

Utilizing Align for Audits

February 16, 2023 & February 27, 2023
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CLARITY ASSURANCE RESULTS

Agenda

- MRO Schedule
- Audits & Spot Checks



MRO Schedule

- Implementation of audits utilizing Align is for any Audit Notification Packet (ANP) that is slated to go out after July 1st, 2023
 - Based on the existing audit schedule this shows that all currently scheduled 2023 audits will not be in Align
 - This date could change due to changes in Align releases



Feedback

- For any issues found while utilizing Align
 - Contact MRO
 - Submit a ticket at https://support.nerc.net
- For any concerns on processes or how MRO is utilizing Align
 - Contact one of the Compliance managers
 - Jess Syring, CIP
 - Julie Sikes, O&P



Audits & Spot Checks



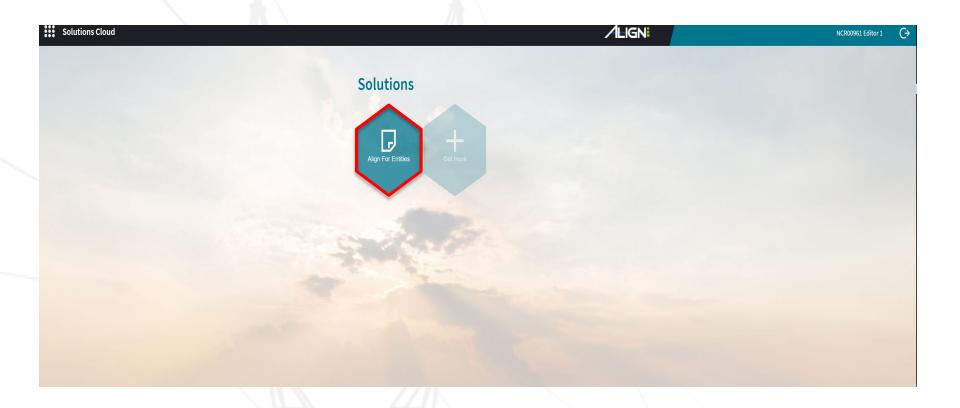


- 1. Enter Username
- 2. Enter Password

CLARITY

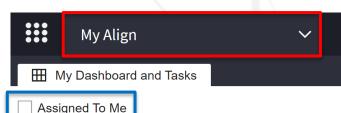
3. Choose OK





1. Select "Align For Entities."





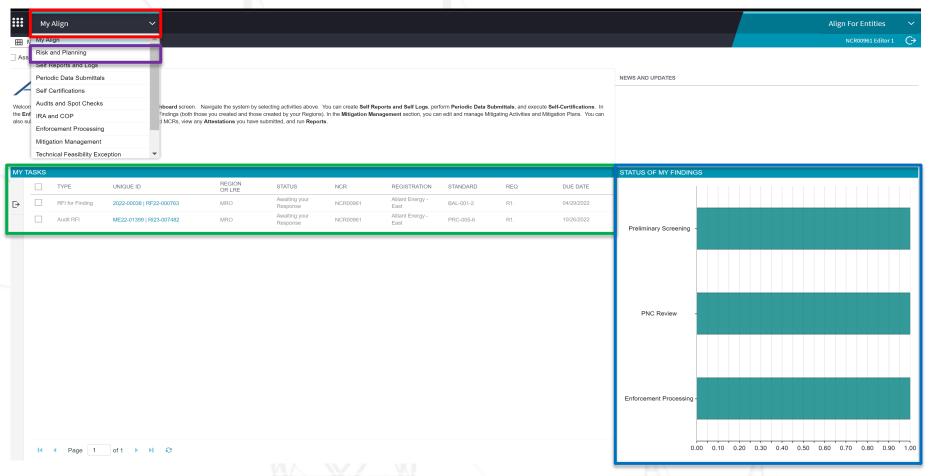


Welcome to Release 2 of the Align system! This is your **Dashboard** screen. Navigate the system by selecting activities above. You can create **Self Reports and Self Logs**, perform **Periodic Data Submittals**, and execute **Self-Certifications**. In the **Enforcement Processing** section, you see the status of Findings (both those you created and those created by your Regions). In the **Mitigation Management** section, you can edit and manage Mitigating Activities and Mitigation Plans. You can also submit **Technical Feasibility Exceptions** and associated MCRs, view any **Attestations** you have submitted, and run **Reports**.

MY	TASKS									
		TYPE	UNIQUE ID	REGION OR LRF	STATUS	NCR	REGISTR	STANDARD	REQ	DUE DATE
₽		RFI for Finding	2022-00038 RF22-000763	MRO	Awaiting your Response	NCR00961	Alliant Energy	BAL-001-2	R1.	04/29/2022
		Audit RFI	ME22-01399 RI23-007482	MRO	Awaiting your	NCR00961	Alliant Energy	PRC-005-6	R1.	10/26/2022

- 1. Upon login, "My Align" will be selected as the home page.
- 2. The entity will see "My Tasks" listed and their specifications.
- 3. Be aware that there is a filter of only showing those tasks that are Assigned to you, this selection will filter everything else out





- 1. Upon login, "My Align" will be selected as the home page.
- 2. The entity will see "My Tasks" listed and their specifications.
- 3. "Status Of My Findings" shows important audit process status'.
- 4. Select Risk and Planning from the dropdown menu.

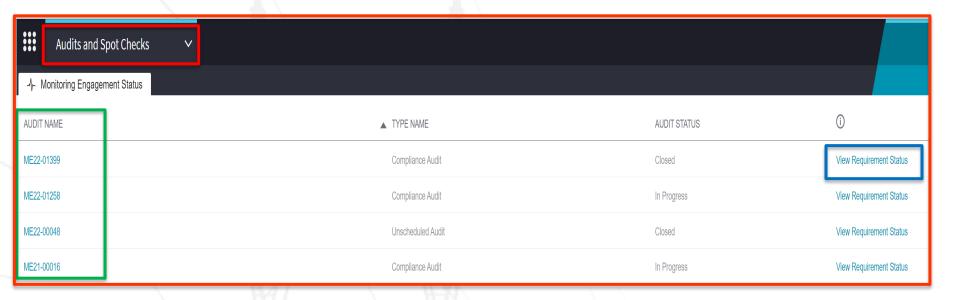




1. Select the dropdown in the top left screen and select Risk and Planning.

- This shows the Scheduled Engagements.
- This will only be populated if the Region has shared it.
- This is informational only and just a summary screen

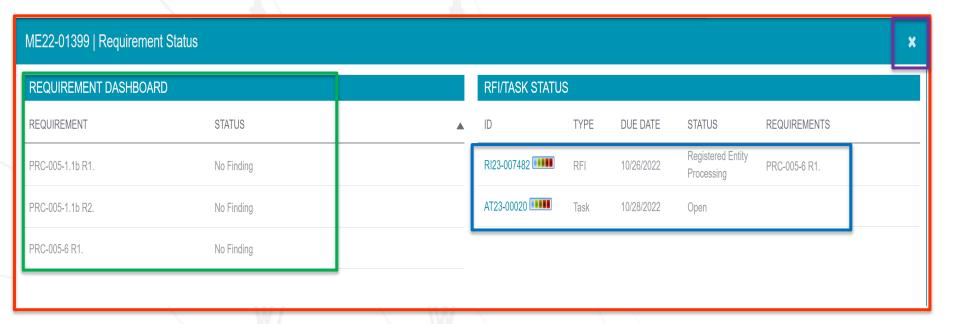




1. Select the dropdown in the top left screen and select Audits and Spot Checks.

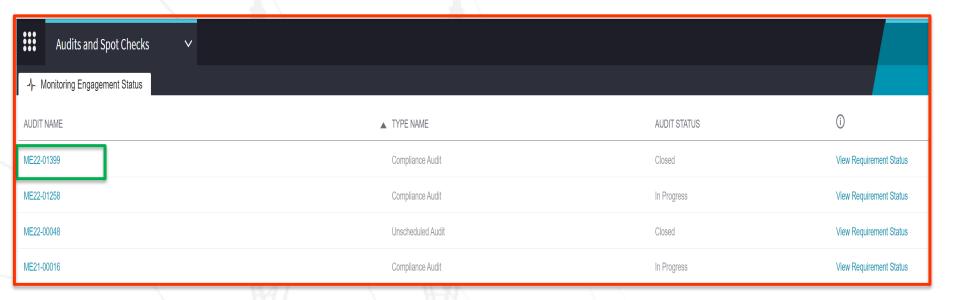
- This shows all the Monitoring Engagements.
- Select the 'View Requirement Status' on the right hand side





- 1. A screen titled Requirement Status will appear.
- 2. The requirement dashboard shows the current status of a specific requirement being audited.
- 3. The RFI/Task Status section will show current status of the RFI or Task.
 - Select an ID to preview more information
 - The Task option will be used at CEA's discretion.
- 4. Close the Requirement Status screen when complete to return to the Monitoring Engagement Status main screen.





1. Returning to the Monitoring Engagement Status screen

Select the hyperlink for the desired Monitoring Engagement



General	Working Papers	ANP Report			
		General			
Engagement Scope		PRC-005-1.1b R1.; PRC-005-6 R1.; PRC-005-1.1b R2.			
	Start Date	October 10, 2022			
	End Date	November 30, 2022			
Monitoring Period Start Date		January 1, 2021			
Monitoring Period End Date		September 5, 2022			
Post Audit Survey					

Assigned Resources		
AUDIT ROLE	ASSIGNED RESOURCES	
Audit Team Lead - CIP		
Audit Team Lead - OP	MRO Editor 1	
Member - CIP		
Member - OP		
Observers		
Primary - CIP		
Primary - OP	MRO Editor 3	
Note: All Assigned Resources comply with the NERC Antitrust Compliance Guidelines and have signed appropriate confidentiality agreements.		

1. The General Tab will be preselected.

- The information shown within the General section is for informational purposes only.
- Assigned Resources section will show assigned audit names and roles



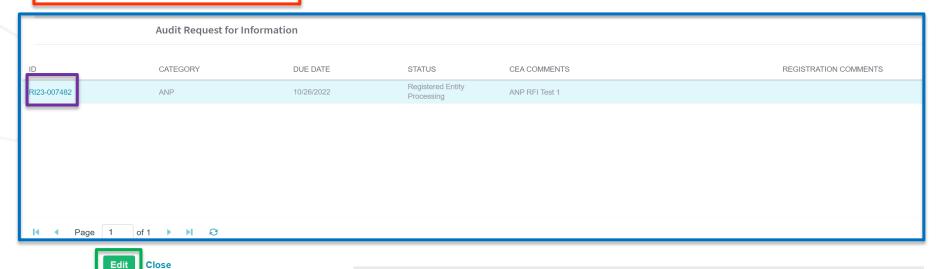


Note: All Assigned Resources comply with the NERC Antitrust Compliance Guidelines and have signed appropriate confidentiality agreements

Outside Observers

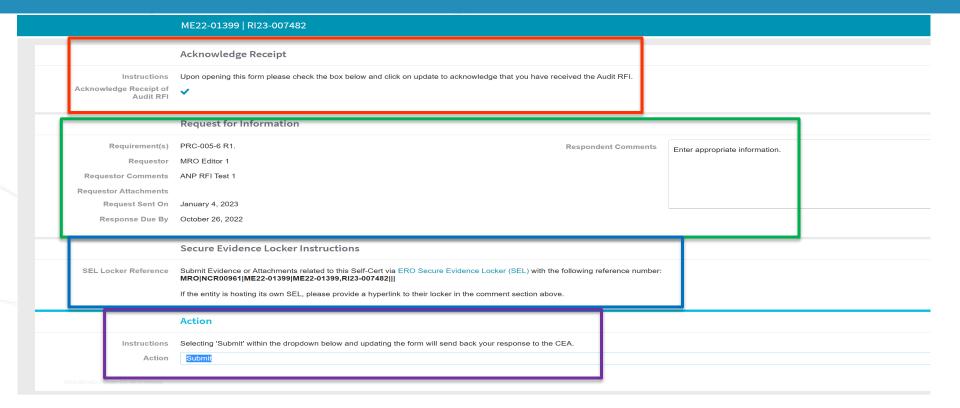
Objection to Audit Team No Objection to Audit Team

Objection Response
Objection Response
Comments



- 1. Outside observers will list any users that do not have Align access
 - There is a spot to object to audit team members
 - Edit button must be selected in order to make changes.
- 2. Audit Request for Information section will house any RFI's for Entity's visibility.
 - Provides the due date, status, CEA comments and any registered entity comments that were submitted as part of the RFI response
- 3. Select the hyperlink for the specific RFI.



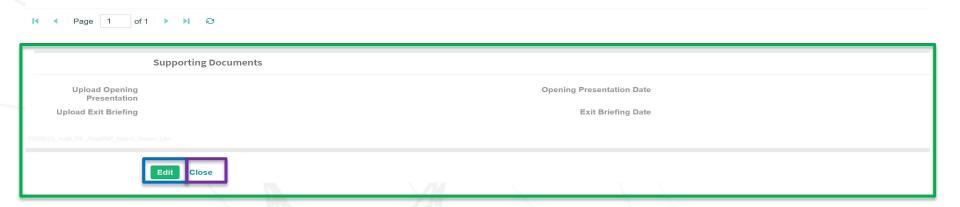




- In looking at the details of the RFI, the first portion allows acknowledgement of the receipt of the RFI
- 2. This provides the main information of the RFI
 - Requirement, audit team member requestor, any guidelines or comments as well as due dates
 - The Respondent comments is optional, but can be utilized as a README
- This provides the SEL reference information (not recommended)
- This is the Action button which you can select Submit. Leave this field blank until ready to submit
 - If you click on the Update button at the bottom this would save the RFI and not submit it to MRO/corresponding CEA. This will only go to MRO when the Submit is selected as part of the Action





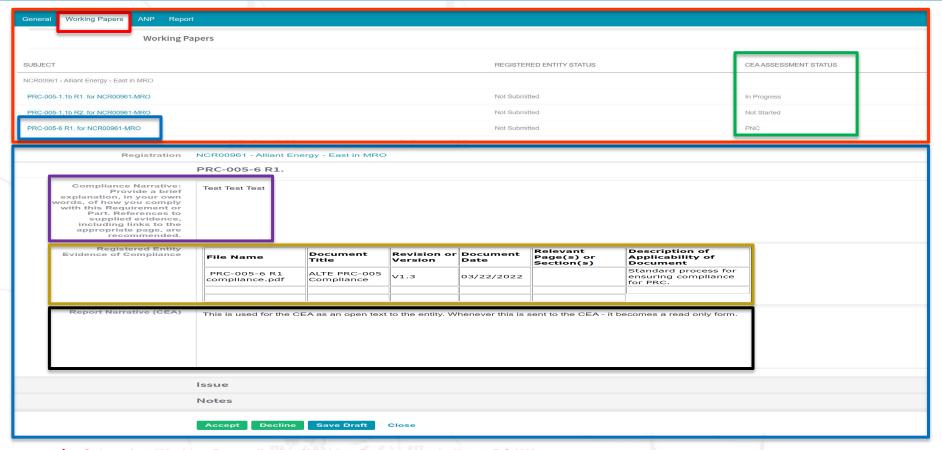


For reference, the Supporting Documents section is below the RFI section previously covered.

- 1. Any Supporting Documents will be located here at the CEA's discretion.
 - The Edit button will need to be selected before the system will allow any changes to be made.
 - If Edit was selected and changes were made, this will now appear as Update.
 - If no changes are made, select the close button.

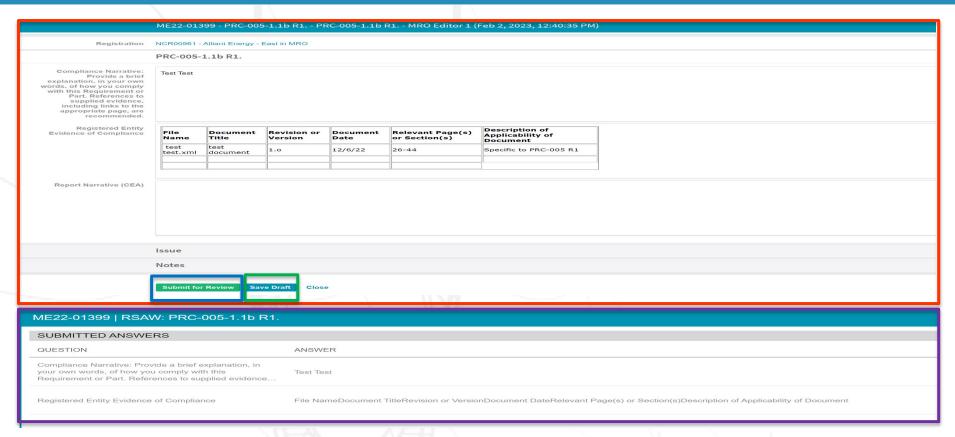


RESULTS



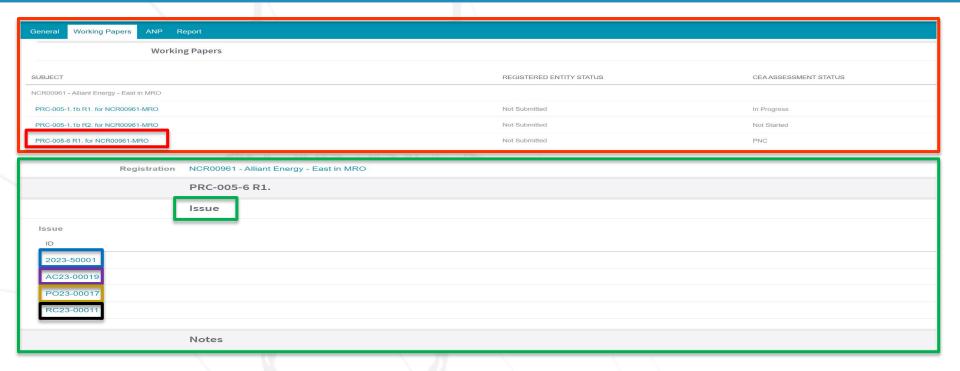
- 1. Select the "Working Papers" tab Working Papers are similar to RSAW
 - The CEA Assessment Status column shows the status of the specific requirement
 - For this example, select PRC-005-1 R1
- 2. This screen will appear. The first section is where the entity will provide a Compliance Narrative with references to supplied evidence.
- 3. The Registered Entity Evidence of Compliance will contain all applicable files for the specific standard(s) for the CEA to review.
- 4. The Report Narrative is used by the CEA as an open text to the entity. Whenever this is sent to the Entity it becomes a read only form.
 - It's important to note that even in the read only, anything the CEA enters in the Report Narrative section, the entity will have visibility to this. The entity will NOT have visibility into the Issue's section or the Note's section.





- 1. Continuation of previous slide for further explanation -
 - The entity can fill in this information and select "Save Draft" which does not submit the information to the CEA and allows the entity to continue to work on it.
 - The Submit for Review will essentially lock the information and notify the CEA the Working Paper is available for review.
- 2. Once the Entity has submitted for review and the CEA has approved the information the entity will have a read only version as shown.

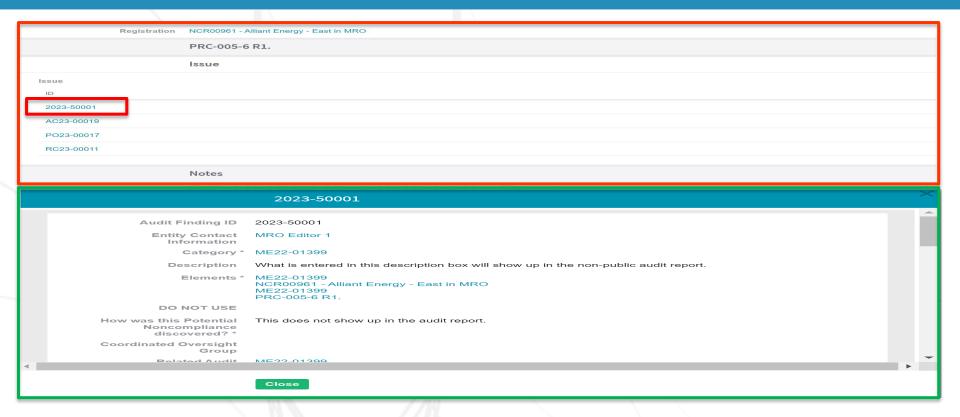




1. Select PRC-005-6 R1

- 2. Select the Issue section to expand for visibility. Here is where Positive Observations, Recommendations, Area of Concern and Possible Non Compliance findings are kept for entity visibility
 - The Issue ID with only numerals is the PNC 2023-50001
 - AC23-00019 is the Area of Concern
 - PO23-00017 is the Positive Observation
 - RC23-00011 is the Recommendation

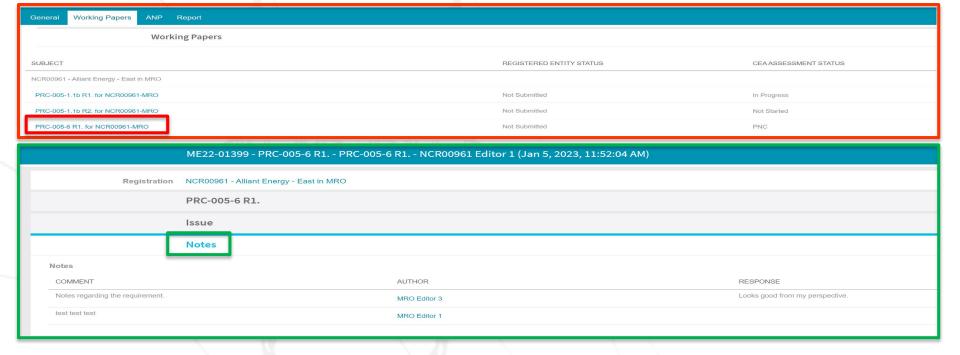




- 1. In this example, select the PNC 2023-50001
- 2. A new screen will appear which holds all pertinent information entered by the CEA explaining the PNC details.
 - All Issues that are selected will have a similar screen appear that holds the pertinent information related to that specific Issue.



RESULTS

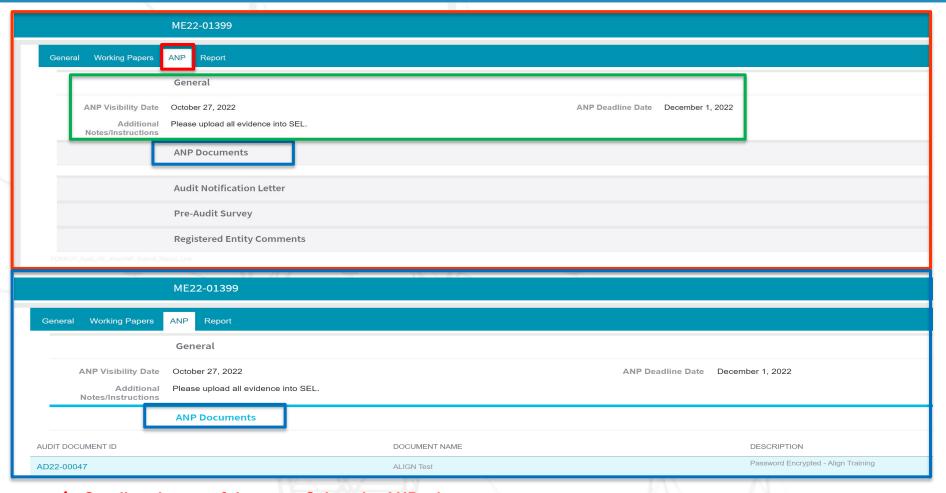


1. Select PRC-005-6 R1

2. Select the Notes section to expand for visibility

- 1. When the standard is in the "Save Draft" mode, the CEA's will be able to use the Notes section if needed. However, the entity can only see the limited data shown above.
- 2. Once the Entity submits this requirement, the Entity will have "Read Only" visibility

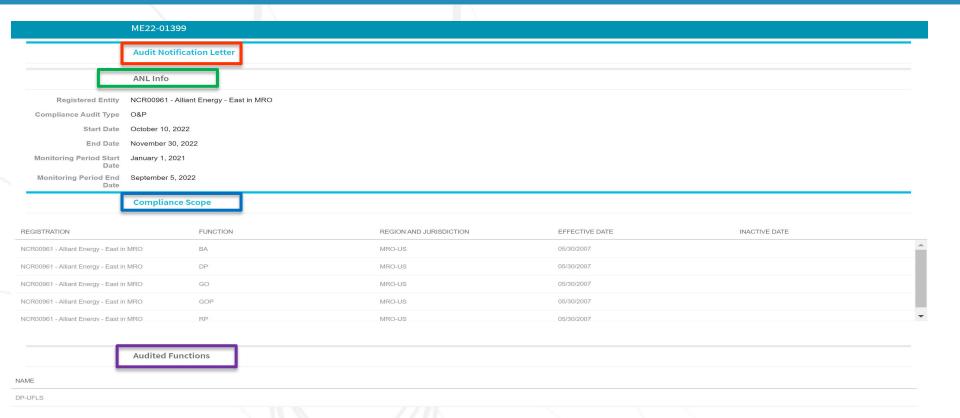




- 1. Scroll to the top of the page. Select the ANP tab
- 2. Shows general information such as the visibility date (the "send date" previously) as well as any deadline dates for when the audit will start and any additional instructions or information
- 3. Select the ANP Documents section to expand
 - Provides any documents that are typically provided with the ANP
 - Can be password protected and password would be provided in separate MRO communications.

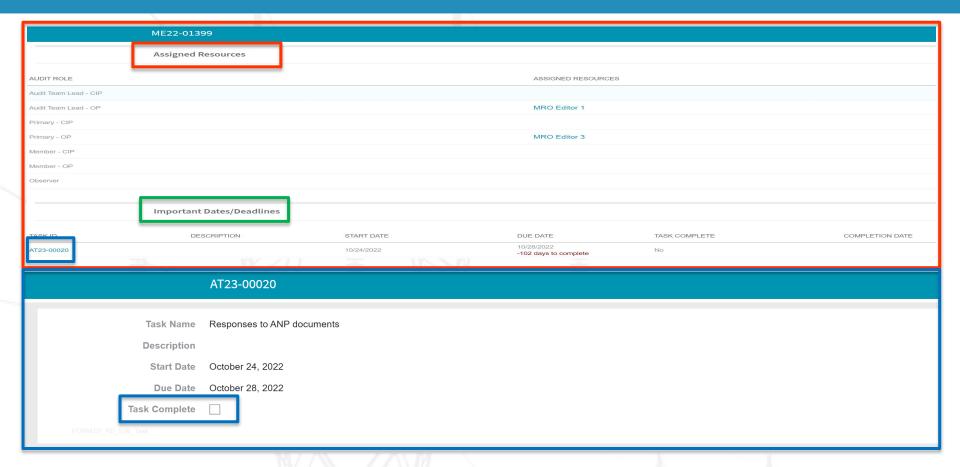


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- **Select Audit Notification Letter section to expand**
- ANL Info shows basic read-only information
- **Select Compliance Scope to expand**
 - Shows entity's registration function and the effective date
- Audited Functions shows which Function will be audited





- **Assigned Resources section will hold Audit Role information**
- Important Dates/Deadlines will contain Assigned Tasks, Due Dates and Task Status
 - Currently an optional tool for utilization
- Select the Task ID hyperlink to review the information
 - Select the Task Complete box to complete the task



Instructions Submit all evidence, attachments, and responses to data requests above via the ERO Secure Evidence Locker (SEL) https://eusstg.eroenterprise.com/nerc-infrastructure with the following reference number:

For evidence related to NCR00961 use: MRO|NCR00961|ME22-01399|ME22-01399||| For evidence related to PRC-005-6 R1. use: MRO|NCR00961|ME22-01399|ME22-01399|PRC-005-6|R1.| For evidence related to PRC-005-1.1b R1. use: MRO|NCR00961|ME22-01399|ME22-01399|PRC-005-1.1b|R1.| For evidence related to PRC-005-1.1b R2. use: MRO|NCR00961|ME22-01399|ME22-01399|PRC-005-1.1b|R2.|

If you are hosting your own SEL, please provide a hyperlink to your locker in the comment section below.

Pre-Audit Survey

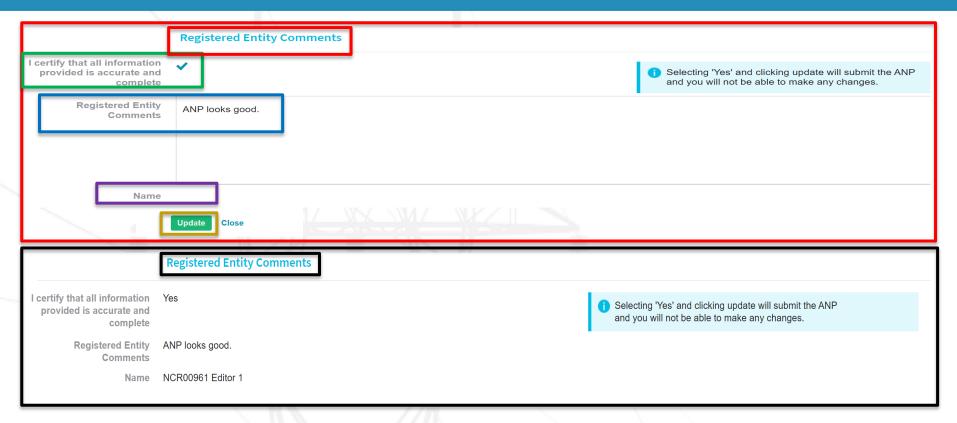
Registered Entity Comments

dit RE AfterANP Submit Report Link



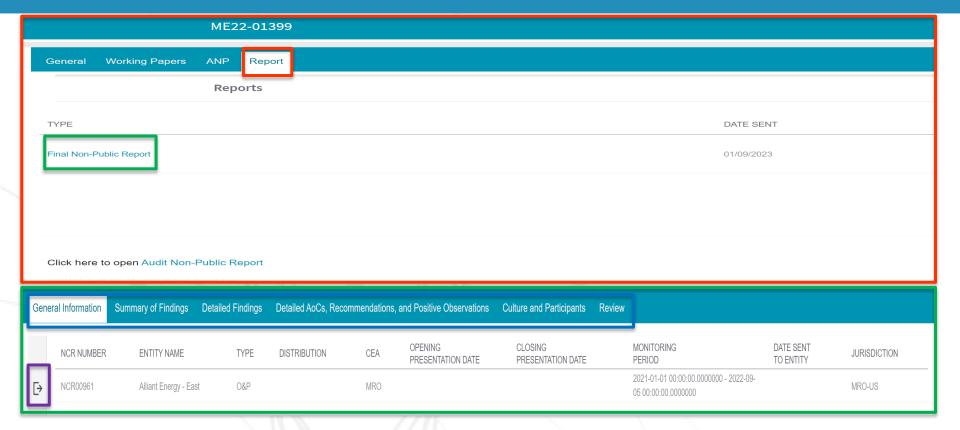
- 1. Instructions on submitting specific information via the ERO Secure Evidence Locker
 - Note: The entity will need to go to the specific RFI portlet if they want to know where to upload specific
 information
 - Contact the MRO ATL/Primary if there are any questions about what tag to utilize for submittal
- 2. Pre-Audit Survey is not used. It is currently only a placeholder for future consideration.





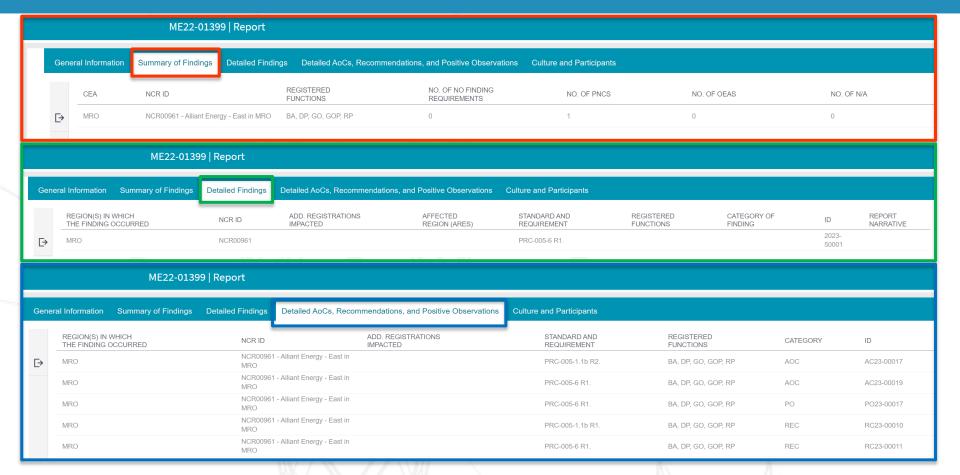
- 1. Select the Registered Entity Comments section.
 - To fill this information in, this engagement needs to be in the Edit aspect
- 2. The entity will select the checkbox to certify authenticity of the information.
- 3. Enter any applicable comments within the Registered Entity Comments section.
- 4. Notice: The Name field will be blank until the section is Updated.
- 5. Select Update
- 6. This is the information that shows after the updates were completed





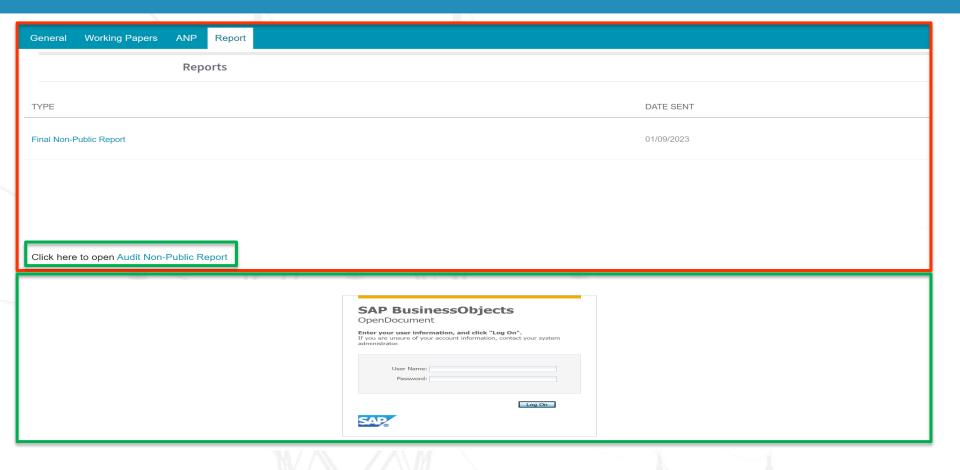
- 1. Select the Report tab at the top of the screen.
 - · Select the Final Non-Public Report hyperlink.
- 2. Select the tabs at the top of screen and review the information.
- 3. To export the Final Non-Public Report select the box with arrow pointing out.
 - MRO is still utilizing the report templates and then uploading the report to Align when completed (not sent through FTP2 site/email).





- 1. The Summary of Findings tab will show an overview of Findings (if applicable)
- The Detailed Findings will show which standard/requirement the Findings are for
- The Detailed AoC's, Recommendations, and Positive Observations tab will show all applicable information for all Findings with the exception of PNC's.





1. Select the Audit Non-Public Report

• At the time of this training, this link did not allow access beyond the SAP login.



Questions?

