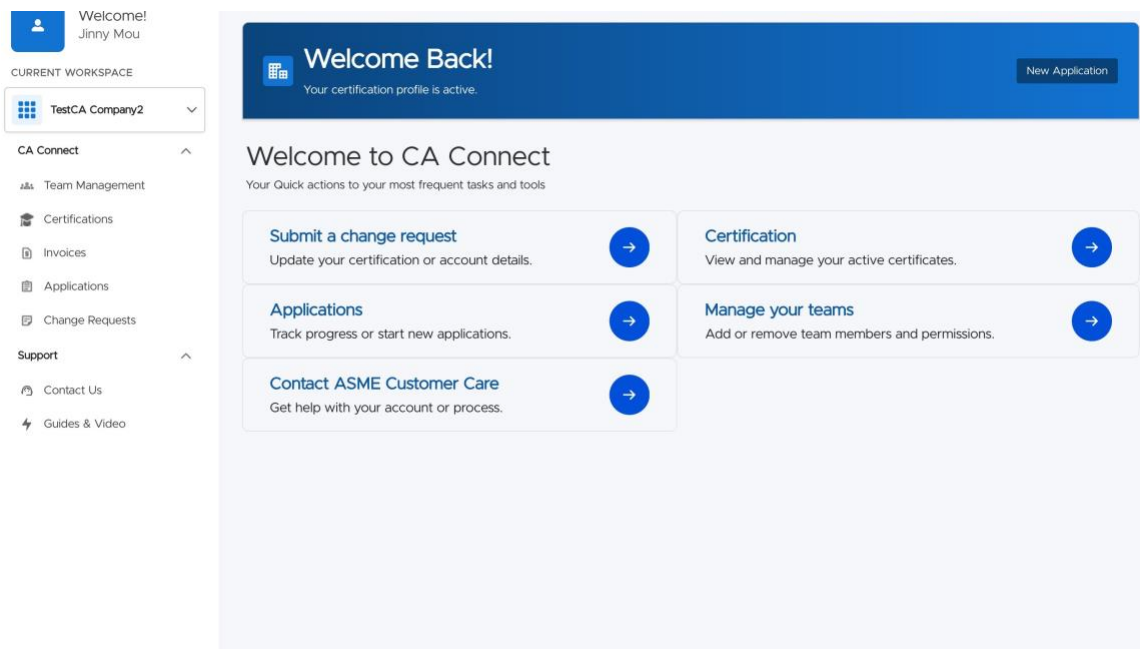


How to Upload Audit Preparation Documents in CA Connect

Learn how to efficiently upload and manage your required audit documentation through the 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), current workspace (TestCA Company2), and a menu with options like Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video. The main content area has a 'Welcome Back!' banner with a 'New Application' button. Below this is a 'Welcome to CA Connect' section with quick actions: 'Submit a change request', 'Applications' (circled in red), 'Certification', 'Manage your teams', and 'Contact ASME Customer Care'. Each action has a right-pointing arrow icon.

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

The screenshot shows the 'My Applications' page. It features a summary section with four cards: '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, with Reference ID 6818378705, is highlighted. It has a status of 'Intake - Paid' and a 'View Details' button circled in red. Other details include 'Created Date: Oct 16, 2026', 'Site2', 'Jinny Mou', and 'Boiler and Pressure Vessels'. The second application, with Reference ID 8553120058, also has a 'View Details' button.

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4. Click "Prepare for Visit"

The screenshot shows the CA Connect portal interface. On the left is a sidebar with navigation links: TestCA Company2, CA Connect, Team Management, Certifications, Invoices, Applications, Change Requests, Support, Contact Us, and Guides & Video. The main content area displays a progress bar at the top with three sections: TOTAL (8), COMPLETED (4), and REMAINING (4). Below this is a 'Service Engagements' section for CASD-1842, showing 4/8 steps completed. The steps are: Scope (Completed), Codebooks (Completed), AIA (Completed), Scheduling (Completed), Audit (In Progress), Corrective Action (Not Started), Final Review (Not Started), and Closed (Not Started). The 'Audit' step is highlighted, and a red circle is drawn around the 'Prepare for Visit' button located below it. At the bottom right of the 'Service Engagements' section are buttons for 'View Documents' and 'View Details'.

5. You will need to upload one or more documents to the portal in preparation for the audit. Types of documents to upload are Operating Procedures, Manuals, and technical records. Note the portal supports only PDF files up to a maximum of 10MB per file.

The screenshot shows the 'Documentation' section of the CA Connect portal. At the top, it says '3 items remaining to complete your preparation'. Below this is a 'Documentation' section with a warning icon and the text 'Quality manual, procedures, and technical records prepared.' and 'Upload required'. Underneath, it says 'Supported formats: .PDF (max 10MB)'. A large dashed box contains a red circle around an upload icon (a cloud with an upward arrow) and the text 'Upload Documentation documents' and 'Supported formats: .PDF (max 10MB)'. Below this box are two input fields: '* File Name' and 'Description'.

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6. The "File Name" field will automatically be filled for you.

Quality manual, procedures, and technical records prepared.

Documentation File selected

Quality manual, procedures, and technical records prepared.

Supported formats: .PDF (max 10MB)

SOP.pdf

Drag a new file here to replace this one or Click to browse and swap

* File Name (highlighted with a red circle)

SOP

Description

Contact Confirmation

Who should ASME/AIA contact for this engagement?

7. Click the "Description" field to provide some additional information to the auditor about your files, such as what the file is used for, or other relevant information for your audit.

Quality manual, procedures, and technical records prepared.

Documentation File selected

Quality manual, procedures, and technical records prepared.

Supported formats: .PDF (max 10MB)

SOP.pdf

Drag a new file here to replace this one or Click to browse and swap

* File Name

SOP

Description (highlighted with a red circle)

Contact Confirmation

Who should ASME/AIA contact for this engagement?

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- Click "Confirm" on the primary contact for the audit. This is by default the CA Connect user who is currently in the system. If you need to have a different contact for the audit, contact ASME.

* File Name
SOP

Description
List of procedures

Contact Confirmation
Who should ASME/AIA contact for this engagement?

Primary contact

Name	Email	Phone
Jinny Mou	uattestcauser02@asme.org	123121323112

Required **Confirm**

Logistics
Facility access, safety requirements, and workspace setup are confirmed.

Safety Requirements Review
PPE requirements and safety protocols acknowledged

- Click "Acknowledge" for the Safety Requirements, Facility Access, and On-Site Arrival and Check-in.

Name	Email	Phone
Jinny Mou	uattestcauser02@asme.org	123121323112

Confirmed

Logistics
Facility access, safety requirements, and workspace setup are confirmed.

Safety Requirements Review
PPE requirements and safety protocols acknowledged

Required **Acknowledge**

Facility Access Arrangements
Parking, security clearance, and building access confirmed

Required **Acknowledge**

On-site Arrival and Check-in
Arrival procedures, check-in process, and site orientation confirmed

Required **Acknowledge**

10.

Confirmed

Logistics

Facility access, safety requirements, and workspace setup are confirmed.

Safety Requirements Review

PPE requirements and safety protocols acknowledged

Acknowledged

Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

Facility Access Arrangements

Parking, security clearance, and building access confirmed

Required

On-site Arrival and Check-in

Arrival procedures, check-in process, and site orientation confirmed

Required

Complete all required items above to enable Mark All Complete.

11.

Safety Requirements Review

PPE requirements and safety protocols acknowledged

Acknowledged

Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

Facility Access Arrangements

Parking, security clearance, and building access confirmed

Acknowledged

Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

On-site Arrival and Check-in

Arrival procedures, check-in process, and site orientation confirmed

Required

Complete all required items above to enable Mark All Complete.

< Back to Dashboard

✓ Mark All Complete

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12. Once you have confirmed everything, click "Mark All Complete." This will notify everyone that all requirements have been met for the on-site visit.

Logistics
Facility access, safety requirements, and workspace setup are confirmed.

Safety Requirements Review
PPE requirements and safety protocols acknowledged
Acknowledged
Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

Facility Access Arrangements
Parking, security clearance, and building access confirmed
Acknowledged
Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

On-site Arrival and Check-in
Arrival procedures, check-in process, and site orientation confirmed
Acknowledged
Acknowledged by Jinny Mou on 10/19/2026, 7:06 PM

[← Back to Dashboard](#) [✓ Mark All Complete](#)

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13. Your application will now reflect the Audit is ready to proceed. Review the audit team shown and the kickoff meeting checklist prior to the audit start date. If you need to make any changes, contact ASME staff as soon as possible.

The screenshot displays the ASME CA Connect web application interface. At the top, the ASME logo and 'CA Connect' are visible, along with links for 'Go To ASME.ORG' and 'Sign Out'. The user is logged in as 'Jinny Mou'.

Navigation Menu (Left):

- TestCA Company2
- CA Connect
 - Team Management
 - Certifications
 - Invoices
 - Applications
 - Change Requests
- Support
 - Contact Us
 - Guides & Video

Main Content Area:

- Progress Bar:** A horizontal bar showing the audit process steps: Scope, Codebooks, AIA, Scheduling, **Audit** (current step), Corrective Actions, Final Review, and Closed. The 'Audit' step is highlighted with a blue circle and the number 5.
- On-site Visit Started:** A central message stating 'The certification audit team has arrived on-site and the entrance meeting has begun.'
- Current Phase:** A box indicating 'Pending visit' with an 'On-Site Visit' button.
- Application Reference:** 6818378705
- Certificate Type:** BPV
- Visit Date:** February 8, 2027 - February 12, 2027
- Assigned Audit Team:** A box showing 'Jinny Mou' as the 'Customer Representative'.
- Entrance Meeting & Audit Kickoff:** A green-bordered box containing:
 - Meeting Overview:** The entrance meeting aligns all parties on audit scope, schedule, and site expectations before field work begins.
 - Expected Duration:** 45-60 min.
 - Next Steps:** After the meeting, auditors begin documentation review and the on-site inspection walkthrough.
 - Key Discussion Points:**
 - ✓ Audit scope and objectives
 - ✓ Schedule and timeline review
 - ✓ Documentation requirements
 - ✓ Safety protocols and site access

At the bottom of the main content area is a button: 'Back to Application Dashboard'.

Footer:

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14. Once the audit is in-progress, the screen will update to reflect that. No action is required by you until the audit report is generated and any corrective actions are identified.

Welcome!
Jinny Mou

CURRENT WORKSPACE

TestCA Company2

CA Connect

Team Management

Certifications

Invoices

Applications

Change Requests

Support

Contact Us

Guides & Video

Step 5 of 8

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

Audit In Progress

Your certification audit is currently underway. Our team is conducting a comprehensive review of your facility and documentation.

Application ID 6818378705	Certification Type BPV	Audit Started February 8, 2027
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Audit is currently in progress

ASME reviewers are actively validating facility operations, documentation, and compliance evidence.

What to Expect

☒ Comprehensive Audit Report

If any non-conformities or areas requiring corrective action are identified, they will be clearly documented with specific references to ASME standards. You'll be provided guidance on addressing each finding.

☒ Findings & Non-Conformities (if any)

If any non-conformities or areas requiring corrective action are identified, they will be clearly documented with specific references to ASME standards. You'll be provided guidance on addressing each finding.

☒ Compliance Assessment Summary

A summary of your facility's compliance status against ASME certification requirements, highlighting strengths and areas of excellence observed during the audit process.

☒ Next Steps & Action Items

Clear guidance on the next phase of your certification journey, including any corrective actions required, timelines for response, and the path to final certification approval.

Estimated Timeline

Current phase

Next phase

Estimated report availability

Audit in progress

Preliminary report available

Following completion of active audit review

No Action Required at This Time

You do not need to take any action while the audit is in progress. Our team will complete their on-site activities and prepare the comprehensive audit report.

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