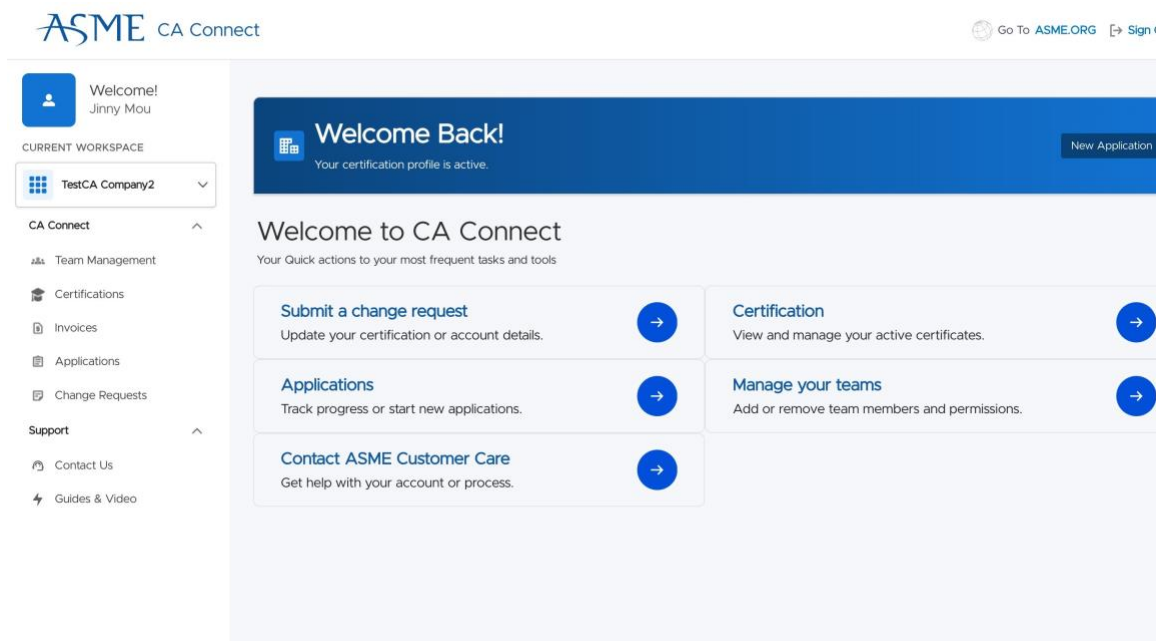


How to Submit Your Audit Availability

Learn how to submit your availability windows for a certification audit. 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 ASME CA Connect dashboard. On the left is a sidebar with a user profile 'Welcome! Jinny Mou' and a list of navigation items: IT WORKSPACE, TestCA Company2, Connect, Team Management, Certifications, Invoices, Applications (highlighted), Change Requests, Support, Contact Us, and Guides & Video. The main content area has a blue header with 'Welcome Back!' and 'Your certification profile is active.' Below this is a section titled 'Welcome to CA Connect' with 'Your Quick actions to your most frequent tasks and tools'. It contains five cards: 'Submit a change request', 'Applications' (circled in red), 'Contact ASME Customer Care', 'Certification', and 'Manage your teams'. Each card has a blue arrow icon.

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

The screenshot shows the 'My Applications' page in ASME CA Connect. The top navigation bar includes the ASME logo, 'CA Connect', and links to 'Go To ASME.ORG' and 'Sign'. The left sidebar is similar to the previous screenshot, with 'Applications' highlighted. The main content area has a title 'My Applications' and a '+ New Application' button. Below the title are four summary cards: 'Total Applications 3', 'Active 3', 'Expiring Soon 0', and 'Expired 0'. A search bar is present. The application list shows two entries. The first entry, 'Reference ID 6818378705', is circled in red and has a 'View Details' button circled in red. The second entry, 'Reference ID 8553120058', also has a 'View Details' button. Each entry includes details like 'Created Date', 'Site', and 'Intake - Paid' status.

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4. Click "Provide Availability" or the "View Details" button.

View Application Overview →

Overview Documents

Service Engagements

CASD-1842

3/8 steps completed

On-site visit scheduling required ▼

Scope Completed

Codebooks Completed

AIA Completed

Scheduling In Progress

Audit Not Started

Corrective Actions Not Started

Final Review Not Started

Closed Not Started

Provide Availability

View Documents View Details →

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⚠ You are required to provide three availability windows that are at least 90 days in the future from the current date. Each window must be a minimum of three (3) full days. The system does not take into account any holidays, so be sure to allow enough time when providing your dates. ⚠

5. For Availability Window 1, click the "Available From" field to provide the start of your availability window.

Availability Time Windows

Availability Window 1

* Available From

* Available To

Notes

Availability Window 2

* Available From

* Available To

Notes

Availability Window 3

* Available From

* Available To

Notes

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6. Select a start date from the calendar at least 90 days away from the current date.

The screenshot shows the 'Availability Window 1' section of the CA Connect interface. A calendar for October 2026 is displayed, with the date 19th highlighted by a red circle. The 'Available From' field is empty, and the 'Available To' field is also empty. The 'Notes' field is empty.

7. Click the "Available To" field. Select an end date at least 3 days later than the start date from the calendar.

The screenshot shows the 'Availability Time Windows' section of the CA Connect interface. The 'Available From' field for 'Availability Window 1' is set to 'Oct 19, 2026'. The 'Available To' field is empty and highlighted by a red circle. The 'Notes' field is empty.

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8. If there are any additional details about those availability dates you'd like to provide, you can optionally add them to the "Notes" field.

Availability Time Windows

Availability Window 1

* Available From: Oct 19, 2026

* Available To: Oct 23, 2026

Notes

Availability Window 2

* Available From: Oct 26, 2026

* Available To: Oct 30, 2026

Notes

Availability Window 3

* Available From: Nov 2, 2026

* Available To: Nov 6, 2026

Notes

9. Repeat the previous steps for the other availability windows.
10. Move to the Travel Logistics section.
11. Click the "Airport Name" field and add the name of your closest airport. If you have multiple airports, you can add them to the "Additional Transportation Details" field below.

Travel Logistics Information

Provide travel details to help audit team members plan their visit. As the applicant, you are responsible for the audit team's travel expenses.

Nearest Airport

* Airport Name

Airport Code

Recommended Hotel

* Hotel Name

Hotel Address

Recommended Transportation

* Transportation Type

Additional Transportation Details

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12. Click the "Airport Code" field and add the three-letter IATA airport code.

The screenshot shows the 'Travel Logistics Information' section of the ASME CA Connect form. At the top, there are two date pickers: 'Nov 2, 2026' and 'Nov 6, 2026'. Below them is a 'Notes' text area. The 'Travel Logistics Information' section is titled with a small icon and the text 'Provide travel details to help audit team members plan their visit. As the applicant, you are responsible for the audit team's travel expenses.' The section contains several fields: 'Nearest Airport' with a sub-field '* Airport Name' and an 'Airport Code' field (circled in red), 'Recommended Hotel' with a sub-field '* Hotel Name', 'Hotel Address', 'Recommended Transportation' with a sub-field '* Transportation Type', and 'Additional Transportation Details'.

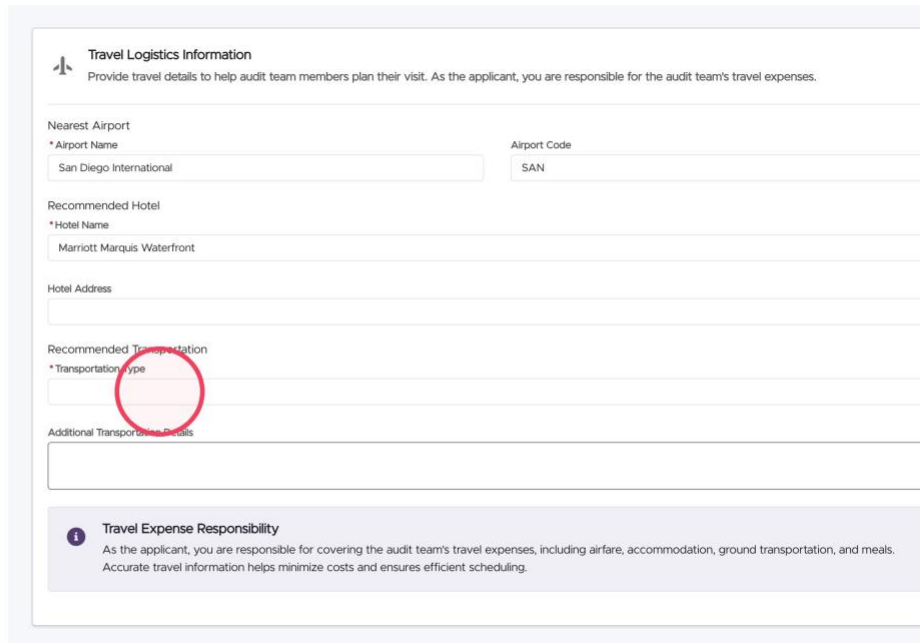
13. Add your recommended hotel and optionally the hotel address. If you have more than one, you can add them to the "Additional Transportation Details" field below.

The screenshot shows the 'Travel Logistics Information' section of the ASME CA Connect form, with the 'Recommended Hotel' field circled in red. The 'Nearest Airport' section now has 'San Diego International' entered in the '* Airport Name' field and 'SAN' in the 'Airport Code' field. The 'Recommended Hotel' section has 'Marriott Marquis Waterfront' entered in the '* Hotel Name' field. The 'Hotel Address' field is empty. The 'Recommended Transportation' section has an empty '* Transportation Type' field. The 'Additional Transportation Details' field is empty. Below the 'Travel Logistics Information' section is a 'Travel Expense Responsibility' section with an information icon and the text: 'As the applicant, you are responsible for covering the audit team's travel expenses, including airfare, accommodation, ground transportation, and meals. Accurate travel information helps minimize costs and ensures efficient scheduling.'

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14. Click the "Recommended Transportation" dropdown.



Travel Logistics Information
Provide travel details to help audit team members plan their visit. As the applicant, you are responsible for the audit team's travel expenses.

Nearest Airport
* Airport Name: San Diego International
Airport Code: SAN

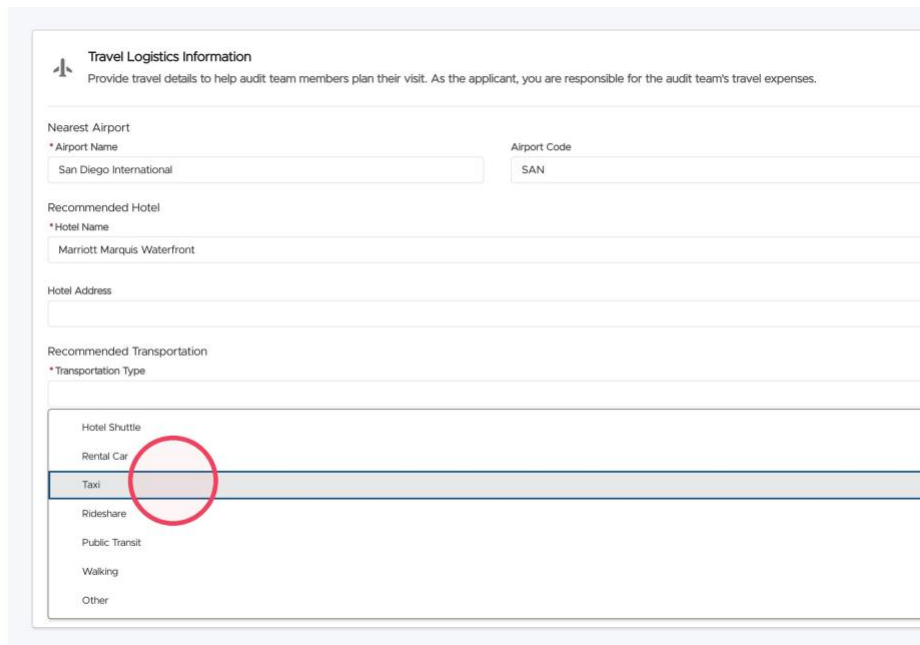
Recommended Hotel
* Hotel Name: Marriott Marquis Waterfront
Hotel Address:

Recommended Transportation
* Transportation type: [Dropdown menu highlighted with a red circle]

Additional Transportation Details:

Travel Expense Responsibility
As the applicant, you are responsible for covering the audit team's travel expenses, including airfare, accommodation, ground transportation, and meals. Accurate travel information helps minimize costs and ensures efficient scheduling.

15. Select the best transportation option from the airport to the hotel. If you have more than one, you can add them to the "Additional Transportation Details" field below.



Travel Logistics Information
Provide travel details to help audit team members plan their visit. As the applicant, you are responsible for the audit team's travel expenses.

Nearest Airport
* Airport Name: San Diego International
Airport Code: SAN

Recommended Hotel
* Hotel Name: Marriott Marquis Waterfront
Hotel Address:

Recommended Transportation
* Transportation Type: [Dropdown menu open with 'Taxi' highlighted by a red circle]

- Hotel Shuttle
- Rental Car
- Taxi
- Rideshare
- Public Transit
- Walking
- Other

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16. Once you have entered all the information, click "Submit Availability"

Nearest Airport
*Airport Name: San Diego International Airport Code: SAN

Recommended Hotel
*Hotel Name: Marriott Marquis Waterfront

Hotel Address

Recommended Transportation
*Transportation Type: Taxi

Additional Transportation Details

1 Travel Expense Responsibility
As the applicant, you are responsible for covering the audit team's travel expenses, including airfare, accommodation, ground transportation, and meals. Accurate travel information helps minimize costs and ensures efficient scheduling.

< Back Submit Availability

17. You have now submitted your availability. Your AIA (if selected) and the ASME Scheduling team will be notified by email that you have provided your availability windows.

Step 4 of 8

Scope Codebooks AIA Scheduling Audit Corrective Actions Final Review Closed

Provide Your Availability
Track your certification progress through all engagement phases

Availability Submitted
Your availability has been submitted successfully. ASME will coordinate scheduling and contact you if anything else is needed.

Submitted Availability

Availability Window 1
Available From: February 1, 2027 Available To: February 5, 2027
Notes: Add a note here

Availability Window 2
Available From: February 8, 2027 Available To: February 12, 2027

Availability Window 3
Available From: February 15, 2027 Available To: February 19, 2027

Travel Logistics

Nearest Airport: San Diego International SAN Recommended Hotel: Marriott Marquis Waterfront
Recommended Transportation: Taxi

< Back Proceed >

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18. You will be able to see who has confirmed their availability to overlap with your provided windows. Once all parties have confirmed, you will be notified by email to proceed with your application.

Step 4 of 8

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

Scheduling in Progress

We're coordinating availability with all required participants to schedule your certification audit activities.

Current Status
Scheduling requires availability confirmation from all required parties before we can finalize audit dates. We'll notify you as soon as all participants have responded. Waiting on Other Participants

Application ID	6818378705	Certification Type	BPV
Submitted Date	October 16, 2026	Estimated Scheduling	Within 5-7 business days

Availability Checklist

Waiting on Other Participants

Your Availability Availability has been received and recorded.	Submitted
AIA Availability We are still waiting on this availability response.	Pending
ASME Scheduling Team We are still waiting on this availability response.	Pending

You'll Be Notified
We'll send you a notification through the portal and via email as soon as all participants have confirmed their availability and the audit schedule is finalized. No action is required from you at this time.

[← Back](#)

19. This screen will update once all parties have confirmed.

Step 4 of 8

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

Scheduling in Progress

We're coordinating availability with all required participants to schedule your certification audit activities.

Current Status
Scheduling requires availability confirmation from all required parties before we can finalize audit dates. We'll notify you as soon as all participants have responded. Scheduling Coordination in Progress

Application ID	6818378705	Certification Type	BPV
Submitted Date	October 16, 2026	Estimated Scheduling	Within 5-7 business days

Availability Checklist

Scheduling Coordination in Progress

Your Availability Availability has been received and recorded.	Submitted
AIA Availability Availability has been received and recorded.	Submitted
ASME Scheduling Team Availability has been received and recorded.	Submitted

You'll Be Notified
We'll send you a notification through the portal and via email as soon as all participants have confirmed their availability and the audit schedule is finalized. No action is required from you at this time.

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20. You will need to confirm your proposed audit dates and ensure the audit team will have access to the equipment and facility that is being certified.

The screenshot displays the ASME CA Connect interface. On the left is a sidebar with a user profile 'Welcome! Jinny Mou' and a 'CURRENT WORKSPACE' section containing 'TestCA Company2'. Below this are expandable menus for 'CA Connect' (Team Management, Certifications, Invoices, Applications, Change Requests) and 'Support' (Contact Us, Guides & Video). The main content area features a progress bar at the top with 8 steps: Scope, Codebooks, AIA, Scheduling (active), Audit, Corrective Actions, Final Review, and Closed. The title 'Audit Date Confirmation Required' is centered, with a subtitle 'Please review and confirm the proposed on-site audit dates'. Below the title is a table with application details: Application ID 6818378705, Certification Type BPV, Company TestCA Company2, and Status In Progress. The 'Proposed Audit Dates' section shows a start date of February 8, 2027 (9:00 AM) and an end date of February 12, 2027 (5:00 PM). The 'Assigned Audit Team' section indicates 'Team assignment pending'. The 'Pre-Audit Preparation Requirements' section lists three items, each with a checkmark: 'Quality Manual and Procedures' (Ensure all quality documentation is current and accessible), 'Equipment and Facility Access' (Prepare manufacturing areas and testing equipment for inspection), and 'Key Personnel Availability' (Quality manager and production supervisor should be available). At the bottom are 'Back' and 'Confirm Date' buttons.

Step 4 of 8

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

Audit Date Confirmation Required

Please review and confirm the proposed on-site audit dates

Application ID	6818378705	Certification Type	BPV
Company	TestCA Company2	Status	In Progress

Proposed Audit Dates

Start Date	End Date
February 8, 2027	February 12, 2027
9:00 AM	5:00 PM

Assigned Audit Team

Team assignment pending

Pre-Audit Preparation Requirements

- ☒ **Quality Manual and Procedures**
Ensure all quality documentation is current and accessible.
- ☒ **Equipment and Facility Access**
Prepare manufacturing areas and testing equipment for inspection.
- ☒ **Key Personnel Availability**
Quality manager and production supervisor should be available.

[Back](#) [Confirm Date](#)

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21. Once the visit has been scheduled, you will receive an email confirmation and the application will update, and include your assigned audit team.

ASME 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 4 of 8

Scope Codebooks AIA Scheduling Audit Corrective Actions Final Review Closed

On-site Visit Scheduled

Your on-site audit has been confirmed and all parties have been notified. Please review the details below.

Confirmed Audit Date

All Parties Confirmed

Start Date
February 8, 2027

End Date
February 12, 2027

Visit Details

Location Information

Site2
310 N Lee St
Bloomington, IL 61701-3834
USA

Program Information

Application ID 6818378705
Submitted Date October 16, 2026
Certification Type BPV
Audit Type Not available
Duration 5 days
Lead Auditor Not available

Assigned Audit Team

Jinny Mou
Customer Representative

Notifications Sent

Your Team
Your team has been notified.

ASME Scheduling Team
The ASME Scheduling Team has been notified.

AIA
The AIA has been notified.

Preparation & Next Steps

Your team will receive detailed preparation tasks and documentation requirements in the coming days. These will appear in your Service Engagement dashboard.

Documentation Review
Gather all required quality-system and program evidence before the visit start date.

Team Coordination
Confirm participating team members are available for the full scheduled window.

Facility Preparation
Ensure site access, safety requirements, and required escorts are arranged.

Pre-Audit Checklist
Complete the pre-audit checklist that will be provided in your task inbox.

Back to Dashboard

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