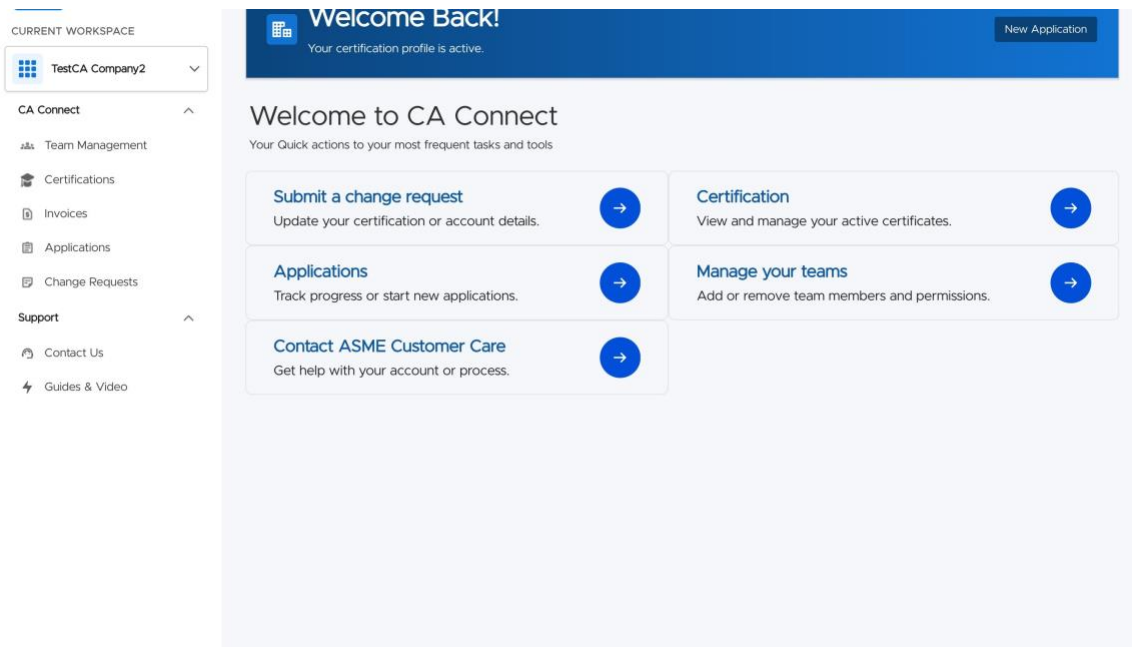


How to Submit Corrective Actions in CA Connect

Learn the process for accessing your audit report and if necessary, submitting corrective action documentation through the ASME CA Connect portal. You must already have an ASME.org account and CA Connect Admin Role access, and you must have already submitted an application. To create an ASME.org Account, please review the “Log In to CA Connect” guide.

1. Navigate to the CA Connect home page.



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2. Click "Track progress or start new applications" to find your application in progress.

The screenshot shows the CA Connect dashboard. On the left is a sidebar with a user profile (Jinny Mou) and a menu including 'CURRENT WORKSPACE' (TestCA Company2), 'CA Connect', 'Team Management', 'Certifications', 'Invoices', 'Applications', 'Change Requests', and 'Support'. The main content area has a 'Welcome Back!' header with a 'New Application' button. Below this is a 'Welcome to CA Connect' section with 'Your Quick actions to your most frequent tasks and tools'. Five action cards are displayed: 'Submit a change request', 'Applications' (circled in red), 'Certification', 'Manage your teams', and 'Contact ASME Customer Care'. Each card has a brief description and a right-pointing arrow icon.

3. Click "View Details" on your active application.

The screenshot shows the 'My Applications' page. The sidebar is identical to the previous screenshot, but 'Applications' is now selected. The main content area features a '+ New Application' button and a summary of application counts: Total Applications (3), Active (3), Expiring Soon (0), and Expired (0). Below this is a search bar and a list of applications. The first application, Reference ID 6818378705, is in 'Intake - Paid' status and is for 'Boiler and Pressure Vessels'. Its 'View Details' button is circled in red. The second application, Reference ID 8553120058, is also in 'Intake - Paid' status and is for 'Nuclear Components'. A third application is partially visible at the bottom.

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4. Click "View Requirements" to see any corrective actions that may be needed.

The screenshot shows the 'Service Engagements' page for application CASD-1842. The progress bar indicates 5/8 steps completed. The steps are: Scope (Completed), Codebooks (Completed), AIA (Completed), Scheduling (Completed), Audit (Completed), Corrective Actions (In Progress), Final Review (Not Started), and Closed (Not Started). The 'Corrective Actions' step is highlighted in blue, and the 'View Requirements' button is circled in red. A 'View Application Overview' button is in the top right. The left sidebar contains links for Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video.

5. Click "Download Report" to see your preliminary audit report with any identified corrective actions.

The screenshot shows the 'Corrective Action Required' page. A yellow banner at the top states: 'Nonconformances have been identified during the audit process. Please review the details below and submit your corrective action plan.' Below this, a box contains application details: Application ID: 6818378705, Certificate Type: BPV, Report Date: October 23, 2026, and Report Due Date: November 6, 2026. The current status is 'Awaiting Corrective Actions'. At the bottom, there are two buttons: 'Submit Corrective Actions' and 'Download Report', with the latter circled in red. The left sidebar is the same as in the previous screenshot.

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- Click "Submit Corrective Actions" to submit specific documentation for each of the corrective actions identified in the report.

The screenshot displays the 'Corrective Action Required' page in the ASME CA Connect system. On the left is a navigation menu with links: Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video. The main content area has a yellow warning banner at the top stating 'Corrective Action Required' and 'ASME has identified items requiring corrective action. Please review the audit report and submit your corrective action response by the due date indicated below.' Below this is a box for 'Application Details' containing: Application ID: 6818378705, Certificate Type: BPV, Report Date: October 23, 2026, and Report Due Date: November 6, 2026. To the right of this box, the 'Current Status' is 'Awaiting Corrective Actions'. At the bottom of the application details box, the 'Submit Corrective Actions' button is circled in red. A 'Download Report' button is also visible.

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- Click the upload file icon. Shown here is a file already uploaded.

The screenshot displays the 'Submit Corrective Actions' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Submit Corrective Actions' with the subtitle 'Track your certification progress through all engagement phases'. Below this is a section for 'Nonconformance Items'. A specific 'Nonconformance Item' is shown with the title 'Supporting Evidence'. It specifies 'Supported formats: PDF (max 10MB)'. A file upload area contains a file named 'corrective action.pdf', which is circled in red. Below the upload area, there are text input fields for 'File Name' (containing 'corrective action'), 'Description' (containing 'Updated SOP'), and 'Notes (Optional)' (containing 'Describe your corrective action plan to address this nonconformance...').

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8. Add any relevant notes for the uploaded document. This will assist the audit team in ensuring your corrective actions have addressed the issues identified in the report. You can upload as many documents as needed.

The screenshot shows the 'Supporting Evidence' form in the ASME CA Connect system. On the left is a 'Support' sidebar with links for 'Contact Us' and 'Guides & Video'. The main form area is titled 'Supporting Evidence' and includes a file upload section for 'corrective action.pdf' with a 'Drag a new file here to replace this one or Click to browse and swap' instruction. Below this are text input fields for 'File Name' (containing 'corrective action'), 'Description' (containing 'Updated SOP'), and 'Notes (Optional)'. The 'Notes (Optional)' field is highlighted with a red rectangular box and contains the text 'We will roll out this SOP next month.' Below the notes field is a '+ Add Another' button. At the bottom of the form are a 'Back' button and a 'Submit' button.

9. Click "Submit" once all your corrective actions have been addressed.

This screenshot shows the same 'Supporting Evidence' form as the previous one, but with the 'Submit' button highlighted by a red rectangular box. The 'Notes (Optional)' field still contains the text 'We will roll out this SOP next month.' All other elements, including the sidebar, file upload section, and other form fields, remain the same.

10. The audit team will be notified by email that your corrective actions have been uploaded and will contact you when it is time to review the final report.

The screenshot shows the 'Corrective Actions Under Review' page in the ASME CA Connect system. The page has a left-hand navigation menu with options: Team Management, Certifications, Invoices, Applications, Change Requests, Support (expanded), Contact Us, and Guides & Video. The main content area is titled 'Corrective Actions Under Review' with a yellow warning icon. Below the title, a message states: 'Your corrective action materials have been submitted and are currently being reviewed by the ASME certification team.' The page is divided into several sections: 1. 'Submission under review' with a lock icon and a message: 'Your submission is locked while it is under review. You will be notified if additional information is required.' 2. 'Current Status' showing 'Review in Progress'. 3. 'Submission Information' and 'Expected Timeline' table. 4. 'Submitted Materials' section showing a file named 'corrective action.pdf' (199.9 KB) with a 'Download' button. 5. 'What's Happening Now' section with a message: 'Your corrective action documentation has been successfully received by our team.'

Submission Information		Expected Timeline	
Submission Date:	October 19, 2026	Review Period	4 days
Submitted By:	Jimmy Mou	Expected Response	October 22, 2026
Application ID:	6818378705	Reviewer	Unavailable

11. Once the team has reviewed the corrective actions, you will be notified and your application will be updated. You may be asked for additional supporting material, and if so, you will return to step 6. If your corrective actions are accepted, you will move forward with your application and be shown the screen below.

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Alternatively, if a full re-audit is required, you will be notified of that too, and you will return to the scheduling process.

 CA Connect

Go To [ASME.ORG](#) [Sign Out](#)

Welcome!
Jinny Mou

CURRENT WORKSPACE

TestCA Company2

CA Connect

Team Management

Certifications

Invoices

Applications

Change Requests

Support

Contact Us

Guides & Video

Step 6 of 8

Scope Codebooks ATA Scheduling Audit **Corrective Actions** Final Review Closed

Corrective Actions Accepted

Your corrective actions was successfully reviewed and accepted by the ASME certification team

Acceptance Confirmation

All submitted corrective actions have been reviewed and meet ASME certification requirements. Your engagement is now proceeding to the final review phase.

Application Details		Status Update	
Application:	6818378705	Corrective Actions Accepted:	October 19, 2026
Certification Type:	BPV	Actions Submitted:	October 19, 2026
Total Actions:	1	Initial Audit Completed:	unavailable
Reviewed By:	unavailable		

Final Review Process

- Complete review of all documentation and corrective action implementations.
- Final certification decision and approval from the ASME review board.
- Official certificate generation and delivery upon successful completion.

View Dashboard

Download Report

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