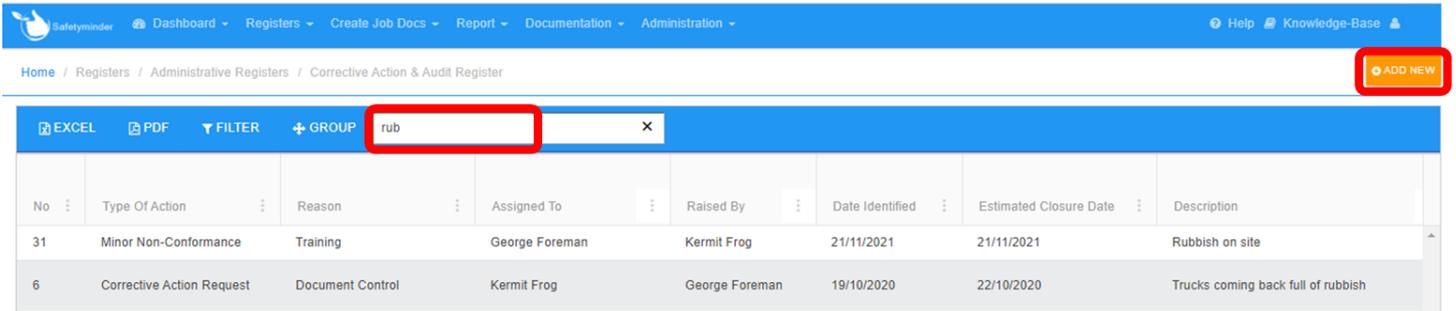


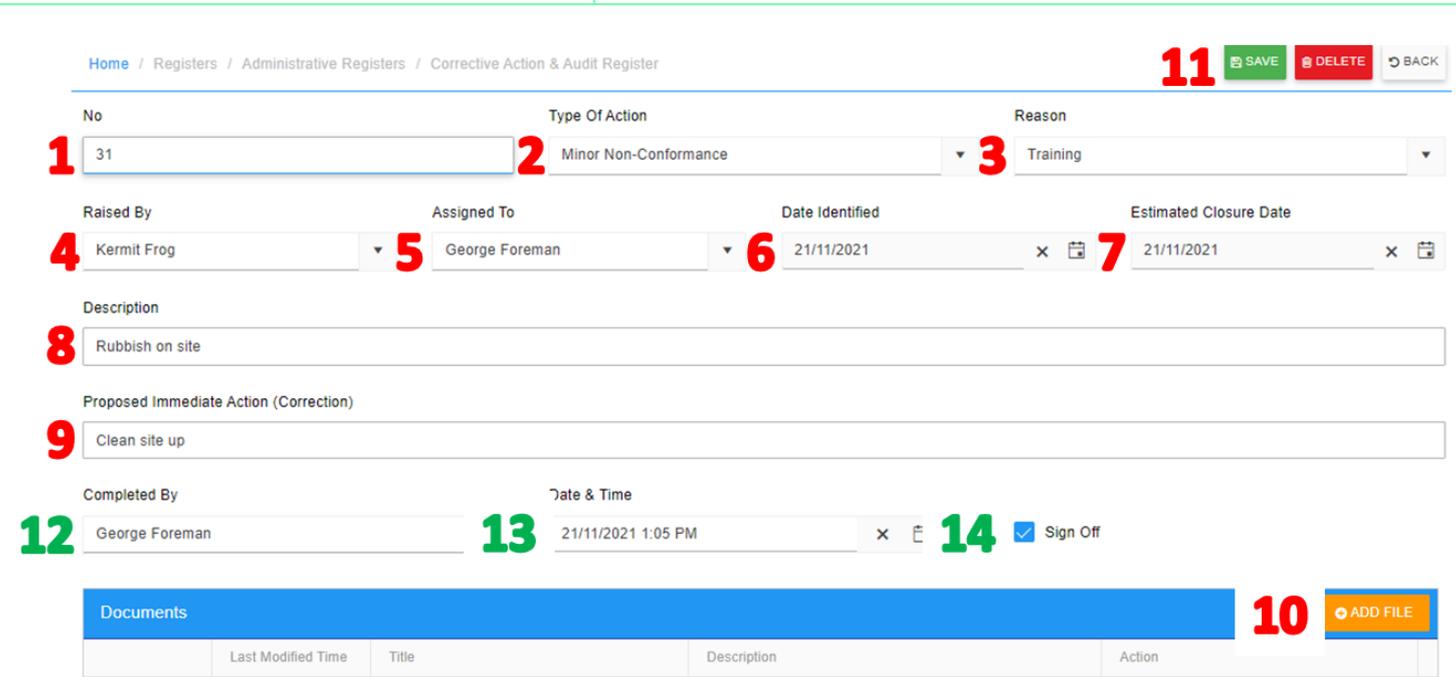


In the Corrective Action & Audit Register, you record all actions that need to be rectified. These required actions can be as a result of an Internal/External Audits, Warehouse/Office Inspections or Investigations required for incidents reported. You can add other corrective actions to this register directly as well.

From Registers/Administrative Registers/Corrective Action & Audit Register click **+ADD NEW** to create a new entry. Or use the filters and search box to find an item that needs updating and double click to open.



1. The No will auto populate.
2. Select the Type of Action required.
3. Select the Reason for the failure.
4. Select who raised the item.
5. Assign the task to a staff member.
6. Select the Date Identified.
7. Select the Estimated Closure date.
8. Type in a description of the issue.
9. Type in a proposed immediate action to minimise risk to your team.
10. [Upload any documents](#) or images by clicking **+ADD FILE**.
11. Click **SAVE** which sends the task out to the [mobile app](#).



The Task can be either signed off in the mobile app or completed as per below:

12. Select from the staff list who completed it.
13. Select the Date & Time or it will populate when task is signed off in mobile app.
14. Tick the box to Sign Off shows ticked.

Root Cause Required:

1. If further investigation is required to find Root Cause of the issue tick the box.
2. Type in a reason for the underlying cause or go to step 3 and assign who will determine.
3. Once the root cause has been determined date & sign off either in web or mobile app.
4. Proposed long term solution is entered or assigned for completion in step 5.
5. Once the long-term solution is established date & sign off in either the web or mobile app.
6. When the effectiveness has been determined then the action can be closed out by a manger or administrator by dating & ticking Sign Off in either the web or mobile app.

1 Tick if further investigation required to find Root Cause

Underlying / Root cause

2 Lack of PPE training

Determined By Date & Time

3 Lea AStarwars 7/04/2022 12:35 PM Sign Off

Proposed action for long term solution (Corrective/Preventive action)

4 Include PPE training in new Staff Inductions. In monthly safety meeting include a segment on PPE

Completed By Date & Time

5 Lea AStarwars 12/04/2022 8:30 AM Sign Off

Comments on effectiveness of action taken

6 Working well keep up the monthly safety talks & reminders in toolbox meetings as required

Closed out By Date & Time

7 Heidi Thonig 31/05/2022 4:30 PM Sign Off

NOTES:

- Each step of the process can be completed by different people.
- The comments and sign off can be completed either in the mobile or web app for each option.

