Operations			
Ŭ	Operation Type	Select	•	
	Operation Name		-	
	Not in the list?	Add New Operation		
		? Upload Documents		

In the "Upload Documents" window:



i.

Select document type from the drop down menu and enter the document name. **Note:** The document types may be different based on the operation types.

Page **21** of **67**

- Click Choose File to browse documents from your computer and select the document you would like to upload. Note: You can only upload one document at a time; however, you can upload multiple documents by repeating the steps.
- iii. Click **Upload file** to upload the file to the application.
- iv. If needed, click **Remove** to delete the uploaded document.
- v. Click **Close Window** or **X** in the window to close the window and return to the application page.

Secure https://demo.azzule.com/PGFSOrganization_v3/UploadFiles.aspx?Opera V 1 Please select a Document Type Document Type: Growing Area Map Document Name: growing area map 2 Click on "Browse" button to select the Document (File size must be left MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, pr doc, docx, xls, xlsx) Choose File Vo file chosen ii 3 Click on "Upload file" button Upload file iii Upload History Upload Date Document Type Link								
V 1 Please select a Document Type Document Type: growing Area Map Jocument Name: growing area map i 2 Click on "Browse" button to select the Document (File size must be left) MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, pr doc, docx, xls, xlsx) Choose File Vo file chosen J Click on "Upload file" button Upload file jjj Upload History	tionID=24125&							
 1 Please select a Document Type Document Type: Growing Area Map growing area map 2 Click on "Browse" button to select the Document (File size must be left MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, prodoc, docx, xls, xlsx) Choose File Vo file chosen ii 3 Click on "Upload file" button Upload file iii Upload History Upload Date Document Type Link 	lose Window							
 1 Please select a Document Type Document Type: Growing Area Map regrowing area map 2 Click on "Browse" button to select the Document (File size must be left MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, prodoc, docx, xls, xlsx) Choose File to file chosen ii 3 Click on "Upload file" button Upload file iii Upload History 								
Document Type: Growing Area Map Document Name: growing area map 2 Click on "Browse" button to select the Document (File size must be left MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, prodoc, docx, xls, xlsx) Choose File No file chosen 3 Click on "Upload file" button Upload file jjj Upload file upload bate Document Type Link								
Document Name: growing area map 2 Click on "Browse" button to select the Document (File size must be left MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, predoc, docx, xls, xlsx) Choose File No file chosen No. Click on "Upload file" button Upload file jjj Upload file upload bate Document Type Link	Document Type: Growing Area Map 🔻							
2 Click on "Browse" button to select the Document (File size must be le MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, pr doc, docx, xls, xlsx) Choose File to file chosen ii 3 Click on "Upload file" button Upload file iii Upload file Document Type Link								
2 Click on "Browse" button to select the Document (File size must be le MB. The file type should be: gif, bmp, jpg, jpeg, wav, avi, mpeg, pdf, pr doc, docx, xls, xlsx) Choose File Vo file chosen ii 3 Click on "Upload file" button Upload file iii Upload file Document Type Link								
3 Click on "Upload file" button Upload file Upload History Upload Date Document Type Link	ig, mpg,							
Upload file Upload History Upload Date Document Type Link								
Upload History Upload Date Document Type Link								
Upload Date Document Type Link								
· · · · · · · · · · · · · · · · · · ·								
22 Jun 2018 Growing Area Map growing area map 24125 3656.png	Remove							
22 Jun 2018 Growing Area Map growing area map 24125 9527.png	Remove							
Your file was succesfully uploaded]							

iv. Search Product.

Type the product group/name and then click on the **Search Product** button.

Please enter the product of button. Then select produ product group/name is no primusgfs@azz	group/name and then click on the "Search Product" ct group/name from the drop down list. If your it visible, please contact ule.com
A PDF of the PGFS produ	ct group/name listing is available here
Product Name	type product name here
2	Search Product



Note: If you cannot find the product, email <u>primusGFS@azzule.com</u> providing as many details as possible. Please note that we try to avoid adding brand and specific names whenever possible. The listing contains product group names, and major members of product groups. It does not contain detailed product names for products that do not fit well within product groups.

v. Select and add Product information.

A list of matches related to the product selected will be available, to select and add the product:

 Select the most suitable product name(s) that represents the processes and products that will be audited. This helps ensure that you do not have to request the addition of extra products after the audit certification process has been completed.

Page **22** of **67**



ii. Click on the **Add Product** button. If needed, repeat step 4 and step 5 to add more products to the operation.

A PDF of the PGFS produ	ct group/name listing is available here
Product Name	orange
?	Search Product
Product	Oranges 🔹
[Add Product

- iii. Fill in the product information for different operation types. The information of production season period (mandatory) and Country of Destination (optional) are needed for each product.
 - If you add a product for Farm/Ranch, Indoor Agriculture/Greenhouse operation, you will need to add the amount of hectares or acres for the operation selected.

imus GFS	PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee ve Prepared by Azzule Syste	ersion ems	3.0 Last updated (09.25.20	018					P	age 23 of 6
			Audit template ve	rsion:	Versi	on 3		•]			
		3	Operations								
		0	Operation Type	F	arm/Ranch		•	•	Test Ra	nch Edit Details	
			Operation Name	Т	est Ranch		•	·	T COL TRU	Them Early Decana	
			Not in the list?	Ac Q Up	id New Oper bload Docum	ation ents			Contact: Phone:	Brenda López	
			Please enter the p button. Then selec product group/nar	roduct gro t product ne is not v	up/name a group/nam isible, plea	nd then o e from th se contac	click on th ne drop do ct	e "Search Product" wn list. If your	Email: Address: Zip Code:	Brendak.lmeza@ Conocido 99999)gmail.com
			primusgrs@	vazzul	<u>e.com</u>	. Katina I	ilabl		Location:	Ensenada, Baja Mexico	California,
			A PDP of the PGPs		group/nam	e insumy i	S dVdlidDit	e nere			
			Product Name	2	Search Prod	uct					
			Product	s	elect Add Produc						
			Product Name H	lectares	Acres	Year round?		Month Range	Countr	y of Destination	
			Apples (0.00 O	r 0.00		Month F	ror 🔻 Month To		•	Remove
									Unit	ted States	

If you add products for a <u>Facility Operation</u> (Cooling Cold Storage, Storage & Distribution Center, Packinghouse, or Processing), you have to decide if you want to apply Preventive Controls Program Requirements in order to comply with the FDA Food Safety Modernization Acts (FSMA) and regulations.

Add Operation

Mexico Canada

-

Total

primus GFS	PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee versi Prepared by Azzule System	ion 3.0 ns Last updated 09.25.20	018		Pag	ge 24 of 67
		Audit template version:	Version 3	•		
		3 Operations				
		Operation Type	Packinghouse	•	packinghouse	Edit
		Operation Name	packinghouse 062220	018 👻	06222018	Details
		Please enter the product Product" button. Then se If your product group/na primusgfs@azz A PDF of the PGFS produ Product Name	Upload Documents group/name and then lect product group/nam me is not visible, pleas ule.com ict group/name listing i Search Product Select Add Product	click on the "Search he from the drop down list. e contact s available here	Contact: Carmen Salazar Phone: Email: carmen.salazar@ Address: 3030 Industrial P Zip Code: 93455 Location: Salinas, Californiz Sizes: 2 Chiller Space: 1 Prod Lines: 3 Buildings: 2 Prod. Hours: 0 Prod. Months: J;	azzule.com kwy a, United 000 000 0:00- 0:00- 0:00-
		Product Name	Year round?	Month Range	Country of Destination	
		Apples		Month Fror Month To	▼ Search for a (▼	Remove
		Oranges		Month Fror 👻 Month To	▼ Search for a (▼	Remove
		Do you want apply Prever Yes	ntive Controls Program	Requirements? Add Operation		·

vi. Add operation to the application.

Once all the data has been entered, click on the **Add Operation** button to add the operation to the application.

Operation	Operation Type	Products View Produ	ints Add Hanvest Crew	Edit I Remo	
				1	Tot Field Operatio
			Add Operation		
Apples			Month Fron Month To	United States -	<u>Remove</u>
Product Nam	e	Year round?	Month Range	Country of Destination	

For the addition of Harvest Crew Operation, the system allows that the harvest crew operation can be either linked to a Farm/Ranch, Indoor Agriculture/Greenhouse; or can be added as a standalone operation similar to other operations.



Standalone harvest crow		Operation	Operation Type	Products	
standalone naivest crew	-	HC06252018	Harvest Crew	View Products	Edit Remove
larvest crew linked to a		Test Ranch	Farm	View Products Add Harvest Crew	Edit Remove
,		-HC06252018	Harvest Crew	View Products	Edit IRemove

• To Add a Harvest Crew Operation Linked to a Field

To add a Harvest Crew linked to a Farm/Ranch or Indoor Agriculture/Greenhouse, first, add the Farm/Ranch or Indoor Agriculture/Greenhouse operation to the application.

i. Once the field operation is added, click **Add Harvest Crew** with the operation you want it linked to.

			Total 1 Field Operation
Operation	Operation Type	Products	
Test Ranch	Farm	View Products Add Harvest Crew	Edit Remove

Page **25** of **67**

In the pop-up window, select the Harvest Crew Number/Name in the drop down menu.
 Select the product(s) that is/are added in the field operations, and the country of destination. Then click Add Harvest Crew to add the harvest crew operation to the field operation and return to the previous page.

	Close
Operation Type *	Farm 💌
Operation Name	Test Ranch 💌
If a Harvest <u>HC</u>	Crew (HC) operation is omitted, please select <u>Add</u>
Harvest Crew Number/Name *	Select 🗸
Select the Produc	t from the list below
Product	Select 🔹
	Add product
Country of Destination	
	Add Harvest Crew Cancel

iii. If there is no Harvest Crew operation listed in the system, click Add HC to access the
 "New Harvest Crew Operation" window to add a harvest crew operation. After filling in
 all the required information, click Submit Operation to save the submission.



Kanch Name	Test Ranch	
Operation Type *	Harvest Crew 💌	
Harvest Crew Number/Name*:		
Harvest Crew Company:		
Address *	Conocido	
Zip Code *	99999	
Country *	Mexico 🔻	
State inside * USA/Mexico/Canada	Baja California-MX 🔻	
State outside * USA/Mexico/Canada		
City/Location *	Ensenada 👻	
City *		
(Use this field if location is found on listing above). *	not	
Select the Operation conta	ct from the list below.	
Not in the list? Add New O	Contact	
You can also Edit contact	catalog	
Brenda López	•	
Select the Product from the	e list below	
Product	Select	•
	Add Deaduat	

• To Add a Standalone Harvest Crew:

If the Harvest Crew is in the system you will simply need to select the operation name as mentioned in this section. However, if the Harvest Crew information is not in the list it can be added by clicking the **Add New Operation** link.

Page **26** of **67**

3	Audit template version: Operations	Version 3	
	Operation Type Operation Name Not in the list?	Harvest Crew Select Add New Operation Upload Documents	Harvest Crew Company Name: Contact: Phone:
	Please enter the product of button. Then select produ product group/name is no <u>primusgfs@azzt</u>	proup/name and then click on the "Search Product" ct group/name from the drop down list. If your t visible, please contact ule.com	Email: Address: Zip Code: Location:





- vii. If needed, edit the operation details.
 - i. If you need to add more products to the operation, or edit the contact/operation's information, click **Edit** to load the operation information.

			3 Field Operations
Operation	Operation Type	Products	
HC06252018	Harvest Crew	View Products	Edit Remove
Test Ranch	Farm	View Products Add Harvest Crew	Edit Remove
-HC06252018	Harvest Crew	View Products	Edit Remove
L			

 To add more products to the operation, type in the product name, then click Search Product. Select the product in the drop down menu and then click Add Product. Enter the additional information of the product. If needed, click Remove to remove the product from the operation.

Product Name	?	Se	arch Prod	uct			
Product		Sele	ect Id Product	t	ii •		
Product Name	Hectares		Acres	Year round?	Month Range	Country of Destination	
Apples	0.00	Or	10.00	-	Month Fror Month To	United States -	Rei
	0.00	Or	50.00		Month Fron 🗙 Month To 💌	United States	Rei

iii. To edit the contact information of the operation, click **Edit Details** to access the "Edit Operation" window.

	Audit template version:	Version 3 🔹	
3	Operations		
\sim	Operation Type	Farm/Ranch 🔻	Test Ranch Edit Details
	Operation Name	Test Ranch 🔻	
	2	Upload Documents	Contact: Brenda López
	Please enter the product button. Then select produ product group/name is no <u>primusgfs@azz</u>	group/name and then click on the "Search Product act group/name from the drop down list. If your ot visible, please contact <u>ule.com</u>	" ^{Phone:} Email: Brendak.Imeza@gmail.com Address: Conocido Zip Sode: 99999





In the "Edit Operation" window, edit the operation information or contact information, then click **Submit Operation** to save the change and return to the previous page.

Edit Operatio	n Close
Operation Type *	Farm/Ranch 💌
Operation Name*	Test Ranch 0625
Address *	Conocido
Zip Code *	99999
Country *	Mexico 🔻
State inside * USA/Mexico/Canada	Baja California-MX 🔻
State outside * USA/Mexico/Canada	
City/Location *	Ensenada 👻
City *	
(Use this field if locat found on listing abov	tion is not e). *
Select the Operation	contact from the list below.
Not in the list? Add I	New Contact
You can also Edit co	ntact catalog
Brenda López	•
·	
Submit	Operation Cancel

iv. Click **Update Operation** to save all the changes of the operation.



Operation Type Farm/Ranch Test Ranch Edit Details						Test Ranch Edit Details	
Operation Name	е	Tes	t Ranch		v		
Please enter the button. Then se product group/r primusgfs A PDF of the PC	e product o lect produ name is no <u>6@azz</u>	Uplo group ict gr it visi ule ct gro	ad Docum o/name a oup/nam ible, plea .COM	nents Ind then (Ind then (Ind the se contact Ind the se contact Ind the se contact Ind the second second second second second Ind the second second second second second second Ind the second second Ind the second second Ind the second sec	click on the "Search Product" ne drop down list. If your ct s available here	Contact: Brenda López Phone: Email: Brendak.Imeza@ Address: Conocido Zip 99999 Code: 99999 Location: Ensenada, Baja (Mexico	Igmail.com California,
Product Name							
Product	?	Sel Sel	ect ect	uct t	• II		
Product Name	Hectares		Acres	Year round?	Month Range	Country of Destination	
Apples	0.00	Or	10.00	•	Month Fror Month To	United States -	<u>Remove</u>
				_			

Page **29** of **67**

viii. If needed, continue to add another operation to the application.

Follow steps mentioned in the section 3 to add more operations. A summary of all of the operations will be shown in the table below.

			Total 1 Facility Operation 4 Field Operations
Operation	Operation Type	Products	
HC06252018	Harvest Crew	View Products	Edit Remove
packinghouse 06222018	Packinghouse	View Products	Edit Remove
Test Ranch 0625	Farm	View Products Add Harvest Crew	Edit Remove
-HC06252018	Harvest Crew	View Products	Edit Remove
-HC1 Test	Harvest Crew	View Products	Edit Remove

Note: Operations can be removed and/or edited, products can be viewed and Harvest Crew can be associated to a Ranch/Greenhouse operation or be a standalone audit.

4.1.4 Section 4. Options

In this step you are asked to submit the detailed information of the audit.



i.

PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee | version 3.0 Prepared by Azzule Systems | Last updated 09.25.2018

Click the drop down menu to select the audit type. For helpful hints, click the question mark icon to view the definition of different audit types.

Page **30** of **67**

- ii. Select the tentative dates that you prefer the auditor visit your field or facility to conduct the audit.
- iii. Check the current available preferred audit language(s) that the auditor speaks.
- iv. Type in comments pertaining to this application (this is optional).
- v. Once the information is entered click on the Save Options button.

(4) Options	
Audit Type	Announced Audit
Audit Tentative Date	Select Announced Audit
From	Unannounced Audit
Audit Language?	Spanish And/or English
Comments	iv
	V Save Options

vi. Once saved, click **OK** in the pop-up window to continue.

demo.azzule.com says Successfully saved vi ок		
Successfully saved		
	vi	ОК

4.1.5 Section 5. Shippers

If you would like to share the audit report with a company that has a business relationship with your operations, you can list the company as a shipper here. Once the company is listed in the shipper section, the shipper name will appear in the audit report. The shipper contact will receive all the audit documents in the email communications and the Azzule Supply Chain Program site.

If there is no such company that you want to share the audit information, you can add your own company/organization as a shipper.

- a. To add a company as a shipper to the application and link this shipper to your operations:
- i. Enter the name of the company (shipper name);
- ii. Click on the **Search Shipper** button.



iii.

iv.

PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee | version 3.0 Prepared by Azzule Systems | Last updated 09.25.2018

Click the drop down menu of a list of matches for the shipper to the desired shipper.

Page **31** of **67**

Click on the **Add Shipper** button to add the company to the application.

Please input the Shipper Name	ne Shipper Name, then click on the button Search	Shipper and select it in the list.
Shipper	iii 🔻 🛛 Add Shipper 🛛 iv	
Not in the list? A	Add New Shipper	
Shipper		
No records to displa	iy.	
I certify that User automatic and distribute t audit (including as User has spe	at I have the right to distribute this information and cally grants, and hereby represents and warrants that the content. By accepting this, understands and agre g reports, corrective actions, preliminary reports, etc ecifically designated above, to any third party it so c	do not violate the <u>Terms of Use.</u> at they have the right to grant, use sees that the information from the c.) can be distributed by the Shipper, hooses.

- v. Once the shipper is added, there is a pop-up window for you to link the shipper to the operations. Check the box located before operation names to select all operations or specific operations that you want to link to the shipper. Once selected, the audit information of these linked operations will be shared with the shipper.
- vi. Click **Save** to save the linking.

Choo	se the Op	eration(s) you want to link for: For SCP Tes	sting Only	
			Cl	ose
v				
	PrimusGFS	Operation Name	Operation Type	
	Audit			
v		Test Ranch 0625	Farm	
		HC06252018	Harvest Crew	
		HC06252018	Harvest Crew	
		HC1 Test	Harvest Crew	
		packinghouse 06222018	Packinghouse	
			vi Save	

vii. Click **OK** to close the confirmation message from the system and return back to the application page.



viii. The shipper is added and listed in the application. Finally, you must click the checkbox to accept the terms of use in order to continue to submit the application to the certification body.



5	Please input the Shipp Shipper Name Shipper Select	per Name, then clie test	ck on the button Search	Shipper and s	elect it in t h Shipper	he list.
	Not in the list? Add New S	hipper				
	CBTEsting			Edit	Link Operations	Remove
viii	certify that I have User automatically gra and distribute the cont audit (including report as User has specifically	e the right to distri nts, and hereby rep ent. By accepting t 5, corrective action v designated above,	bute this information an presents and warrants th his, understands and ago s, preliminary reports, e to any third party it so	d do not violate at they have th rees that the inf tc.) can be distr chooses.	the <u>Terms (</u> e right to gr formation fr ibuted by th	of Use. rant, use om the ne Shipper,

Page **32** of **67**

b. To add a new company as a shipper to the shipper list:

If the shipper is not stored in the shipper list, then you have to add the shipper information into the catalogue first.

- i. Enter the name of the company (shipper name).
- ii. Click on the **Search Shipper** button.

Shipper Name	i	Search	h Shipper 🛛 🚺			
Shipper	 Add Shipper 					
Not in the list? Add New Shipper						
Shipper						

iii. If the shipper name is not stored in the shipper list, there is a pop-up window to notify you that there is no such a shipper name listed and suggest you add the shipper name into the list. Click **OK** to continue to add a shipper to the shipper list.

demo.azzule.com says This Shipper does not exist. Please, click on the link Add New Shipper.
іі ок

- iv. Click Add New Shipper to expand the shipper information page.
- v. In the shipper information page, enter all the required information of the company that you would like to list it as a shipper.
- vi. Click **Save** to save the shipper to the list and to add the shipper into this application.

rimus GFS	PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee Prepared by Azzule S	e ver Syster	sion 3.0 ns Last updated 09.25.20.	18	Page 33 of 6	7
	(5) Ple Sh	ease input the Shipper Nam ipper Name shippe	e, then click on the button Searc	h Shipper and select it in the lis	;t.
		No	ot in the list? Add New Shipper	iv		
			Shipper *	shippertest		\neg
			First Name * Last Name *			
			Email * Phone Number *			
			Postal Code *		v	
			State inside USA/Mexico/Canada State outside	Search for a state		
			USA/Mexico/Canada City/Location	Search for a city		
			(Use this field if location is not found on listing above).	vi Save Cancel		

- vii. Once the shipper is saved, there is a pop-up window for you to link the shipper to the operations. Check the box located before operation names to select all operations or specific operations that you want to link to the shipper. Once selected, the audit information of these linked operations will be shared with the shipper.
- viii. Click Save to save the linking.



100	se the Op	eration(s) you want to link for: shipperte	st0629
			Close
vii			
	PrimusGFS	Operation Name	Operation Type
	Audit		
vii		Test Ranch 0625	Farm
		HC06252018	Harvest Crew
		HC06252018	Harvest Crew
		HC1 Test	Harvest Crew
		packinghouse 06222018	Packinghouse

Page **34** of **67**

Click **OK** to close the confirmation message from the system and return back to the application page.

demo.azzule.com says	
Linking has been done successfully	
	ОК

c. To edit or remove the shipper from the application:

You may also edit shippers, link operations to this shipper or remove shippers. These links will only appear once the shipper has been added.

- i. Click **Edit** to update the shipper information.
- ii. Click Link Operation to review the linking status.
- iii. Click **Remove** to remove the shipper from the application.

Shipper			
CBTEsting	<u>Edit</u>	Link Operations	<u>Remove</u>

4.1.6 <u>Submit Application</u>

In this step you must click on the **Submit Application** button to send the PrimusGFS Application to the CB for approval.



There is a pop-up widow for you to enter comments of the application (this is not required). The comments will be reviewed by the CB if added. Click **Send** to submit the application for CB to review. The application is completed and sent to CB. Thus, the application is moved to the status of "In Review". For more details of application status, see <u>Application Status</u> for reference.

C	omments	
		11
	Send Cancel	

If there is any required information that is not filled in, the system will pop up a message indicating which requirements need to be included for the submission of the application.

Once the application is approved by the CB, a PrimusGFS number will be assigned and you will be notified when the application is approved. The application will be moved to the status of "Approved".

If the application is not approved by the CB, the Organization needs to complete the missing information and resubmit the application again.





4.2 Application Status

"3rd Party, Application Status" module is under the "3rd Party, Applications" menu tab. It shows all the applications in their different status, separated by tabs: **Not Sent, In Review, Approved, Scheduled,** and **All/Search**.

CB Test	Test 1st Party Self Audit										3rd Party, Applications Organizations			
Application Overview 3rd Party, New Application Image: Strate														
3rd Party, Applications 3rd Party, New Application 3rd Party, Application Status	AppID	F F Par	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	147 its Coordinator	ems in 2 pages Actions			
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41545		Version 3	NewOrg2 Test3 Serene Lakes, California, United States Ana Garcia	1 FM	View	NewOrg2 Test3		1		<u>• Edit App</u> • Cancel App			

- **Not Sent:** This tab lists the unfinished applications. You can continue to edit the application or to cancel the application.
- **In Review:** This tab lists the application that is completed and submitted to the certification body. The certification body is in the process of reviewing the application.
- **<u>Approved:</u>** This tab lists the application that has been reviewed and approved by the certification body.
- **<u>Scheduled</u>**: This tab lists the application that has been scheduled with the auditor at the audit date.
- <u>All/Search</u>: This tab can offer the option to search all the applications saved in the system. Different search criteria can be applied to make an easier search.

Applications/audits can be organized using the list displayed in the upper right corner <u>"Sort by"</u>, or by clicking the column header for better data management.

Clarge	Not Ser	t In Review	Approved	Scheduled All/	Search					Sort By:	AppID 🔻
3rd Party, Applications	41	IM I 2 ▶ ▶ Page Size 100 147								147	AppID Date Status
3rd Party, New Application 3rd Party, Application Status	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	Coordinator	Actions
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41545		Version 3	NewOrg2 Test3 Serene Lakes, California, United States Ana Garcia	1 FM	View	NewOrg2 Test3		1		<u>° Edit App</u> <u>° Cancel</u> <u>Арр</u>





The tabs in the application status share some common columns. They are:

- **AppID**: Application identification number.
- **Test-PGFS:** PrimusGFS registration number assigned to the application.
- Audit Template Version: The PrimusGFS Version
- Organization: Organization details including; organization name, location and contact(s).
- **Operations**: Types of operations to be audited.
- **Events**: The editing history of the application.
- Being Handled By: Shows the organization's main contact who is handling the application.
- **App Date**: Date when the capture of the application was created.
- **ReCert#**: If it's an initial application (first time application) or a recertified application.
- **Coordinator**: The CB Contact who is in charge of the application.
- Actions: Displays the links of actions that can be done under the tab. The actions can be different in different tabs. There are:
 - Edit App: Continue to edit the application and finally submit the completed application.
 - Cancel App: Cancels the application and all the associated operations.
 - **View App**: Displays the screen where you can Preview/Review the application. You cannot edit the application at this stage.
 - This application is being updated: The application is being reviewed and updated by the certification body, thus, there is no action for you to take.

4.2.1 Not Sent Tab

The tab shows the applications that have been initiated by an organization or CB and has not been submitted. Click **Not Sent** in the "3rd Party, Application Status" page to access the information that is listed in the "Not Sent" tab.

Application Overview											
Clar	Not Sent	In Review	Approved	Scheduled All/	Search					Sort By: 🖌	AppID 👻
3rd Party. Applications											
3rd Party, New Application 3rd Party, Application Status	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	Coordinator	Actions
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41568		Version 3	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica		<u>View</u>	NewOrg2 Test3		1		<u>° Edit App</u> <u>° Cancel</u> <u>App</u>

- a. To view the events/history of the application:
 - i. Click **View** in the "Events" column. A pop-up window of application history will be listed for your review.
 - ii. In the pop up window, the application events are saved with description, happening date, comments and the person who made the changes. You can click **Close Window** to exit the window and return to the application status page.



Events for Application number: 41568											
			Close Wir								
Event Description	Event Date	Comments	Made by								
Event Description New Application has been created	Event Date Jul 02, 2018	Comments New Application:41568 has been created	Made by Alex Mojica								

Page **38** of **67**

- b. To edit the application, click Edit App in the "Actions" column to access the application page. You can continue to edit application information, and finally submit the application. See <u>Fill Out a</u> <u>New Application</u> for reference.
- c. To cancel the application:
 - i. Click **Cancel App** in the "Actions" column. There is a pop up window to confirm the cancelling actions.
 - ii. Click **OK** to confirm the cancellation.

demo.azzule.com says		
Are you sure to cancel the application 41568 ?		
	ОК	Cancel

iii. Type the comments in the comment box and click **Send** to submit the cancellation request.



iv. Click **OK** to close the pop-up notification window and return to the application status page. The cancelled application can be found in the "All/Search" tab.

demo.azzule.com says	
successful	
	ОК





4.2.2 In Review Tab

The tab shows the applications that already have been submitted by the organization and the CB is in the process of reviewing the information. Click **In Review** in the "3rd Party, Application Status" page to access the information that is listed in the "In Review" tab. You cannot edit any applications that are already submitted to the CB.

In the "In Review" tab, you can click **View** in the "Events" column to track the status of the submitted application. Any changes made by the CB will be recorded in the events.

Application Overview											
Clorge	Not Sent	In Review	Approved	Scheduled All/	Search					Sort By:	AppID 👻
3rd Party, Applications	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	Coordinator	Actions
3rd Party, New Application 3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41512		Version 3	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	3 HC 1 FM 1 PH	View	CB Test	Jun 29, 2018	1		This application is being updated.

4.2.3 Approved Tab

The tab displays the applications that have already been approved by the CB. Click **Approved** in the "3rd Party, Application Status" page to access the information that is listed in the "Approved" tab. You cannot edit any applications that are already approved by the CB.

Application Overview											
Clicego	Not Sent	In Review	Approved	d Scheduled A	All/Search					Sort By: A	ppID •
3rd Party, Applications	41	2 🕨 🕨 🦻	age Size 20 🔻						_	33 iter	ms in 2 page
3rd Party, New Application 3rd Party, Application Status	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Approved Date	Tentative Date	ReCert#	Coordinator	Actions
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41489	265	Version 3	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	HC FM PH CC SD IA PR	<u>View</u>	Jun 07, 2018	May 16, 2018	1	Adam Lopez	<u>• View Ap</u>

In this tab, there are some new columns:

- Approval Date: The date when the CB approves the application.
- **Tentative date:** The date that the auditee entered as the preferred date for the auditor to visit and conduct the audit(s).



a. To view the application event, you can click **View** in the "Events" column to track the status of the approved application.

Page **40** of **67**

b. To view the application information, you can click **View App** to access the application page. The application status is approved and not editable.

Test-PGFS-265 App. Ap	proved			
Clere	(1) Organization	n		Test-PGFS-265 App. Approved Submit Application
3rd Party, Applications 🔨				
3rd Party, New Application				
3rd Party, Application Status	NewOrg2	Test3		
3rd Party, Corrective Actions 3rd Party, Recertification	Organization	Details	Billing Info Billing Name:	NewOrg2 Test3
3rd Party, Audit History	Organization: Address: Location:	NewOrg2 Test3 2810 Skyway Drive, Suite test Serene Lakes, California, United States	Tax Code: Address: Location: Postal Code:	2810 Skyway Drive, Suite test Serene Lakes, California, United States 1111111111

4.2.4 <u>Scheduled Tab</u>

This tab lists all of the audits that are currently scheduled by the CB. Click **Scheduled** in the "3rd Party, Application Status" page to access the information that is listed in the "Scheduled" tab. You cannot edit any applications that are already scheduled by the CB.

Application Overview												
Clarge	Not Sent	In Review	v Approve	d	Scheduled 4	All/Search					Sort By: A	ppID 👻
3rd Party, Applications	AppID	Test-PGFS-	Audit template version	Orga	nization	Operations	Events	Approved Date	Tentative Date	ReCert#	Coordinator	Actions
3rd Party, New Application 3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41543	290	Version 3	New Sere Califo Alex Sanc	Org2 Test3 ne Lakes, ornia, United States Mojica, Javier thez	SD	<u>View</u>	Jun 19, 2018	Jun 05, 2018	1		<u>⁰ View App</u>

- a. To view the application event, you can click **View** in the "Events" column to track the status of the scheduled application.
- b. To view the application information, you can click **View App** to access the application page. The application status is scheduled and not editable.

4.2.5 All / Search Tab

The tab offers options to search all applications by using different criteria. Search Criteria include App ID, Organization, PGFS #, Contact, Location, Auditor, Scheduled Audit Date From & To, Status, Audit Template Version; Shipper Name, and Coordinator Name. You can use one or more of these criteria to search for a specific application. The search results can be sorted by AppID, Date, and Status.





Click **All/Search** in the "3rd Party, Application Status" page to access search page. After selecting certain search criteria, click **Search** to list the search results.

Application Overview							
Clarge	Not Sent In Revi	ew Approved	Sched	uled All/Search			Sort By: AppID 🔻
3rd Party, Applications 3rd Party, New Application 3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	App ID PGFS# Location Scheduled Audit Date From Status Shipper Name		•	Organization Contact Auditor Scheduled Audit Date To Audit Template Version	All)	
	FM= Farm/Ranch PH= Packinghouse SD= Storage & Distribution (Cancel App = Cancel App Review Oper = Edit Oper Not Sent = Applications in Approved = Application re	IA= Indoor PR= Process Dication Review App rations View Oper a capture process, not so eady to be assigned to a	Agriculture sing p = Edit = Consi ant yet to r in auditor	VGreenhouse HC= Harvest CC= Cooling/I Application • View App ult Operations eview In Review = Applicatio All/Search = Search	Search Crew Cold Storage Consult Application n in process of approval of Application in any stat	us	

The search results list information for all the related applications.

Not Sent	In Revie	w Approv	red Scheduled	A	ll/Search						Sort By:	AppID 👻
App ID			0	rganizat	ion							
PGFS#			C(ontact								
Location	it Date		A	uditor								
From	it bate		Scheduled Audit Date To									
Status	All Audit Template					on	Versi	on 3		•		
Shipper Name Announced Audit 🔻												
Coordinator		All	-									
						(Search					
H 1 2		Page Size 100	•								141 it	ems in 2 pages
AppID	Test-PGFS-	Audit template	Organization		Operations		Events	Date	ReCert#	Status	Coordinator	Actions
41568		Version 3	NewOrg2 Test3 Serene Lakes, Califo United States Alex Mojica	ornia,	FM CC		<u>View</u>		1	App. Cancelled		<u>° View App</u>
41545		Version 3	NewOrg2 Test3 Serene Lakes, Califo United States	ornia,			<u>View</u>		1	App. Cancelled		<u>° View App</u>
41544	291	Version 3	NewOrg2 Test3 Serene Lakes, Califo United States Eric Peterson	ornia,	РН		<u>View</u>	Jun 18, 2018	1	Auditing Phase		<u>° View App</u>





There is one new "Status" column. They are:

- App. Not Sent: The application is still in preparation and is not sent to the CB.
- App. In Review: The application is submitted to the CB and is under review by the CB.
- App. Approved: The application is approved by the CB.
- Scheduled: The audits in the application have been scheduled by the CB.
- Auditing Phase: The audits in the application are being conducted and in the process of closing the audit.
- App. Closed: The application is closed due to the completion of the audits.
- App. Cancelled: The application is cancelled so there is no further action for this application.

Status		All]
Shinner Name		All	
Shipper Name		App. Not Sent	
Coordinator		App. In Review	
		App. Approved	
		Scheduled	
		Auditing Phase	
AppID	Test-PGFS-	App. Closed	izatior
		App. Cancelled	

In the search result table, the actions you can take are different based on the application status.

- a. For the applications with the "all" status, you can click **View** in the "Events" column to track the status of all the applications.
- b. For the application with "App. In Review", "App. Approved", "App. Scheduled", "App. Auditing Phase", "App. Closed" and "App. Canceled", you can click **View App** to access the application page to preview the application information. You cannot edit the application information with these statuses.
- c. For the application with "App. Not Sent", you can either edit or cancel the application.



Not Sent	In Revi	ew	Approved	Schedu	led All/Se	earch					Sort By:	AppID
App ID PGFS#					Organization Contact							
Location Scheduled Audi	it Date				Auditor Scheduled Au	ıdit Date To						
Status		App.	Not Sent	•	Audit Templa	te Version	Version	3	•			
Shipper Name Coordinator		All		•			Annound	ed Aud	lit 🔻			
						(Search					
AppID	Test-PGF	5-	Audit template version	Organization	_	Operations	Events	Date	ReCert#	Status	Coordinator	Actions
41539	273		Version 3	NewOrg2 Tes Serene Lakes United States	t3 ;, California, ;		<u>View</u>		2	App. Not Sent		<u>° Edit App</u> <u>° Cancel</u> <u>App</u>

Page **43** of **67**

d. For the application with "App. Closed", you can view corrective actions (CAs) and request recertification by clicking **View CA(s)** and **Recertification**, respectively.

Not Sent	In Revi	ew	Approved	d Schedu	led	AII/S	earch						Sort By:	AppID 🔻
App ID PGFS# Location Scheduled Audit Date From Status App. Closed			Organ Conta Audit Schec Audit	Organization Contact Auditor Scheduled Audit Date To Audit Template Version 3										
Shipper Name Coordinator		All		•)	-			Announ	ced Au	dit 🔻			
AppID	Test-PGF	s-	Audit template version	Organization			Operat	ions	Events	Date	ReCert#	Status	Coordinator	Actions
41517	273		Version 3	NewOrg2 Test Serene Lakes, United States Carla Herrera	3 Califorr	nia,			View	Jun 14, 2018	1	App. Closed	Carla Herrera	<u>• View App</u> <u>• View CA(s)</u> <u>Recertification</u>





5. Corrective Action Submission

After the audit is scheduled for the auditor, the auditor will visit your operation(s) at the agreed date and submit preliminary audit reports to the PrimusGFS system within 15 days. The auditor will also report the non-conformance questions that are found during the auditing process. As the auditee/client, you will be able to view these non-conformance questions and submit corrective actions for these questions in the PrimusGFS system within 30 days from the audit start date. After you log in the PrimusGFS system, in the "3rd Party, Applications", click **3rd Party, Corrective Actions** to access the corrective action section. The section offers you tools to view non-conformance questions, and to submit corrective actions.

CB Test						1st Party Self A	udit 3r	d Party,	, Applic	ations	rganizations
Corrective Actions								3rd Par 3rd Par	rty, New rty, Appl	Application lication Statu	s
Clickago								3rd Par	ty, Rece	ertification	GFSNumber -
3rd Party, Applications ^ 3rd Party, New Application	Pend	ew CA´s Pendin ing • View	cA(s) All	/Search							
3rd Party, Application Status 3rd Party, Corrective Actions		1 2 🕨 🕨	Page Size 1	00 🔻						145	items in 2 pages
3rd Party, Recertification 3rd Party, Audit History	PGFS #	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	Expiration	Actions
	103	Version 2.1	NewOrg	59031	нс	HC-Stand Alone	Alejandro	100	Aug	Sep 30,	

"3rd Party, Corrective Actions" section shows all the audits with different status of corrective actions submission progress which is separated by three tabs: **Pending, View CA(s)** and **All/Search**.

- **<u>Pending</u>**: This tab lists the audits that are in need of submitting corrective actions or the audits that are not reviewed/closed by the CBs. You can submit corrective actions in this tab if the CAs phase has not expired.
- <u>View CA(s)</u>: This tab lists the audits whose corrective actions have been reviewed and closed by the CB. You can only view the corrective action and responses from the CB, but cannot submit corrective actions in this tab.
- <u>All/Search:</u> This tab can offer the option to search all the audits with CA progress saved in the system. Different search criteria can be applied to make it an easier search. Based on the search results, you can either submit corrective actions or view the corrective actions and responses.

Audits can be organized using the list displayed in the upper right corner <u>"Sort by"</u>, or by clicking the column header for better data management.





Page **45** of **67**

The tabs in the corrective action module share some common columns. They are:

- **PGFS #:** PrimusGFS registration number assigned to the audit.
- Audit Template Version: The PrimusGFS Version.
- **Organization**: Organization details including; organization name, location and contact(s).
- Audit #: The audit identification number that is assigned to this audit.
- **Operation Type**: The operation module that the audit is conducted.
- **Operations**: Types of operations to be audited.
- Auditor Name: The auditor who performed the audit.
- Score: The audit score at the current progress.
- Audit Start Date: The first date when the audit was performed.
- **Expiration:** The date when the CA phase has expired; the auditee cannot submit CAs after this date. This is not available in the "View CA(s)" tab.
- Actions: Displays the links of actions that can be done under the tab. The actions can be different in different tabs. There are:
 - CA FSMS: The link to submit corrective action(s) in Food Safety Management System (FSMS) module.
 - CA Operations: The link to submit corrective action(s) for operation modules: GAP/GMP.
 - **Product(s)**: Displays the product(s) of the audit. This is not editable.
 - View CA(s): The link to view all the submitted CA(s) and the responses from the CBs.

5.1 <u>Submit the Corrective Actions</u>

The user can view and submit corrective actions for all modules under the "Pending" tab. The tab is default while clicking **3rd Party, Corrective actions**. The user should see the corrective action phase expiration date in the "Expiration" column, set to thirty (30) calendar days after the audit date.

- If the CA phase is not expired (the expiration date is in black color), the user can go ahead and submit CAs.
- If the CA phase is already expired (the expiration date is in red color), the user has to contact with the CB first to extend or reopen the CA phase to submit CAs.



Corrective Actions											
3rd Party, Applications 3rd Party, New Application 3rd Party, Application Status	N Pend	lew CA´s Pendin ling • View	i g to Review CA(s) All,	/Search						Sort By P	GFSNumber 🔻
3rd Party, Corrective Actions			Page Size 1	00 🔻						147	items in 2 pages
3rd Party, Recertification 3rd Party, Audit History	PGFS #	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	Expiration	Actions
	291	Version 3	NewOrg2 Test3	128435	РН	abc	Peterson	98	Jun 18, 2018	Jul 18, 2018	• CA Operation o <u>Product(s</u>)
	286	Version 3	NewOrg2 Test3	128406	нс	HC	Bao	12	Jun 13, 2018	Jul 13, 2018	<u>• CA Operation</u> • <u>CA FSMS</u> o <u>Product(s</u>)
	286	Version 3	NewOrg2 Test3	128405	FM	ranch 1	Bao	13	Jun 12, 2018	Jul 12, 2018	<u>• CA Operation</u> • <u>CA FSMS</u> <u>0</u> <u>Product(s)</u>

Page **46** of **67**

a. To access to the "Corrective Actions" page:

- i. Click CA Operations or CA FSMS to access to the corrective actions page.
 - **CA FSMS:** The link to submit corrective action(s) in Food Safety Management System (FSMS) module.
 - **CA Operations**: The link to submit corrective action(s) for operation modules: GAP/GMP.

Pend	ing ^o View	CA(s) All,	/Search											
	(d) 1 2 (b) Page Size 100 147 items in 2 pages													
PGFS #	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	Expiration	Actions				
291	Version 3	NewOrg2 Test3	128435	РН	abc		98	Jun 18, 2018	Jul 18, 2018	o <u>Product(s)</u>				
286	Version 3	NewOrg2 Test3	128406	нс	uo HC		12	Jun 13, 2018	Jul 13, 2018	<u>• CA Operation</u> • CA FSMS • CA FSMS • CA FSMS				

In the "Corrective Actions" page, the brief information of the audit is listed at the top which is not editable. There are four tabs below the audit information:

- <u>View Audit Documents</u>: By clicking the tab, the user can view the current audit documents (including preliminary report).
- Not complete CA(s): By clicking the tab, the user decides not to complete corrective actions for the non-conformance questions. There is a confirmation window for the user to confirm the activity after clicking the tab.



 <u>Save and Continue</u>: The tab that the user can use to save the corrective action responses and continue to work on the next questions. Please note that the corrective actions are not submitted to auditors/CBs by clicking this tab.

Page **47** of **67**

 <u>Submit Response</u>: The tab is initially grayed out unless the checkbox in front of the question is selected. With the selection of the question, the "Submit Response" button will turn from gray to black and be activated so that the user can click the tab to submit CAs of this question for auditor/CB to review.

Below the tabs, all the questions where a non-conformance was raised are listed.

b. To submit corrective actions:

- i. Select the checkbox in front of the question you are submitting a corrective action for.
- ii. Select the option for possible response:
 - If the user is confident that the response will be sufficient to be corrective actions, the user can select "The following Corrective Action has been performed".
 - If the user does not have enough evidence as the corrective actions, the user can select "We will partially complete or not complete corrective action(s)".
- iii. Type any comments or explanations in the text box.
- iv. If needed, the user can attach files by clicking Add Files. In a pop-up window, the user can choose a file from own computer and click Upload to attach the file as part of the corrective actions. The user can upload multiple files for a question and can delete uploaded files. Close the window to return to the previous page.







v. Click **Submit Response** to send the allocated corrective action response(s) to the CB for review.

NewOrg2 Test.	.3		
PrimusGFS #:	Test-PGFS-287	Audit Started:	09/03/2018 10:00
Audit #:	128223	Audit Finished:	09/03/2018 17:00
Operation Type:	Harvest Crew	Audit Score Average:	99%
Operation:	Testing HW LR	CA Expiration date:	Oct 03, 2018
Product(s):	Avocados Fresh Cut		
Auditor Name:	(CB Test)	Audit Type:	Announced Audit
	View Audit Do	ocuments Not complete CA(s) S	ave and Continue Submit Response
HC - Training			v
Auditor Answer: Auditor Comments	ciency	g program covering new and existin	
• We will partially o	complete or not complete corre	ctive action(s)	
The following Cor	rective Action has been perforr	ned	
Details:		510 Charac	ters left
iii]		
Add Files iv			

vi. Click **OK** to confirm the submission.



Note: A user can send one question's corrective action response or multiple questions' corrective action responses at one time. When deciding to send a corrective action response, the auditee user should check the box located in the top-left near the question number for each corrective action they wish to send.

Once a corrective action response is submitted to a CB for review, it can no longer be edited by the auditee user. The submitted question will be marked as **Submitted**.



c. To not submit any corrective actions

If the user does not wish to complete <u>all or the rest of</u> the corrective actions, the user can click on **Not complete CA(s)** tab.

NewOrg2 Test	3				
PrimusGFS #: Audit #: Operation Type: Operation: Product(s):	Test-PGFS-287 128223 Harvest Crew Testing HW LR Avocados Fresh Cut	Au Au Au CA	dit Started: dit Finished: dit Score Average: Expiration date:	09/03/201 09/03/201 99% Oct 03, 20	8 10:00 8 17:00 18
Auditor Name:	(CB Test)	Au	dit Type:	Announce	ed Audit
	View Audit Do	cuments	Not complete CA(s)	Save and Continue	Submit Response

Click **OK** to confirm the activity, then the system will automatically submit the response to the CB/auditor. The questions will be marked as **Submitted**.

demo.azzule.com says		
Are you sure don't want to complete corrective a	action ?	
	ОК	Cancel

d. Resubmit corrective actions after CB/Auditor's review

The auditee user should note that if the certification body or the auditor does not accept a corrective action response, the auditee does have another chance to respond to the non-conformance as long as the thirty (30) days since the audit date have not elapsed. Auditees are urged to respond to non-conformances correctly in their first response in order to give the CB ample time to properly review corrective action work.

- If the corrective action is approved, there is no need to submit more responses to that question.
- If the corrective action is rejected, the user can follow the same way as mentioned above to submit corrective actions for CB/auditor to review again.



	View Audit Docume	nts Not complete C	A(s) Save and Continue	Submit Response
HC - Training				
4.03.01 Is there a foo these training	l safety hygiene training pro events?	gram covering new a	nd existing workers and ar	e records of
Auditor Answer: Minor Deficient	y Corrective Action Ap	proved		
Auditor Comments:				
Review Comments: The	corrective action is approve	d with sufficient evid	ence.	
• We will partially complete	or not complete corrective	action(s)		
The following Corrective	Action has been performed			
Details:		510 Charact	ers left	
test 0913				
View File(s)				
view rite(3)				
•.03.02 Is there a doc practices and	umented training program w chemical use details?	ith training logs for t	he sanitation workers, inclu	uding best
Auditor Answer: Major Deficiend	y Corrective Action Re	jected		
Auditor Comments:				
The last decision for corre	ctive action:	In Review		
Reviewer Comments:				
Review Comments:		no evidence is subm	itted.	
_				
We will partially complet	or not complete corrective	action(s)		
The following Corrective	Action has been performed			
Details:			510 Characters left	
			11	
Add Files				

Page **50** of **67**

Auditee users should be aware that CBs reserve the right to require that corrective actions be reviewed and verified by conducting on-site corrective action verification visits. This is especially the case if a large number of non-conformances are scored, an automatic failure is detected, a potentially high-risk food safety issue is detected, or an issue is detected that has historically been a concern with a particular process and/or product. CBs will communicate with auditees to book the corrective action follow-up visit, and if possible, will try to send the same auditor that conducted the audit.





5.2 Corrective Action Status

"3rd Party, Corrective Actions" module is under the "3rd Party, Applications" menu tab. It shows all the audits with different status of corrective actions submission progress, separated by tabs: **Pending, View CA(s)** and **All/Search**.

CB Test						1st Party Self A	udit 3r	d Party,	, Applic	ations	rganizations
Corrective Actions								3rd Par 3rd Par	rty, New rty, Appl	Application ication Statu	s
Class							2	3rd Par 3rd Par	r <mark>ty, Corr</mark> rty, Rece	ective Action Sort By P rtification	s GFSNumber 🔻
3rd Party, Applications ^ 3rd Party, New Application	Pend	ew CA's Pendin	ng to Review CA(s) All	/Search							
3rd Party, Application Status 3rd Party, Corrective Actions		1 2 🕨 🕨	Page Size 1	00 🔻						145	items in 2 pages
3rd Party, Recertification 3rd Party, Audit History	PGFS #	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	Expiration	Actions
	103	Version 2.1	NewOrg	59031	нс	HC-Stand Alone	Alejandro	100	Aug	Sep 30,	

5.2.1 Pending Tab

Under the *"Pending"* tab, users can see audits that have corrective action reports requiring a response. This is the tab that you can submit corrective actions for CB to review. See <u>submit the</u> <u>corrective actions</u> for details.

5.2.2 View CA(s) Tab

The tab offers options to view all the corrective actions that were submitted and reviewed by CBs. The users cannot submit or edit any corrective actions at this tab. Click **View CA(s) tab** in the "3rd Party, Corrective Actions" page to access the listed information. The column names listed in the table is the same as these in the "Pending" tab.



Corrective Actions										
Grosson A		ew CA 's Pending	to Review						Sort By F	GFSNumber 🔻
3rd Party, New Application 3rd Party, Application Status	Pend	ling ^o View C	CA(s) All/S	earch	_					
3rd Party, Corrective Actions		1 2 3 4 🕨	Page Siz	e 100	•				315	items in 4 pages
3rd Party, Recertification 3rd Party, Audit History	PGFS #	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	Actions
	001	Version 1.6	NewOrg2 Test3	3705	нс	NewHC Test	Alejandro Aguilar López	99.61	May 02, 2011	<u>⁰ View</u> CA(s) Product(s)
	002	Version 1.6	NewOrg2 Test3	3734	РН	Test Packshed	Alejandro Aguilar López	99.45	May 02, 2011	<u>° View</u> <u>CA(s)</u> o <u>Product(s)</u>

Page **52** of **67**

- a. To View CA(s)
 - i. Click View CA(s) under the "Action" column to view CA(s) for a specific audit.
 - ii. In the Corrective action page, the user can view all the responses given back by the CB. If needed, the user can click **Print Version** to print the CA response out.

Secure https://	aemo.azzuie.com/PGFSOrganiza	ation_v3/CAscioseAudits.aspx	rAuditHeaderiD=3705&DisplayC	B=400AppID=undefined
lewOrg2 Test.	.3			
PrimusGFS #: Audit #:	Test-PGFS-001 3705	Audit Started: Audit Finished:	09/06/2016 08:00 05/02/2011 16:00	
Operation Type:	Harvest Crew	Audit Score Average:	99.61%	
Operation:	Snyder Ranch, 101, 102, 103	3		
Product(s):	Bananas			
Auditor Name:	Alejandro Aguilar López (CB 1	Test)		
-SMS - Manageme	nt System			
1.01.01	Is there a documented food s	afety policy detailing the company	s commitment to food safety?	
Auditor Answer:	Minor Deficiency			Approved
Auditor Comments:	1.01.01 Minor Deficiency			
Organization Correctiv	ve Action Response:			
The following Corrective	Action has been performed			
Organization Correctiv	ve Action Comments:			
This is a CA for Audit# :	1.01.01			
Decision for Corrective	Action?			
Accepted				
New Answer atter Cor	rective Actions Acceptance: otal Col	mpliance		
CB Comments Accepted CA 1.01.01				
1.01.02	Is there a food safety manual audit and procedures/instruct	l or other documented food safety r tions for all food safety processes?	nanagement system covering the scope	of business included in this
Auditor Answer:	Major Deficiency			Rejected
Auditor Comments:	1.01.02 Major Deficiency			
Organization Correctiv	ve Action Response:			
The following Corrective	Action has been performed			
Organization Correction	ve Action Comments:			
This is a CA for 1 01 02				

- b. To View Product(s)
 - i. Click **Product(s)** under the "Action" column to view product(s) for a specific audit.
 - ii. There is a pop-up window showing the product information of the audit. Click **Close** to close the window and return to previous page.



PGFS # (Audit # 3 Operatio	001 3705 n Name NewHC Test	
		Close
		_
	Products	
	Bananas	

Page **53** of **67**

5.2.3 All / Search Tab

The tab offers options to search all audits with various corrective action status by using different criteria. Search Criteria include App ID, Audit Types, PGFS #, Organization, Contact, Location, Auditor, Scheduled Audit Date From & To, Status, Shipper Name, Operation Name, corrective action expiration date, status and Audit Template Version. You can use one or more of these criteria to search for a specific application. The search results can be sorted by AppID, Date, and Status.

Click **All/Search tab** in the "3rd Party, Corrective Actions" page to access search page. After selecting certain search criteria, click **Search** to list the search results.

Corrective Actions						
Groups Arrive Applications	New CA's Pen	ding to Revie	w			Sort By PGFSNumber 🔻
3rd Party, New Application	Pending ° Vi	ew CA(s)	All/Search			
3rd Party, Application Status	Audit ID			Audit Type	Select 🔹	
3rd Party, Corrective Actions	PGFS #			Audit Type:		
3rd Party, Recertification						
3rd Party, Audit History	Date from			Organization		
	Auditor			Audit Date To		
	Shipper Name			Expiration	Select 🔹	
	Operation Name			Status	Select 🔹	
				Audit Template		
				Version	•	
					Se	arch

The search results list information for the audits with their corrective action status. Based on the search results, you can either submit corrective actions or view the corrective actions and responses in the "Action" column.



		-								
Pend	ding °	View CA(s)	All/Searc	h						
Audit I	D				Audit Type	Select		•		
PGFS #	ŧ				Audit Type:			•		
Date fr	om				Organization					
Audito	r				Audit Date To					
Shippe	r Name				Expiration	Select		•		
Operat	ion Name				Status	Select		•		
					Audit Template Version	Version	3	•		
								S	earch	
PGFS # ←	Audit Template Version	Organization	Audit #	Operation Type	Operation Name	Auditor Name	Score	Audit Start Date	earch Expiration	Actions
PGFS # - 291	Audit Template Version Version 3	Organization NewOrg2 Test3	Audit # 128435	Operation Type PH	Operation Name	Auditor Name Eric Peterson	Score 98	Audit Start Date Jun 18, 2018	Expiration Jul 18, 2018	Actions <u> • CA Opera</u> 0
PGFS # - 291 287	Audit Template Version 3 Version 3	Organization NewOrg2 Test3	Audit # 128435 128226	Operation Type PH PR	Operation Name abc	Auditor Name Eric Peterson	Score 98 99	Survey Su	Expiration Jul 18, 2018	Actions
PGFS # • 291 287	Audit Template Version 3 Version 3	Organization NewOrg2 Test3 NewOrg2 Test3	Audit # 128435 128226	Operation Type PH PR	Operation Name abc Test Processing123	Auditor Name Eric Peterson Duoduo Bao	Score 98 99	Audit Start Date Jun 18, 2018 May 22, 2018	Jul 18, 2018 Jun 21, 2018	Actions • CA Opera • CA Opera • CA Opera • CA Opera

Page **54** of **67**





6. Audit History

All the audit information is stored in the "Audit History" module in the PrimusGFS system for you to view. This module will allow you to follow up on all the audits, see their status and review all the files linked to a specific audit (Preliminary audit, Final Audit Result, CA Report, NC Report, Certificate). After you log in to the PrimusGFS system, in the "3rd Party, Applications", click **3rd Party, Audit History** to access the audit history page. The audit history page can also be reached by clicking **3rd Party, Audit History** under the "Organization" tab.

CB Test					1st I	Party Se	lf Audit	3rd P	arty, Appl	ications	Organizations	
Annelise time Orean incom											3rd Party, A	udit History
Application Overview											Contact Man	agement
3rd Party, Applications 3rd Party, New Application 3rd Party, Application Status	Not Sent	In Review	Approved ge Size 100 👻 Audit template version	Scheduled All/ Organization	Search Operations	Events	Being Handled By	App Date	ReCert#	Sort By: 147 Coordinato	AppID V items in 2 pages r Actions	
3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	41569	267	Version 2.1-2c	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	1 FM 1 PH 1 CC 1 IA	<u>View</u>	NewOrg2 Test3		2		<u>● Edit App</u> ● <u>Cancel</u> <u>App</u>	

In the audit history page, to search an audit:

- Select the criteria and fill out the data. Search criteria include Audit ID, Audit Type, PrimusGFS#,
 Organization, Auditor, Status, Audit Date from Audit Date to, Location, Product, Shipper name,
 Operation Name, and Audit Template Version.
- ii. Click **Search** to list the search results. The search results can be sorted by Audit ID, Audit Start Date, and Status.



Audit	Histo	ry											
										Sort by:	Au	dit ID	Ŧ
Audit ID						Operation Type	All		•				
PrimusGF:	S#					Audit Type:	All		-				
App ID						Organization							
Audit Date	e from				1	Audit Date Fo				🗲 Se	arch crit	eria	
Auditor						Status	All		-				
Location						Product							
Shipper N	ame					Operation Name							
Audit Tem	plate Ve	rsion	All	-						Explar PA: Pre	ation Assessment	Audit	
Aud	lit is curr Excel	ently ope	n						Search	SA: Su	rveillance Aud	it]
••	123	4567	8 9 10 🕨	Page size: 10) 🔻						938 items	in 10 pa	ges
Test- PGFS-	AppID	Audit	Operation Type	Audit Template Version	Organization	Auditor Nar	me	Score	Status	Audit S Date	Start Rec	ert# C	ocs
23	1212	59463	нс	Version 1.6	NewOrg2 Test3	Alejandro A López	guilar	0.00	Audit Cancelled		1	(1
23	1212	59464	нс	Version 1.6	NewOrg2 Test3	Alejandro A López	guilar	0.00	Audit Cancelled		1	(

Page **56** of **67**

The table of search results in the audit history share some common columns with the application status.

- **Test-PGFS:** PrimusGFS registration number assigned to the application.
- AppID: Application identification number.
- Audit: The audit identification number. This is identical for each audit.
- Audit Template Version: The PrimusGFS Version.
- Organization: Organization details including; organization name, location and contact(s).
- **Operations**: Types of operations to be audited.
- Auditor Name: The name of the auditor who conducts the audit.
- Score: The score of the audit.
- **Status:** The current status of the audit.
- Audit State Date: Date when the audit was performed.
- **ReCert#**: If it's an initial application (first time application) or a recertified application.
- **Docs**: The documents that are related to the audit.

6.1 <u>Audit Status</u>

There are various statuses to describe the progress of the audit. They are:

- Scheduled: The audit has been scheduled to be performed.
- Audit Cancelled: The audit has been cancelled so there are no further actions needed.
- **Unfinished Prelim. Report:** The audit has been performed by the auditor; however, the auditor did not submit the preliminary report.
- **Preliminary Report Completed:** The auditor has completed the preliminary report, which means that the auditee should be able to viewed and submit corrective actions for the audit.



• **Report/Ca's Review Finished:** The CB has completed the review of the audit report and corrective actions were submitted by auditees.

Page **57** of **67**

- Audit Certified: The audit has been passed and granted with an audit certificate.
- Audit Not Certified: The audit was not granted with an audit certificate. Note that the CB reserves the right to make the certificate decision.
- **Certificate Suspended:** The audit certificate has been suspended by the CB because of some reason, for example, the auditee not paying expenses in a timely manner.
- Certification Revoked: The audit certificate has been revoked by the CB.



6.2 Audit Documents

To see the reports related to an audit:

- i. Click on the icon under the column "Docs" to review them.
- ii. In the pop up window of "Audit Documents", click the PDF link to view the documents. You can download and print out the documents as needed.



Audit H	listor	у										
									s	Sort by:	Audit I) 🔻
Audit ID						Operation Type	All 👻					
PrimusGFS	#					Audit Type:	All 👻					
App ID						Organization						
Audit Date	from					Audit Date						
Auditor						10	Close V	/indow				
Location				Audit Documents								
Shipper Na	me							_				
Shipper Name Audit #: Audit Template Version Vi Operation Type: Audit is currently open Audit Date: Audit or: Audit Table					Cooling/Cold Storage Announced Audit Test Cooling 3 08 Aug 2017 07:30 (CB Test) <u>Alejandro Aguilar López</u>					Explanation PA: Pre-Assess SA: Surveilland	ment Audit e Audit	
Export to Ex	<u>cel</u>			Document Type	Version	Submitted Date	Submitted by	ii				
				Certificate PDF	1	08/24/2017	Nadia Pasco	PDF	_			
Test- PGFS-	AppID	Audit	Operat Type	Final Audit Report PDF	1	08/24/2017	Nadia Pasco	PDF		Audít Start Date	Recert#	Docs
192	40410	125599	нс	Non-Conformance Report PDF	1	08/24/2017	Alejandro Aguilar López	PDF		Jun 15, 2017		E
				Preliminary Audit Report PDF	1	08/24/2017	Alejandro Aguilar López	PDF			1	
198	41309	127916	CC					-		Aug 08, 2017	1 i	
199	41311	127920	сс							Aug 22, 2017	1	

Page **58** of **67**





7. Recertification

Once the Application is closed, the auditee user is able to re-certify the same application. The function is recertification, which helps the user to create a copy of the Application information that was previously submitted so that the user does not have to refill the information again. Also in this case, the system keeps the same PGFS#. If the user needs to update some information in the application, for example, adding a new Operation or removing/editing an existing Operation, the user or the CB can do it by editing the recertified application.

To start, click **3rd Party, Recertification** under the tab of "3rd Party, Applications".

CB Test	1st Party Self Audi	3rd Party, Applications	Organizations
Recertification		3rd Party, New Applicati	on atus
Clarge	organization NewOrg2 Test3	 3rd Party, Corrective Act 3rd Party, Recertification 	tions
3rd Party, Applications ^ 3rd Party, New Application	PGFS Number:		
3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification			
3rd Party, Audit History			

All the applications that are available for recertification are listed in the "Recertification" page. Select the application and then click **Recertification**.

Recertification								
Coloro	Organiza	tion NewOrg2 1	Test3					
0	PGFS Nun	ıber:						
3rd Party, Applications			Search					
3rd Party, Application Status								
3rd Party, Corrective Actions								To recertify
3rd Party, Audit History	AppID	Test-PGFS-	Organization	Operations	Date	ReCert #	Status	the App click on the
)							link
	51526	249	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	1 FM	Sep 06, 2018	1	App. Closed	Recertification
	51129	233	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	1 FM	Aug 06, 2018	1	App. Closed	Recertification





In a pop-up window, click **OK** to confirm the recertification request.



Once confirmed, there is another confirming message. Click **OK** to return to the "Recertification" page.



Now the user can click Edit App to edit the Application that is under the Not Sent tab.

Application Overview												
Clicogo	Not Sent	In Review	Approved	Scheduled All/	Search					Sort By:	AppID	
3rd Party, Applications	AppID	Test-PGFS-	Audit template version	Organization	Operations	Events	Being Handled By	App Date	ReCert#	Coordinator	Actions	
3rd Party, New Application 3rd Party, Application Status 3rd Party, Corrective Actions 3rd Party, Recertification 3rd Party, Audit History	52042	249	Version 2.1-2c	NewOrg2 Test3 Serene Lakes, California, United States Alex Mojica	1 FM	View	NewOrg2 Test3		2		<u> Edit App</u> <u> Cancel</u> <u> App</u>	ב





8. Organization Management

There is an organization management tool available for you to view the audit history and also to manage contact information from your organization. Click **Organization**, then "3rd Party, Audit History" and "Contact Management" tabs are listed. Here we discuss how to manage contact information in the "Contact Management" tab. For "3rd Party, Audit History", see Audit History for details.

CB Test		1st Party Self Audit 3rd F	Party, Applications
Organization Contact	. Managemer	t	3rd Party, Audit History Contact Management
Organizations ^ Contact Management	Organization	NewOrg2 Test3	Sort Name 🔻
	Export to Excel		Search Advanced Search

8.1 <u>Contact Management</u>

In the "Contact Management" tab, you can:

- Search for a contact that is stored in the system.
- Export the contact list into excel for further edits.
- Add a new contact to the system, thus creating the login information for the contact to log in to the PrimusGFS system.
- Edit and update the information of the existing contact.
- Send login information to the existing contact.
- Set login levels for the contact to have different access to tools.
- a. To Search an Existing Contact.

In the home page, click **Organization**, then click **Contact Management** tab. All the existing contacts of the organization are listed for review.

- i. Click Advanced Search to expand the search criteria.
- ii. Type in the contact name or the email address.
- iii. Click Search to search the existing contact. The result will be listed in the table.



Organization	NewOrg	2 Test3				
Contact Name			Email			ii
only Inactive						
						aren j
xport to Excel					i Adv	anced Searc
Add Contact	2 🕨 🅅	Page Size 10	▼		i Adv	vanced Searce Refresh ms in 2 pages
Add Contact	2) 1	Page Size 10 Position	▼ Email		i Adv	ranced Search Refresh ms in 2 pages
Add Contact	2 🕨 H	Page Size 10 Position Test	Email	Edit Inactivate	19 iter	ranced Searce Refresh ms in 2 pages Set Login

Page **62** of **67**

b. To Add a New Contact

i. Click Add Contact to access the section to add a new contact.

CB Test			1st Party Self Audit	3rd Party, Applicati	ons O	rganizations
Organization Conta	act Managemen	ıt				
Organizations Contact Management	Organization	NewOrg2 Test3		5	Sort Nam	e 🔹
	Export to Excel				Adv	anced Search
	Add Contact					S Refresh
		2 🕨 🕨 Page Size 10	•		18 iten	ns in 2 pages
	Name	Position	Email			
	Alex Mojica	Test	maria.gutierrez@primuslabs.com	<u>Edit</u> <u>Inactivate</u>	<u>Send</u> Login	<u>Set Login</u>

 In the adding new contact section, fill in all required information and create the username and password for the contact. Click Save to save the information. Once saved, the contact will be shown in the contact list.



₩ ◀ 1 2 ▶	▶ Page Size 10 ▼				18 items i	in 2 p
ne	Position	Email				
First Name *				Name *		
Position				Phone		
				Number		
Extension				Number		
Mobile Phone				Email *		
Address				Postal Code		
Country		Search for a country	•			
State inside		Search for a state	•			
State outside						
USA/Mexico/Canada						
City/Location		Search for a city	•			
City						
(Use this field if loca not found on listing	tion is above).					
Receives Notification?	,					
User Name *				Expiration Date	=	
Password *						
Confirm Decouverd *						

Page **63** of **67**

c. To Set Login levels of a Contact (Optional)

Once the contact is created, the user can define which sections in the PrimusGFS system will be available for the contact.

i. Click **Set Login** in the contact list.

🕀 Add Contact					🚱 Refresh
	Page Size 10 🔻			19 items	in 2 pages
Name	Position	Email			
Alex Mojica	Test	maria.gutierrez@primuslabs.com	<u>Edit</u> <u>Inactivate</u>	<u>Send</u> Login	<u>Set Login</u>
			e dia	Cond	

ii. The contact's access to the PrimusGFS has been set by default. The contact can have access to all the sections in the system. If needed, click the selected checkbox to remove access to that specific section. Click **Save** to update the setting.





Page **64** of **67**

iii. Click **OK** to confirm the update and return to the contact management page.



d. Send Login to a Contact

To send the login information to a contact, click Send Login in the same row of that contact.

🔁 Add Contact				I	🚱 Refresh
	Page Size 10 🔻			19 items	in 2 pages
Name	Position	Email			
Alex Mojica	Test	maria.gutierrez@primuslabs.com	<u>Edit</u> Inactivate	<u>Send</u> Login	Set Login

Click **OK** to confirm the update and return to the contact management page.



PGFS-R-041, Rev.0 PrimusGFS Software User Guide for Auditee | version 3.0



e. To Edit a Contact

i. Click Edit in the same row of that contact.

🔁 Add Contact				ļ	🚱 Refresh
	Page Size 10 🔻			19 items	in 2 pages
Name	Position	Email			
Alex Mojica	Test	maria.gutierrez@primuslabs.com	<u>Edit</u> Inactivate	<u>Send</u> Login	<u>Set Login</u>

ii. The editing section will be expanded below the contact, update the information and then click Update to save the changes and return to the previous page.

Add Contact							😘 Refre
	Page Size 10 🔻	•				19 iter	ns in 2 pag
ame	Position	Email					
ex Mojica	Test	maria.gutierrez@prim	uslabs.com		<u>Edit</u> Inactivate	<u>Send</u> Login	Set Log
First Name *		Alex		Last Name	Mojica)
Position		Test		Phone Number	71650777		
Extension				Fax Number			
Mobile Phone				Email *	maria.guti	errez@pri	muslat
Address				Postal Code			
Country		United States	-				
State inside USA/Mexico/Canada		California-US	•				
State outside USA/Mexico/Canada							
City/Location		San Benito	•				
City							
(Use this field if location is not found on listing above	5 .).						
Receives Notification?							
User Name *		amojica		Expiration Date			
Password *		•••••					
Confirm Password *		•••••					
				Update	Cancel		





f. To Inactivate a Contact

If the contact is no longer needed, the user can inactivate the contact.

i. Click **Inactivate** in the same row of that contact.

🕀 Add C	Contact				ļ	🚱 Refresh
(Page Size 10 🔻			19 items	in 2 pages
Name		Position	Email			
Alex Mojic	ca	Test	maria.gutierrez@primuslabs.com	Edit Inactivate	<u>Send</u> Login	<u>Set Login</u>

ii. Click **OK** to confirm the action and return to the contact management page.

demo.azzule.com says		
Do you want to Inactivate the current Organization	n Contact?	
	ОК	Cancel

If needed, the inactivate contacts can be found in advanced search.





9. Help and Support

If the user is met with system error or glitches, please feel free to contact primusgfs@azzule.com.

If the user has any questions regarding the application submission, audit process, corrective action submission and certificate decision, please contact the certification body. The contact information of CBs can be found at: <u>http://www.primusgfs.com/certificationBodies.aspx</u>.