

Advanced Workflow: Tips & Tricks

Version: 1.5.0

Publisher: CONSULTING UA-RO LIMITED LIABILITY COMPANY

1. DATABASE HYGIENE: SUSPEND VS. DELETE The Golden Rule:

Never delete an active client or an active application just because the client stopped paying or went out of business.

Why?

Deleting records destroys the relational integrity of your database. If you delete a client, any historical invoices, surveillance logs, and legacy certificates tied to their ID become orphaned, which will cause fatal foreign-key constraint errors during database queries and severely complicate your financial audits.

The Trick:

Always use the

Status Management

tools. Navigate to the client's application and change their status to

Suspended

or

Withdrawn

. This preserves your paper trail, satisfies ISO 17021 requirements for record retention, and automatically updates the QR code verification page to show the public that the certificate is no longer valid.

2. MASTERING THE AI SCANNER

The Google Cloud Vision AI integration drastically reduces manual data entry, but its accuracy depends on the quality of the input.

The Tip:

Do not upload blurry photographs or skewed mobile phone scans of the Ukrainian Company Registry certificates. Ensure the uploaded image is a flat, well-lit, high-resolution scan (preferably a direct digital PDF or a 300dpi JPEG).

The Failsafe:

The AI will extract the EDRPOU code and legal address, but it cannot verify if the company is currently under legal sanctions. Always treat the AI output as a "Draft" and manually cross-reference the EDRPOU code with the official Ministry of Justice database before clicking "Confirm".

3. BROKER & INTERMEDIARY MANAGEMENT

Many Certification Bodies acquire clients through third-party brokers. Brokers often refuse to share the direct email addresses of the end-clients to protect their business interests.

The Trick:

When creating a client profile brought in by a broker, link the

Intermediary/Broker

with your client Client Management screen. In the email field will automatically appear Broker's email so he will get notifications from CB Application if Surveillance is not conducted, thus the liability falling on your Broker, not on your Certification Body.

The Result:

When the automated 30-day, 5-day, and 24-hour Surveillance Warnings are triggered by the Cron Job, the App will intelligently route these legal notifications to the Broker, ensuring your CB remains compliant with audit schedules without bypassing the broker's relationship. See the pictures below for details:

4. FAST-TRACKING SCOPE DESCRIPTIONS (NACE/DKPP)

Manually typing out complex scopes of activity can lead to typographical errors on official certificates.

The Trick:

Rely heavily on the integrated NACE/DKPP code search during Phase 2 of the Urgent Certificate Generation. Type the numbers (e.g., "41.20"), select the pre-translated official state definition, and allow the system to append it.

Formatting Tip:

If you need to combine official definitions with custom client requests, write the custom text in the manual box, and ensure the blue toggle switch ("Append NACE/DKPP Code descriptions") is set to

ON

during the final review phase. The system will cleanly concatenate both strings using proper semicolons.

5. MANAGING THE GLOBAL COUNTER

If you make a mistake and assign an incorrect number to a certificate, editing that specific certificate (using the yellow calendar/edit button) is easy. However, it does not reset the App's "next available number" memory.

The Fix:

If you delete the latest invoice or certificate and want the system to reuse that exact number for the next client, you must navigate to

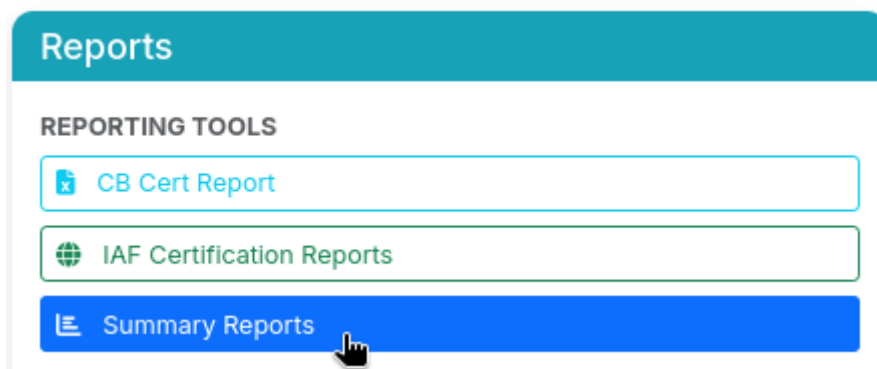
System Settings > Administrative Tools

and click the respective "Cleanup Numbers" or "Reset Counter" utility. This synchronizes the database's internal counter with the actual documents currently stored.

6. REPORTS & DATA MANAGEMENT

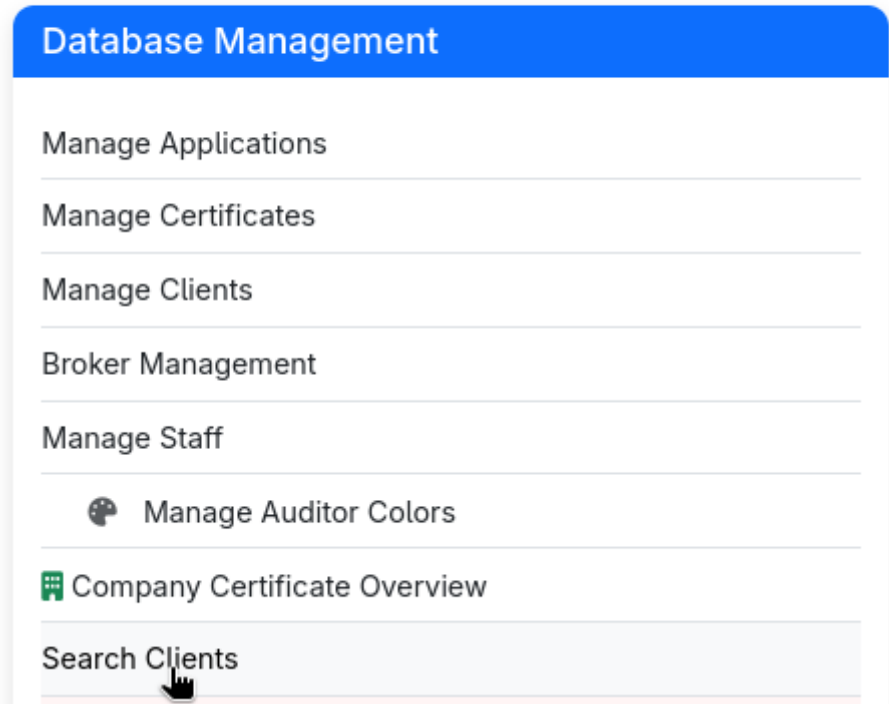
Generating monthly reports for internal review or National Accreditation Agencies can be challenging. To streamline this workflow, we provide the following reporting tools:

A) Summary Reports This tool automatically generates analytical reports filtered by Standard, Year, and Auditor. It provides a comprehensive overview of all issued certificates and an auto-updating Surveillance Status. You can monitor urgent or overdue audits in real-time and export these metrics as Excel (XLSX) or PDF files.



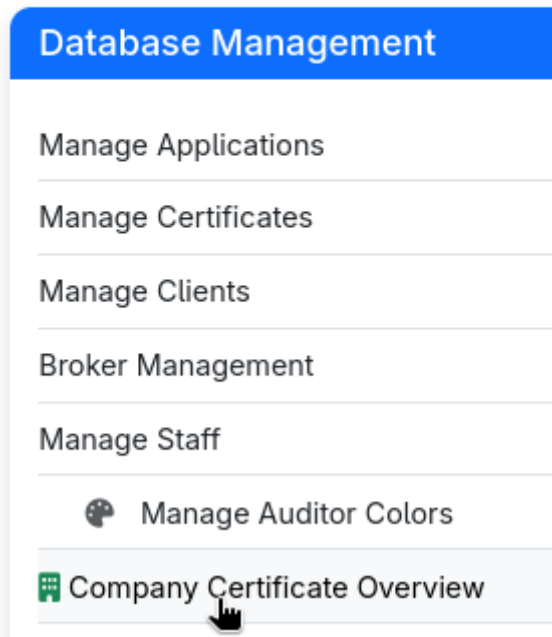
B) Client Search An efficient utility to quickly locate clients or brokers for data updates. You can search the database using multiple criteria, including company name, EDRPOU code, email address, or phone number.

Admin Dashboard



C) Company Certificate Overview A crucial dashboard for tracking the certificates issued to each specific client. The built-in search bar eliminates the need for manual scrolling. This overview allows you to instantly filter the database and view all suspended certificates across your entire client base.

Admin Dashboa



Certificates by Company		Suspended	
Client Name	Application Ref	Issued Certificates	Total
ТОВ «РАПАС» EDRPOU Code: 45706141	80143.APP.079.03-26	<ul style="list-style-type: none"> Suspended 80143.ABMS.019.01-25 (ISO 37001:2016) Suspended 80143.OHSMS.027.01-25 (ISO 45001:2018) Suspended 80143.QMS.042.01-25 (ISO 9001:2015) Suspended 80143.QMS.EN.042-25 (DSTU EN ISO 9001:2018 (Quality Management Systems)) Suspended 80143.EMS.024-25 (DSTU ISO 14001:2015) Suspended 80143.FSMS.024-25 (DSTU ISO 22000:2019) Suspended 80143.ABMS.019-25 (DSTU ISO 37001:2018 (Anti-bribery Management Systems)) Suspended 80143.OHSMS.027-25 (DSTU ISO 45001:2019 (Occupational Health and Safety Management Systems)) Suspended 80143.QMS.042-25 (DSTU ISO 9001:2015 (Quality Management Systems)) Suspended 80143.EMS.027.01-25 (EN ISO 14001:2015) Suspended 80143.FSMS.024.01-25 (EN ISO 22000:2018) 	11
ТОВАРИСТВО З ОБМЕЖЕНОЮ ВІДПОВІДАЛЬНІСТЮ "ОРАЙЗЕН АКТИВ" EDRPOU Code: 45529249	80143.APP.027.01-26	<ul style="list-style-type: none"> Suspended 80143.EMS.009.01-26 (EN ISO 14001:2015) Active 80143.FSMS.012.01-26 (EN ISO 22000:2018) Suspended 80143.EMS.009-26 (DSTU ISO 14001:2015) Active 80143.FSMS.012-26 (DSTU ISO 22000:2019) 	4

D) Manage Regulatory Laws Regulatory frameworks change frequently. When notified by your Legal Department of a legislative update, this utility allows you to instantly update the referenced laws within the database. It comes pre-loaded with mandatory Ukrainian legislation but is fully customizable. For technical assistance configuring new laws, contact support@consulting-ua.eu, or open a support ticket via <https://support.consulting-ua.eu> and we will guide you.

Database Management

- Manage Applications
- Manage Certificates
- Manage Clients
- Broker Management
- Manage Staff
- 👤 Manage Auditor Colors
- 📄 Company Certificate Overview
- Search Clients
- 🏛️ **Financial & Legal OSINT**
- Manage Regulatory Laws
👉

Manage Regulatory Laws

Manage the list of laws populated into documents for each standard.

EN ISO 14001:2015 (Системи екологічного управління. Вимоги та настанови щодо застосування) 1

Current Laws for EN ISO 14001:2015

Law Text (Ukrainian)

Закон України № 1264-XII

Law Text (English)

Law of Ukraine No. 1264-XII

Display Order

10 Update Delete

Add New Law

Law Text (Ukrainian) *

Law Text (English)

E) Financial & Legal OSINT *(Note: Premium module available upon request for a nominal fee).*

To ensure compliance and prevent the issuance of legal certificates to sanctioned or bankrupt entities, this tool performs automated Open Source Intelligence (OSINT) checks.

Integrating with banking systems like PrivatBank or MonoBank (Ukraine), it prevents auditors from certifying companies facing severe financial or legal distress.

Financial & Legal OSINT Auditor Back to Dashboard

Automated Open Source Intelligence gathering for KYC/AML compliance. Searches are logged for accreditation proof.

Scan complete. Results and keystrokes securely logged for auditing proof.

Company Code (EDRPOU / VAT / Reg No.) Director / Owner Name Target Region / Database

Initiate Deep Scan

Audit Trail: Search # 1 | Last checked on 2026-03-20 10:50:29

OVERALL RISK SCORE

HIGH RISK (RED)

[Legal & Court Summary](#)

Global Sanctions & AML Active.

OpenSanctions performs fuzzy matching across international databases, Interpol, and PEP lists. Civil court charts are disabled for international queries.

Sanctions & AML (Anti-Money Laundering)

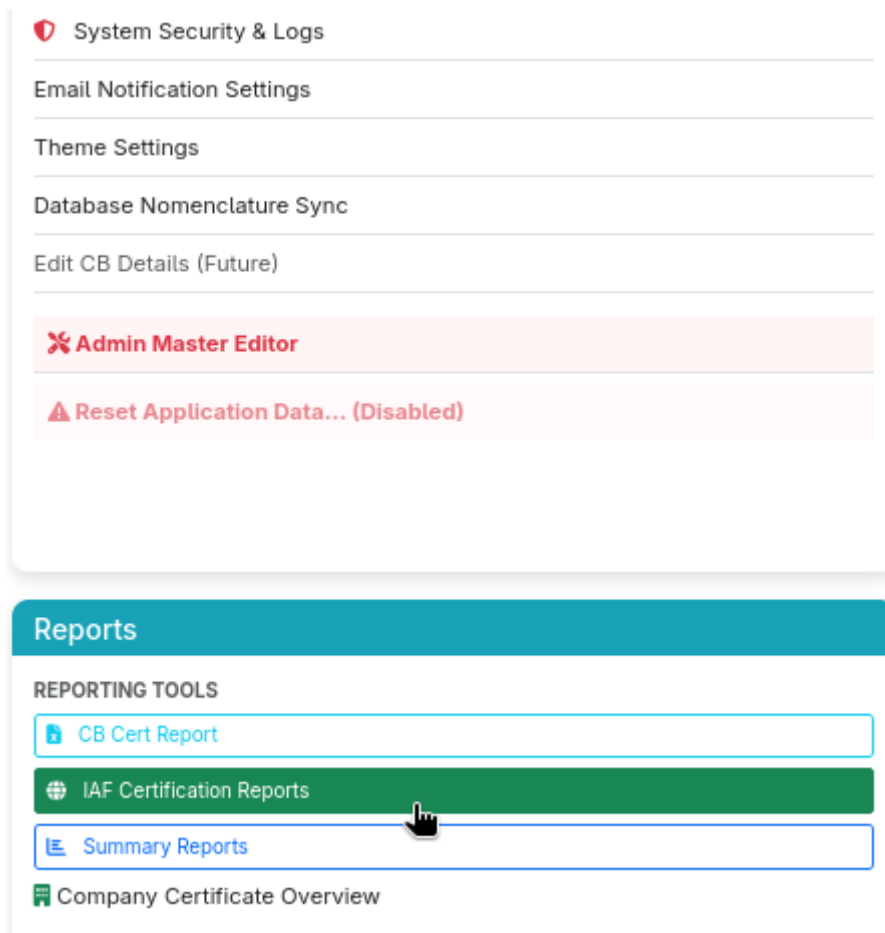
Sanctions/AML: CRITICAL: Matches found in Global Sanctions/Crime databases.

Bankruptcy: N/A (Requires Local EU Registry Check)

F) IAF Certification Reports

For users who prefer legacy reporting methods (e.g., manual Excel uploads via FTP), this tool is retained. By default, it safely redirects to the modern

API-based "CB Cert Report" to prevent duplicate data entries (reporting both online and offline). If your operations specifically require the legacy Excel export functionality, please contact us for immediate activation.



G) CB Laws & Standards An invaluable training resource for your audit team, especially newer staff. It automatically populates with historical and recent national and international court cases. These real-world precedents guide auditor decisions and protect the Certification Body from future liabilities. It includes an integrated Google Translate module for rapid multilingual comprehension.

CB Laws & Standards

← Back to Dashboard

Dashboard

INTERNATIONAL NORMS


- ISO Standards
- FSSC 22000
- IFS Standards
- Court Cases

Quick Translator


Paste text here...

Translate (Google)

Search laws (e.g. FSSC update, ISO 9001)...



FSSC 22000



ISO Standards

Recently Updated Laws

Auditor Soft Skills: The Art of the Interview М'які навички аудитора: Мистецтво інтерв'ю	12/24/2025
Workshop: Root Cause Analysis (Stop Blaming the Operator) Воркшоп: Аналіз кореневих причин (Досить звинувачувати оператора)	12/24/2025
Visual Inspection Training: What to Look For Тренінг візуальної інспекції: Що шукати	12/24/2025
HACCP Advanced: The "Silent Killers" НАССР Просунутий: "Тихі вбивці"	12/24/2025
IFS Food Standard Version 8 Стандарт IFS Food Версія 8	12/24/2025
FSSC 22000 Version 6.0 FSSC 22000 Версія 6.0	12/24/2025

http://127.0.0.1:8081/cb_laws/index.php#

CB Laws & Standards

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Dashboard

INTERNATIONAL NORMS

- ISO Standards
- FSSC 22000
- IFS Standards
- Court Cases

Quick Translator

America

The most famous case of negligence. Executives went to jail for 28 years.

Translate (Google)

Search laws (e.g. FSSC update, ISO 9001)...

← Back

HACCP Advanced: The "Silent Killers"

НАССР Просунутий: "Тихі вбивці"

English Ukrainian

- Allergen Cross-Contamination**
It is not just about peanuts. It is about Dust.
The "Airborne" Test: If you are auditing a bakery that uses flour and sesame, look at the tops of the lights/beams 5 meters away. Is there dust? If yes, that dust contains allergens. If it falls, it contaminates the "Free From" line.
- Chemical Hazards (CIP Residue)**
Scenario: The CIP (Clean In Place) system says "Clean". But did they verify the pH of the final rinse water?
Check: Ask for the pH log. If the final rinse is pH 12, they are feeding the customer Caustic Soda.
- Video Case Study: The Peanut Corporation of America**

Google Translate

Text Images Documents Websites

English - Detected English Ukrainian Romanian

↔ Ukrainian French Romanian

1. Allergen Cross-Contamination

It is not just about peanuts. It is about Dust.

The "Airborne" Test: If you are auditing a bakery that uses flour and sesame, look at the tops of the lights/beams 5 meters away. Is there dust? If yes, that dust contains allergens. If it falls, it contaminates the "Free From" line.

2. Chemical Hazards (CIP Residue)

Scenario: The CIP (Clean In Place) system says "Clean". But did they verify the pH of the final rinse water?

1. Перехресне забруднення алергенами

Йдеться не лише про арахіс. Йдеться про пил.

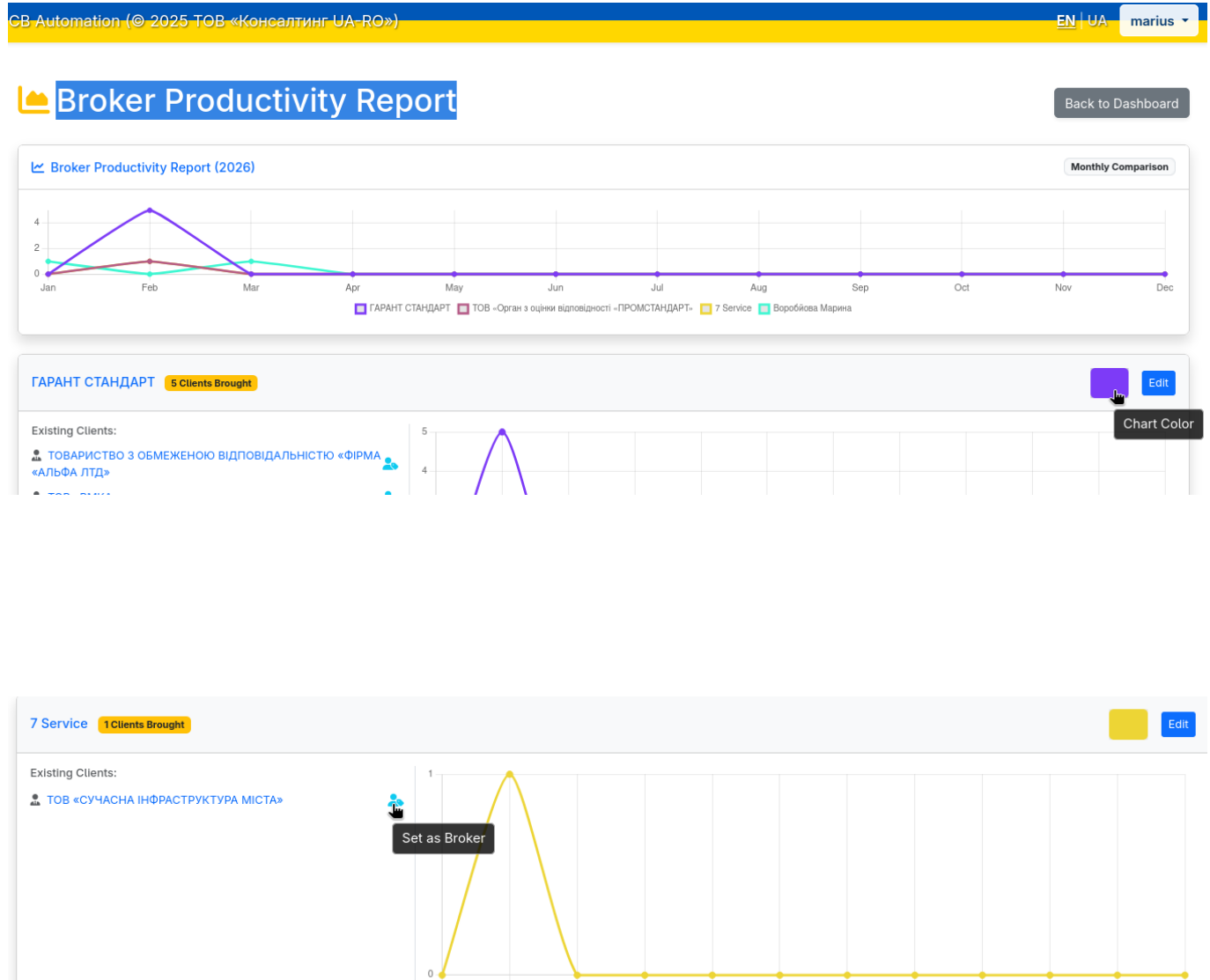
Тест «повітряно-крапельним шляхом»: Якщо ви перевіряєте пекарню, яка використовує борошно та кунжут, подивіться на верхівки ламп/балок на відстані 5 метрів. Чи є там пил? Якщо так, то цей пил містить алергени. Якщо він падає, він забруднює лінію «Без вмісту».

2. Хімічні небезпеки (залишки CIP)

Сценарій: Система CIP (очищення на місці) показує «Чистота». Але

H) Broker Management The Broker Productivity Report visualizes the performance of

your intermediaries, helping you identify top performers. Interactive charts display monthly productivity and client acquisition metrics per broker. Additionally, you can seamlessly convert an existing company profile into a Broker with a single click if they establish a formal partnership with your Certification Body.



Remember, first set the new account of the Broker as it would be a new client, but on the screen that defines Client versus Broker, set them up as Brokers. In this case, later, you can assign any new company brought by that broker to the correct broker, so he will automatically receive all official correspondence between your Certification Body and his client(s).

+ Add New Client
← Back to Dashboard

Scan Company Document

Browse... No file selected.
Start Scan

Company Details

Full Name *

Client / Company Name *

EDRPOU Code *

Legal Address

Production Address

Director's Full Name

Responsible Person from Company for System Management

[Scope of Activity \(NACE Codes\)](#)

Account Details

Phone Number

Role

Client Name ▾

Client Name

Intermediary/Broker

Email Address

Username

Password

D) Surveillance Communication Status This module strictly tracks the automated 30-day and 5-day email reminders for pending audits. The visual dashboard confirms exactly when an email was dispatched (timestamped). When a client clicks the confirmation link inside their email, the system automatically logs their receipt. Alternatively, if a client confirms their audit via phone, you can manually mark the communication as acknowledged and proceed to schedule the audit team.

CB Automation (© 2025 ТОВ «Консалтинг UA-RO») EN | UA marius ▾

Manage Surveillance Audit Back to Surveillance List

Client & Certificate Details

Client Name: 7 Service	Certificate Number: 80143.QMS.050-26
Legal Address: Київ	Production Address: Київ

Client Communication Tracking (Proof)

30-Day Reminder

Not Sent Send

Client Confirmed Receipt (Email 1) Mark as Complete

Email sent successfully.



Manage Surveillance Audit

[Back to Surveillance List](#)

Client & Certificate Details

Client Name:
7 Service

Certificate Number:
80143.QMS.050-26

Client Communication Tracking (Proof)

30-Day Reminder

✓ Sent: 20.03.2026 12:08

Sent

Client Communication Tracking (Proof)

30-Day Reminder

✓ Sent: 20.03.2026 12:08

Sent

Client Confirmed Receipt (Email 1)

✓ 20.03.2026 12:09

Visit us at <https://consulting-ua.eu/index.php> for future updates or send us an email to support@consulting-ua.eu