



# Compliance Infrastructure

## CHALLENGE

A worker discovered that documentation of antivirus definition updates were not stored on the designated SharePoint site document retention folder and could not be located by the compliance analyst. Limited controls existed for evidence retention, and practices were not standard across the company. Procedures did not explicitly state a storage location for evidence, only that evidence must be retained. Existing evidence folder structure was overly complex, not easily searchable, and could not be tracked with reporting tools.

## PROCESS

- Designed a website for NERC compliance that included awareness information on business unit compliance efforts, links to documentation (program documents, procedures, trainings, enablers, templates, and job aids) for each standard, and links to the evidence repository and uploading evidence
- Developed a tool to capture metadata when users upload evidence to the evidence repository. Worked with compliance workers within the business unit and at site level to determine which fields to require when uploading evidence files
- Created training materials for using the new site and delivered training to workers on how to upload evidence, search for audit information, and navigate the new compliance portal

## RESULTS

- Established new NERC compliance portal and evidence repository for the business unit
- Developed reports for regional managers, stations, and leadership to track activities within the evidence repository

## AT A GLANCE



**Created a common evidence repository to collect and store evidence**



**Established standards across the company**



**NERC compliance achieved**

**ScottMadden understands the need for an organized, dynamic system for conducting NERC compliance activities to ensure that they meet evolving requirements. [Contact us](#) to learn how we can help your organization.**

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