



## PPE & Clothing Issued

From the Home Page click on the outstanding task, use the filters to narrow down what is displayed.

Or from the Main Menu select:

- Registers
- PPE & Clothing Issued

Safetyminder

Scan QR Code  
Then select action

Tasks

Filter By Expiry Period Expired, Expi...

Filter By Task Type Personal Pro...

PPE Issued Register - Ear Muffs  
09/12/21

### A. Overview

In the Register you will see a list of items & quantities issued to you.

1. Use the search box to find a specific item.
2. Where you have been issued new items it will show as Not Signed Off.
3. Click to add completely new items i.e. ones not already in your list e.g. Safety Boots.
4. When you click on an item the actions will display to choose from.
5. Once open it will display the Type, Item & QTY – these cannot be edited.
6. Under the Issue History will be items issued or returned, see section B to sign off
7. Click to add new history to this item, see section C & D.
8. Click to save.

PPE & Clothing Issued

1

Search

PPE - Fall Arrest Harness  
Qty 0  
24/02/20  
Signed Off

Clothing - Polo Shirt Short S  
Qty 2  
09/12/21  
Signed Off

2

PPE - Ear Muffs  
Qty 1  
09/12/21  
Not Signed Off

3

+

4

Choose Action

View Details

View Document

View Video

View Document Link

Cancel

PPE & Clothing Issued

5

PPE Type  
PPE

Item  
Ear Muffs

QTY  
1

Issue History

QTY: 1 Type: Issue Size:  
Date of Issue: 09/12/21 Expiry Date:  
Note:  

6

Not Signed Off

Date of Issue  
09/12/21

Expiry Date

7

+

8

Tap blue circle to save

✓

### B. Sign Off History

History

1

Type  
Issue

2

Date of Issue  
09 Dec 2021

3

Expiry Date

QTY  
1

Size

Note

4

☒ Have you been given proper instructions on how to use this item?

5

✓

History

1

Type  
Return

2

Return Date  
09 Dec 2021

3

QTY  
-2

Reason  
Stolen

Note  
New shirts issued


5

✓

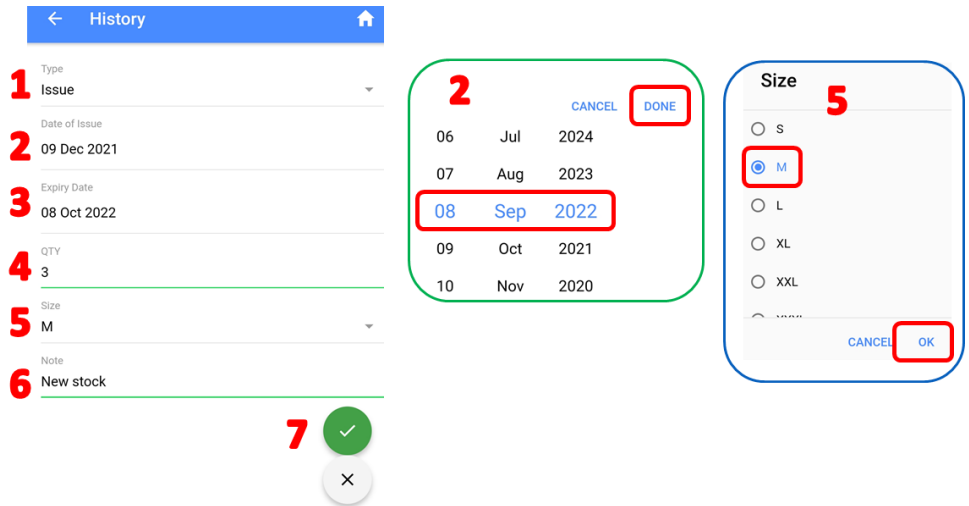
1. Will either show as an Issue or Return.
2. Date of issue or return.
3. For Returns there will be a reason selected.
4. For Issues you will need to tick the box, after which Sign off will be active.
5. Click to sign off.

Contd/...

## C. Issue new stock for existing items

1. Issue will show as default.
2. Use the date selector to select date of issue & click **DONE**.
3. Use the date selector if an expiry date is required.
4. Type in the QTY being issued.
5. Use the size selector if required & click **OK**.
6. Type in any notes if required.
7. Click  to save.  
If item is not required click X.

The new task will need to be signed off as per section B above.

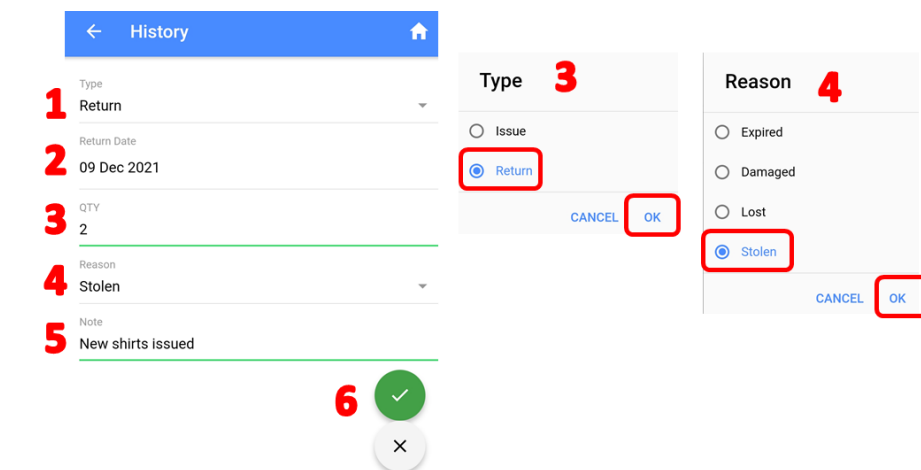


The screenshot shows the 'Issue' form with the following fields and values:

- Type:** Issue
- Date of Issue:** 09 Dec 2021
- Expiry Date:** 08 Oct 2022
- QTY:** 3
- Size:** M
- Note:** New stock

A date selector is open, showing a calendar with '08 Sep 2022' selected. A size selector is also open, showing 'M' selected. A green checkmark icon is at the bottom right.


## D. Returning Items



The screenshot shows the 'Return' form with the following fields and values:

- Type:** Return
- Return Date:** 09 Dec 2021
- QTY:** 2
- Reason:** Stolen
- Note:** New shirts issued

A reason selector is open, showing 'Stolen' selected. A green checkmark icon is at the bottom right.

1. Select Return for the Type.
2. Use the Date selector as per above and click **DONE**.
3. Type in the QTY being returned.
4. Select a Reason & click **OK**.
5. Type in any required notes.
6. Click  to save.  
If item is not required click X.

The new task will need to be signed off as per section B above.

## NOTES:

- Sizes will only show if selected in the PPE-Clothing/Items.
- If the QTY is zero for any given item it will no longer show in the mobile app. You will need to re-issue items from the web app.

