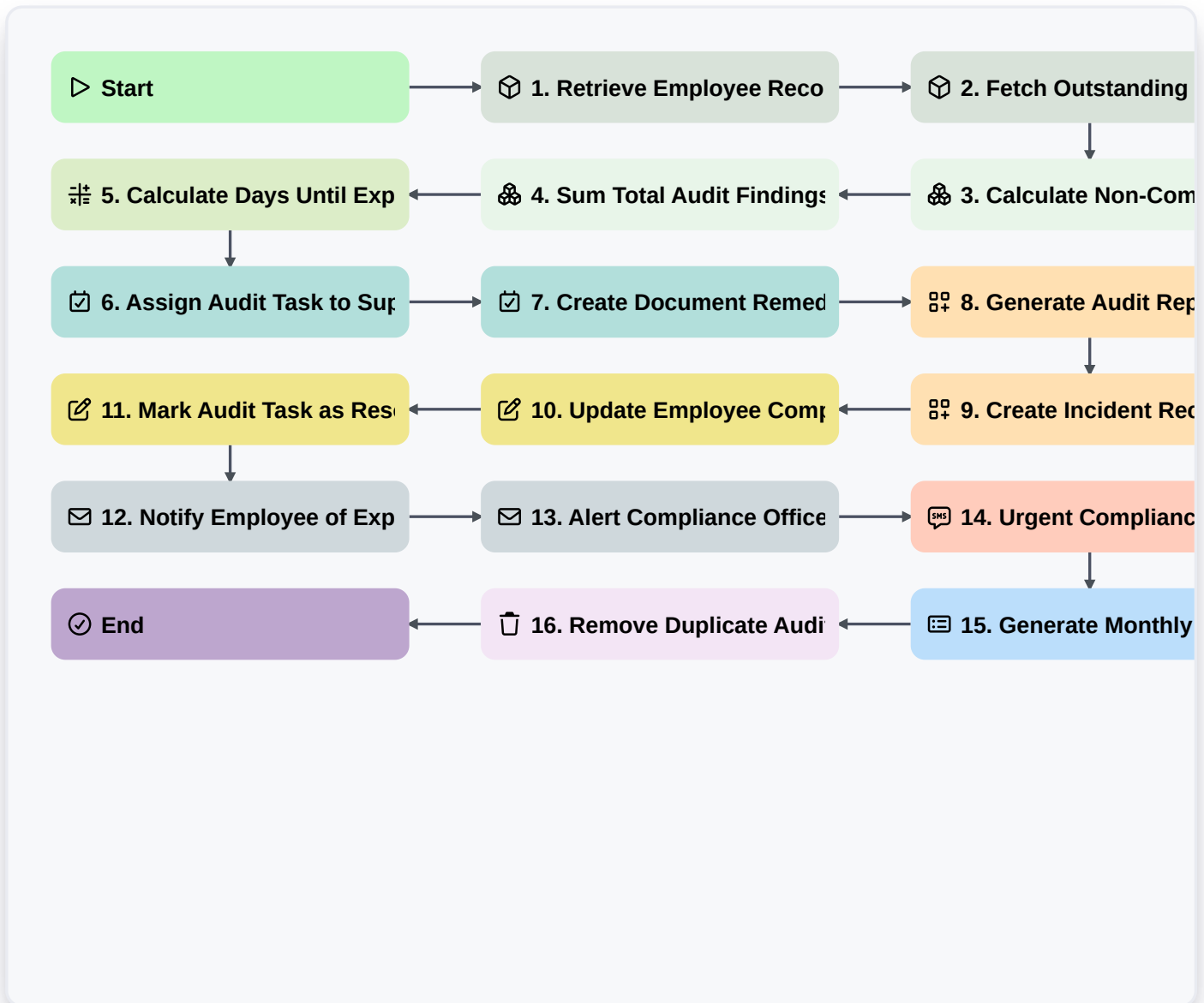


Workforce Compliance And Auditing Process



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Employee Records

Fetch all active employee profiles from the Employee Data Model to check for missing compliance documents.

📦 2. Fetch Outstanding Certifications

Get all certification entries that are expired or expiring within the next 30 days.

🔗 3. Calculate Non-Compliance Rate

Aggregate all audit entries to calculate the percentage of failed compliance checks across the department.

🔗 4. Sum Total Audit Findings

Sum the number of 'Critical' severity findings from the recent Audit Data Model entries.

📅 5. Calculate Days Until Expiry

Subtract the current date from the Certification Expiry Date to determine urgency.

📅 6. Assign Audit Task to Supervisor

Create a task for the Department Supervisor to review the identified compliance gaps.



7. Create Document Remediation Task

Create a task for the employee to upload the missing/updated compliance documentation.

8. Generate Audit Report Entry

Create a new record in the Audit Logs data model containing the summary of the completed audit.

9. Create Incident Record

Create a new entry in the Incident Management data model when a critical violation is detected.

10. Update Employee Compliance Status

Update the 'Compliance Status' field to 'Compliant' in the Employee Data Model once documents are verified.

11. Mark Audit Task as Resolved

Update the status of the specific Audit Task to 'Closed' once all findings are addressed.

12. Notify Employee of Expiry

Send an email to the employee notifying them that their certification is about to expire.

13. Alert Compliance Officer

Send an urgent email to the Compliance Officer when a high-severity audit finding is logged.

14. Urgent Compliance Alert

Send an SMS to site managers regarding immediate safety/compliance breaches.

15. Generate Monthly Compliance Summary

Create a comprehensive PDF/Dashboard report summarizing all audit findings and completion rates for the month.

16. Remove Duplicate Audit Entries

Delete errant or duplicate audit entries identified during the data cleaning phase of the audit.

End

End of the Workflow/Process.