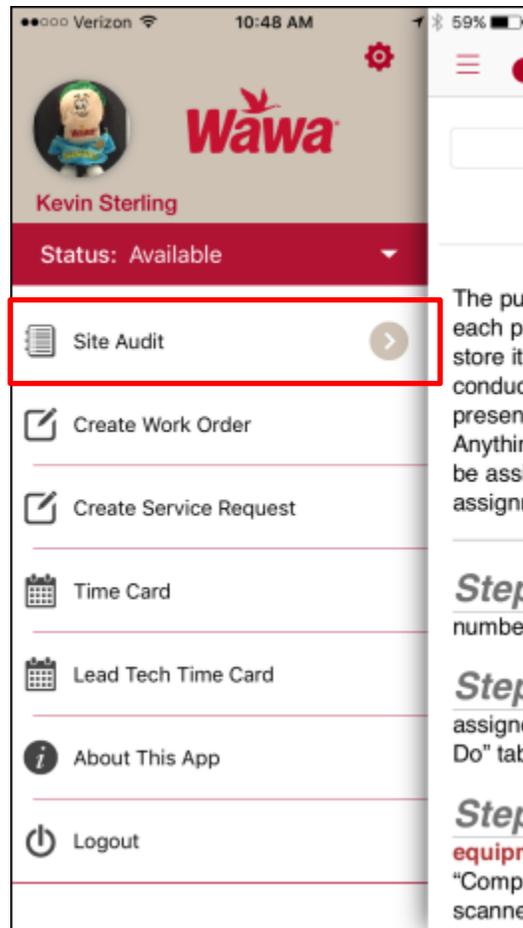


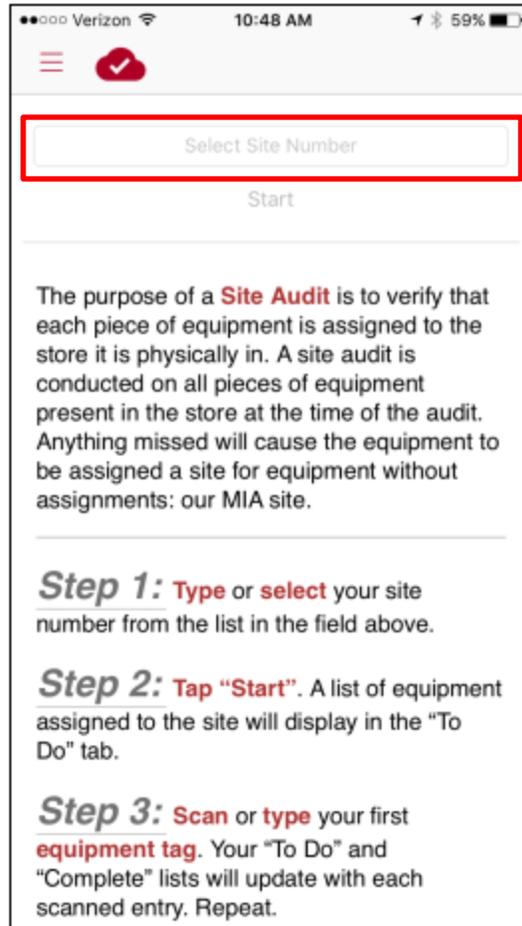


Wawa Facilities Mobile Site Audit Procedures

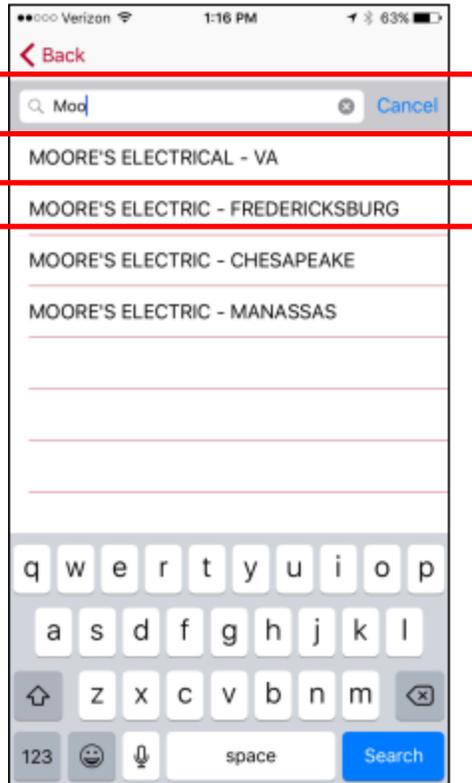
The purpose of a site audit is to verify that each piece of Wawa Facilities tagged equipment is accounted for and correctly assigned to the site that it is physically in. Audits are to be conducted at all sites that use or store Wawa Facilities physically tagged equipment such as Vendor Warehouses.



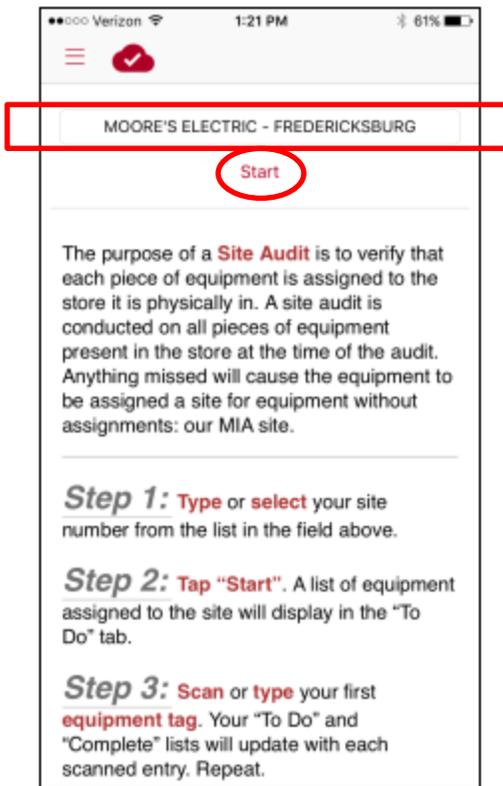
To begin your audit go to your menu and tap on the site audit feature.



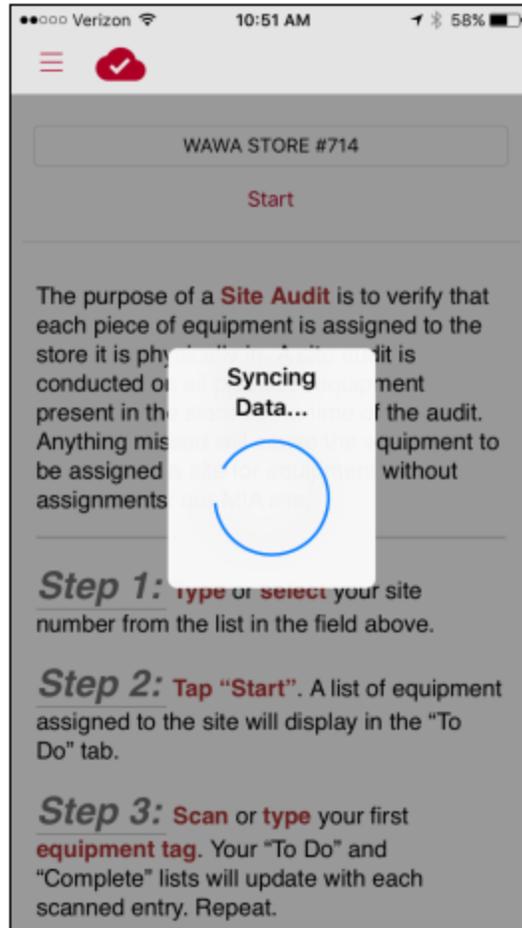
The Site Audit feature will open and will provide you with some basic on screen instructions. Tap on the Select Site Number box, you will have the ability to type in a site or select from the list.



A drop down list of the sites available to you for auditing will appear, you can scroll through and select from the list provided or tap on the search bar to find one. Begin typing the name or number of the site you are about to audit. The list displayed will auto filter based on your entry, when you see the site you would like to audit, tap on it to select.



The site selected will populate in the bar, tap on start to initiate the audit.



The mobile application will sync with the famis database to identify which pieces of equipment we currently have assigned to this site in the system. The role of the audit and the person performing it is to validate that what we believe is in the site is truly there and identify items that may be present but not listed or missing. Do not assume that the list in the app is 100% correct, you should audit (scan) all tagged pieces of equipment regardless of what is displayed, the audit will move pieces of equipment into the site as they are found. The average audit will take anywhere from 10 minutes to an hour depending on the size of the location and the number of pieces assigned. *(Your first audit at each site will take a little longer because you are new to the process and may have multiple discrepancies or tag related issues. Please refer to the audit exception guide for how to handle these situations.)*

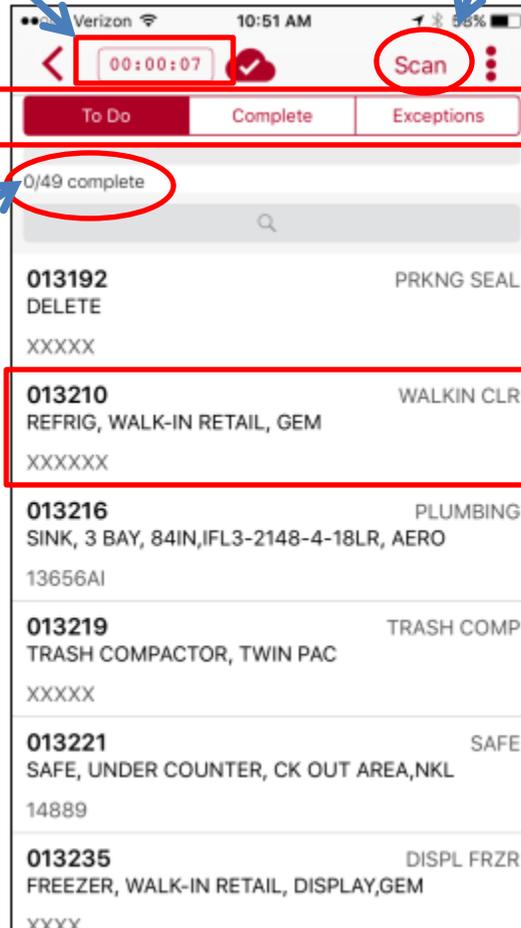
1. Audit timer

4. Activate scanner

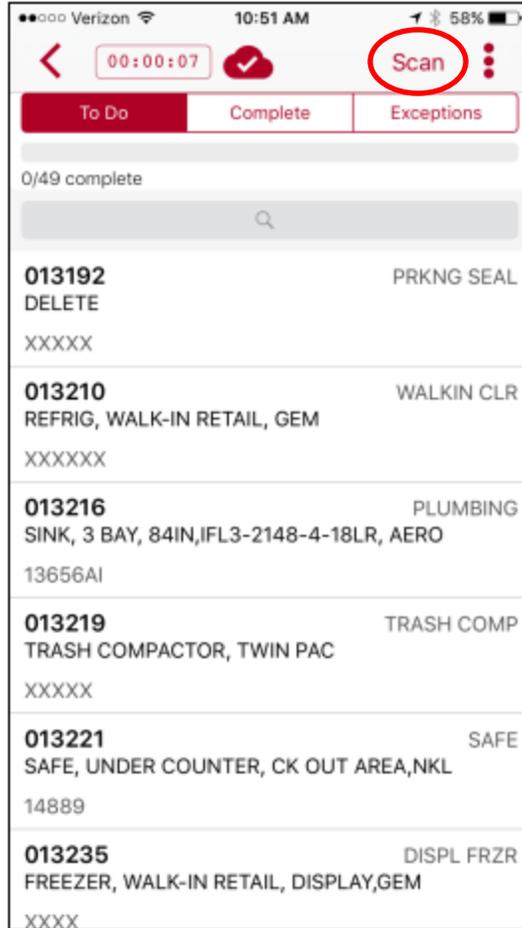
2. Equipment categories

3. Audit / Equipment count

5. Listed equipment record



1. The audit timer is your guide to understanding how long a particular audit is taking.
2. The Equipment categories display the equipment's audit status. The items on the To Do list are the expected pieces of equipment listed to the site. The items on the Complete list are those that you have verified as being in the site. The items on the Exceptions list are the items that you were unable to locate on site and have marked as missing.
3. The count is used to indicate how many items were marked as complete out of the total expected
4. Tap Scan to activate your camera to read the barcode
5. The listed equipment records provide a high level of detail regarding the assets listed to the site, you will need to tap on the record to display details about the asset and to manually mark it as present or missing



Tap the scan button to activate the camera and scan your first piece of equipment. You will repeat the process for each item you are going to scan. Do not restrict yourself to only finding items on the list, there may be items in the site that are not listed.



Scan the tag on the piece of equipment, if you are having trouble picking it up because of light levels tap the Flash On button to activate your devices light.

Verizon 10:53 AM 56%

00:02:46

Submit

Store Audit Records Detail

Tag Number
351385

Description
BREWER, COFFEE DOUBLE THERMAL

Asset is Missing, Notify Wawa

Site
00714 - WAWA STORE #714

Serial No
ICBT007899

Status
OPERATIONA

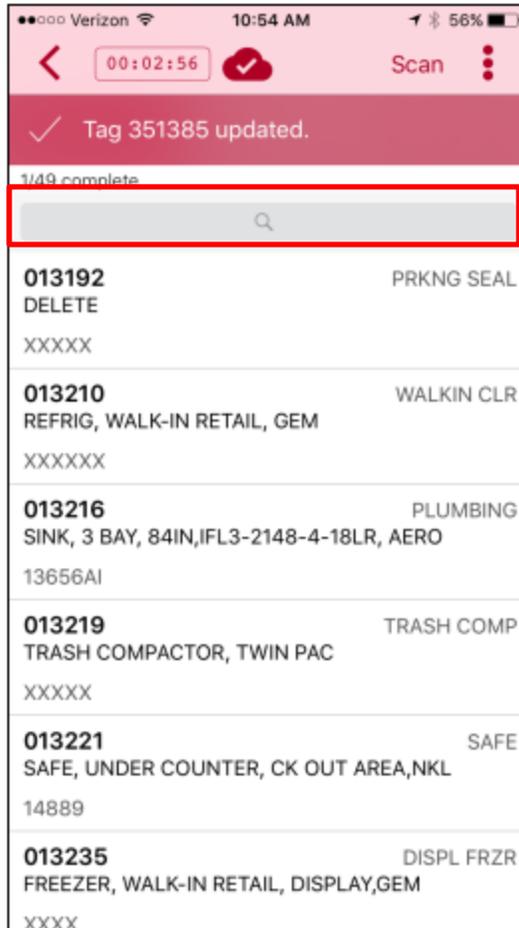
Model
ICB TWIN

Tag Missing/Unavailable

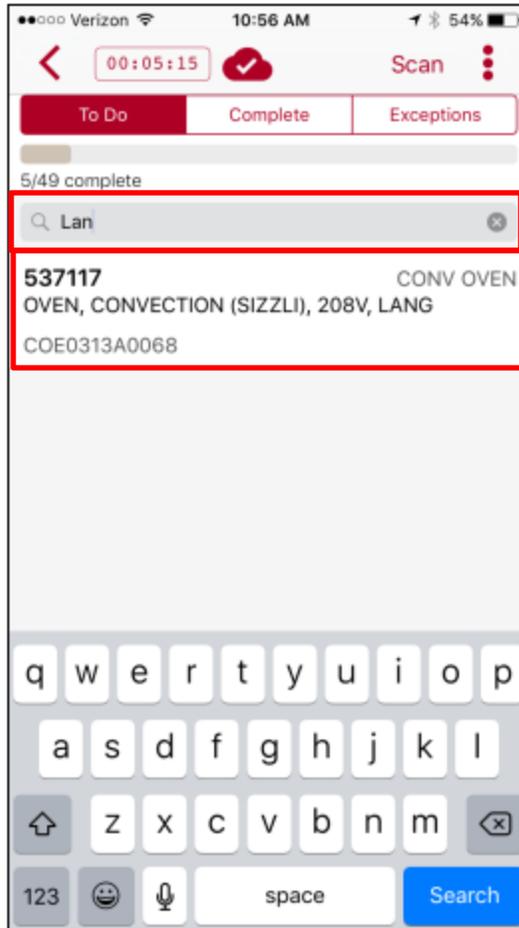
Manufacturer
M18

Propose Changes

When the tag is picked up by the scanner it will return an equipment record for you to validate and verify. If the information shown on your screen does not match the piece of equipment you are looking at you must collect the correct information and provide it to the storeequipment@wawa.com mailbox. If everything is correct just tap submit to mark the equipment as present in the site.



After hitting submit, you will be returned to the site equipment list to complete the next item. If you are unable to scan the item you can either scroll through the list or you can use the search feature to find it. Tap on the search bar.



Begin typing the name, serial, or tag number and the equipment will display if it is listed. In this example LAN was typed and the app displayed the Lang (Sizzli) Oven. Tap on the item in your list and the equipment detail record will display.

Verizon 10:56 AM 54%

< 00:05:24 ✓ Submit

Store Audit Records Detail Unsaved

Tag Number
537117

Description
OVEN, CONVECTION (SIZZLI), 208V, LANG

Asset is Missing, Notify Wawa

Site
00714 - WAWA STORE #714

Serial No
COE0313A0068

Status
OPERATIONA

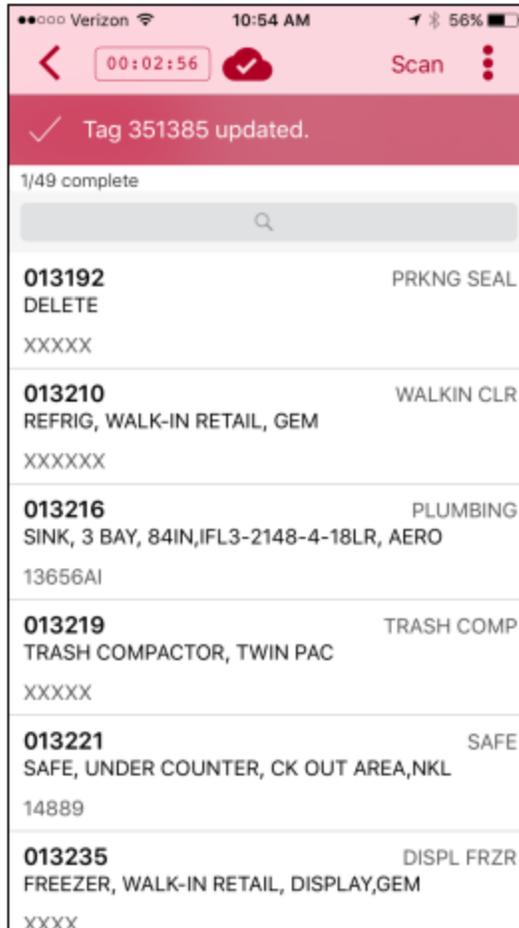
Model
208V-EHS-PT

Tag Missing/Unavailable

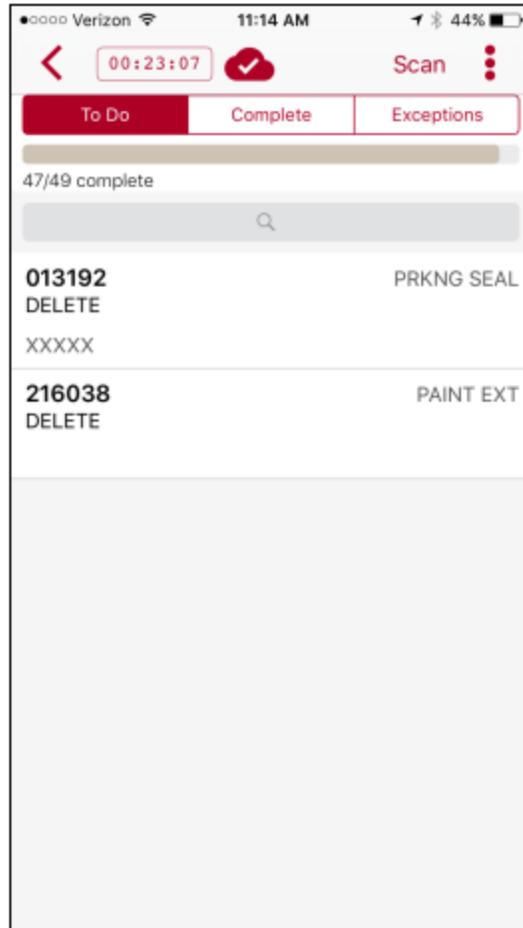
Manufacturer
M46

Propose Changes

Verify that the piece of equipment is correct. If the tag number on the piece of equipment is missing completely or is unreadable due to damage or location tap the Tag missing / Unavailable button to have one reprinted by the Facility Center. Tap submit to commit the record and return to the list. The preferred location for a tag is the upper right hand corner on the front of a unit in an area that is not frequently wiped or utilized.



Repeat the steps above until all items present in the site have been verified. Items will move from the To Do list to the Complete list as you go.



You may have equipment on your list after all items have been verified, these are items that we believe are in the site but may have moved. Double check the site to ensure that they were not missed. You cannot complete an audit unless all items have marked as either being present or as missing.

Verizon 11:14 AM 44%

00:23:43 Submit

Store Audit Records Detail Unsaved

Tag Number
013192

Description
DELETE

Asset is Missing, Notify Wawa

Site
00714 - WAWA STORE #714

Serial No
XXXXX

Status
OPERATIONA

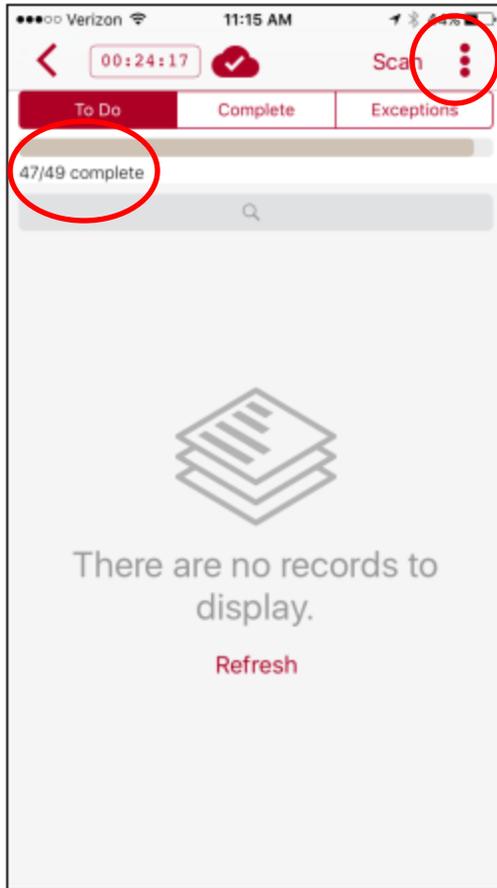
Model

Tag Missing/Unavailable

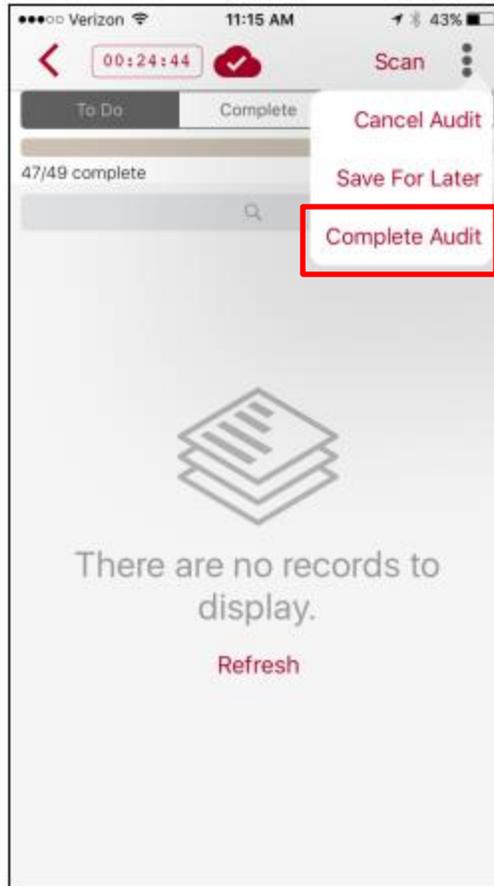
Manufacturer
M1

Propose Changes

Once you confirm that an item is not present, tap on the item to open its equipment detail tap on the Asset is Missing, Notify Wawa toggle. The toggle will turn green, tap submit to mark it as missing and move it to the Exceptions tab. Repeat the process for all items that were not found.

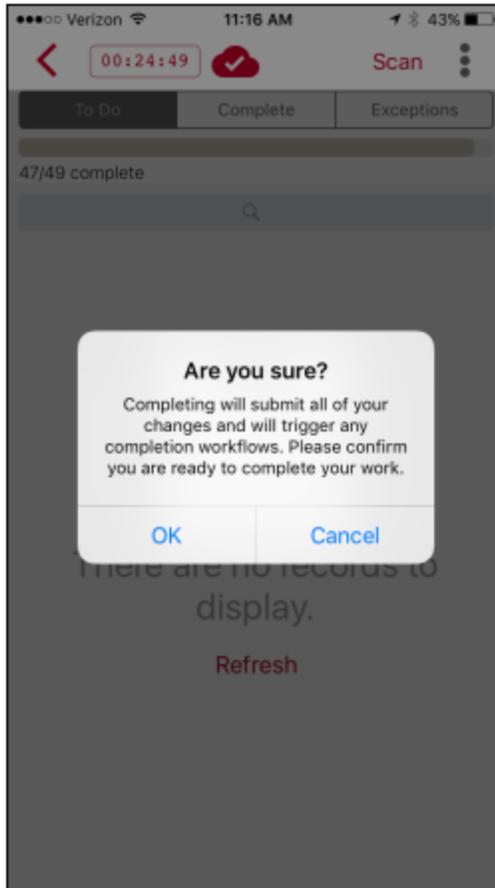


You will see that your To Do list is now empty and the number of units you have verified out of the total listed. Tap the three dots to complete the audit.

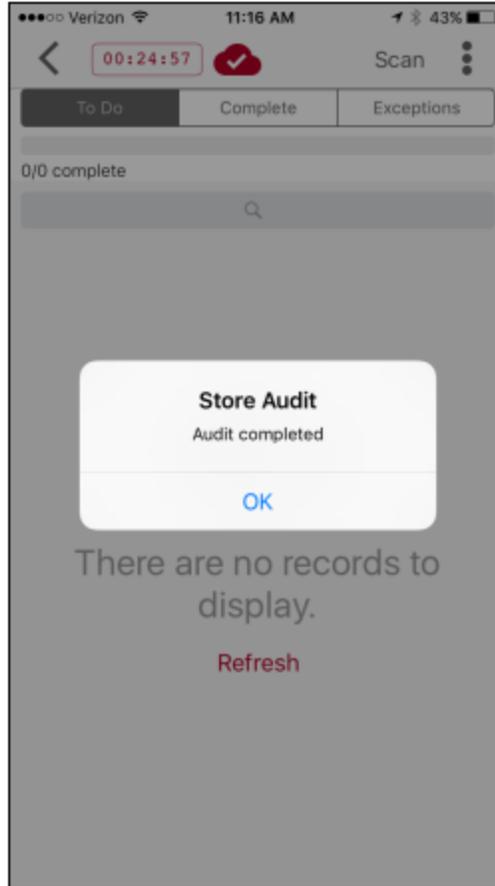


Tap complete audit.

(Save For Later – Allows you to save the audit and return to it. Cancel Audit – Cancels the whole audit without processing any changes)



The system will prompt you to confirm that you are sure if you want to complete the audit, if there are items still remaining on the To Do list you will get an error message and be prompted to return to the audit and complete them. Tap OK.



Your audit is now complete; please email storeequipment@wawa.com that your audit has been completed.

If you have items that you were unable to locate in the application or have ones that are missing tags, please contact storeequipment@wawa.com with Item description make, model, and serial number.