



Generally, these will be created by staff in the field on the mobile app. Navigate to Registers/P&E/Repair, type in the search bar to narrow down the selection.

SafetyMinder Dashboard Timeminder Registers Create Job Docs Reports Documentation Administration Help Knowledge-Base heidik

Home / Registers / P&E / Repair **1** **ADD NEW**

EXCEL PDF FILTER GROUP Signed Off Search...

Plant & Equipment Description	Name of Repairer	Assigned To	Fault / Dam...	Repairs Required	Repair Date	Signed Off
Ladder 6 m green	Fixit Better Ltd	George Foreman	fox blue sticker		11/04/2023	<input type="checkbox"/>

1. Click **ADD NEW** to create a new repair task.
2. Select the Asset Type.
3. Select from the populated list.
4. Select who raised the issue.
5. Select the Staff member who will oversee the task – see notes below.
6. Select the Repairer.
7. Select the approximate Repair Date.
8. Type in what the fault or damage is.
9. Upload any documents or images as required.
10. Click **SAVE**.

Home / Registers / P&E / Repair **10** **SAVE** **DELETE** **BACK**

Asset Type: **2** Motor Vehicles

Plant & Equipment Register: **3** AssetNo: 1993b ,SerialNo:REGHT ,Mazda-Zoom-Red

Plant & Equipment Description: Mazda-Zoom-Red

Raised By: **4** George Foreman

Assigned to: **5** Kermit Frog

Name of Repairer: **6** A1 Training Ltd

Repair Date: **7** 23/06/2025

Fault / Damage: **8** fix front headlight broken

Repairs Required: **11** fixed in the workslhow

SignedOff **12** Administrator Signed Off **13**

9 **ADD FILE**

Documents	Last Modified Time	Title	Description
	3/06/2025 12:42	repair invoice.pdf	AssetNo: 1993b ,SerialNo:REGHT ,Mazda-Zoom-Red

11. Repairs Required is completed by the staff member responsible for the task in the mobile app or the admin.
12. Signed off will show as ticked once the task is completed on the mobile app.
13. If you are logged on as the administrator, you can sign the task off in the web app.

Task will need to be signed off in the Mobile App in [P&E Repair](#).

NOTES:

- The Assigned To list is populated with staff who have been selected in the [Key Roles & Responsibilities](#) of Maintenance & Vehicle Maintenance Manager.
- Repairs can also be created in the mobile app and various registers e.g. P&E Inspection, P&E Shared.
- Tasks that have been completed can be viewed by ticking the Signed Off box in the grid.

[Home](#) / [Registers](#) / [P&E](#) / [Repair](#)

ADD NEW

EXCEL	PDF	FILTER	GROUP	Signed Off	hyund	X	
Plant & Equipment Description	Name of Repairer	Assigned To	Fault / Dam...	Repairs Required	Repair Date	Signed Off	
Hyundai-Kona-Blue	Fixit Better Ltd	Kermit Frog	broken lights	fixed good and proper	12/03/2023	<input checked="" type="checkbox"/>	 
Hyundai-Kona-Blue	Fixit Better Ltd	Kermit Frog	broken lights	fixed good and proper	12/03/2023	<input checked="" type="checkbox"/>	 

- Or in the Plant & Equipment Register for each asset.

[Home](#) / [Registers](#) / [P&E](#) / [Plant & Equipment](#)

Asset Type	Asset No	Registration/Serial No	Date Added
Ladders	AR46	XC787412	3/04/2023
Asset Description	State	QR Code	
Ladder 6 m green			

Repair History:

Plant & Equipment Register	Name of Repairer	Fault / Damage	Repairs Required	Repair Date
Asset No : AR46 , Reg No : XC787412 , Description : Ladder 6 m green	Fixit Better Ltd	fix blue sticker	installed new sticker	03/05/2023

