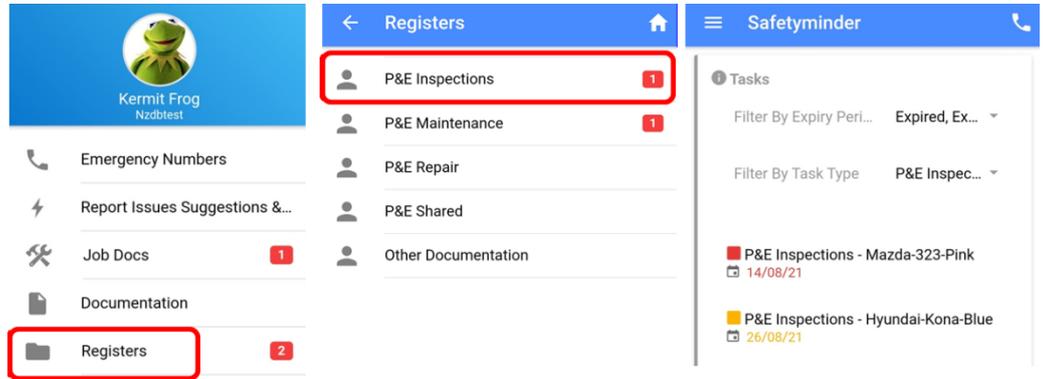# Plant Inspection

From the Main Menu select:

- Registers

- P&E Inspection

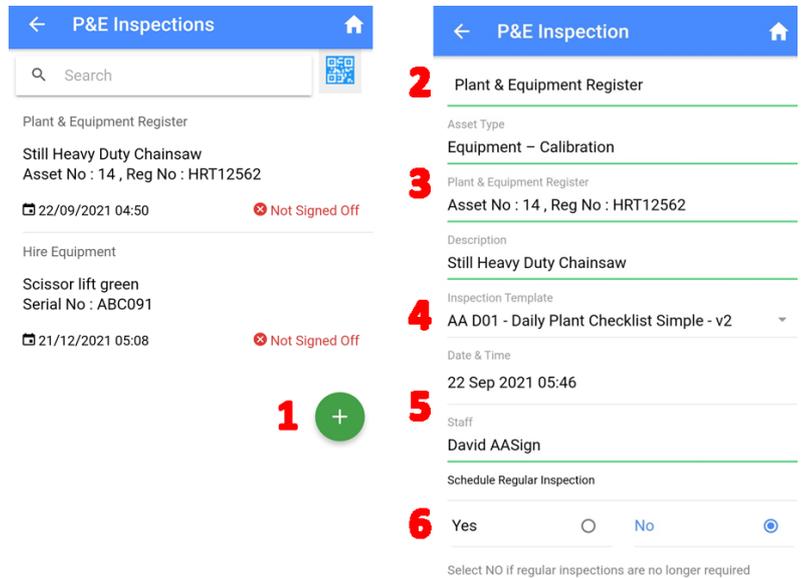- Or click on the Task from the home page.

A. Existing Task

1. Click on the Task and select "👁 View Details" from the action menu.
2. Details for the asset, inspection template, date & time, staff, etc. will be prepopulated.
3. Change Schedule Regular Inspection to NO if this is the last one required.
4. Check the Inspection Frequency is correct and change if required.
5. Customer fields are usually completed by the office, they can also be selected or changed as required here.
6. Click **Complete Checklist** to fill in the form.
   a. Click **Complete** when you have finished willing in the form.
7. Click save ✓
8. If the item requires **Plant & Equipment Maintenance** click and complete the form.
9. If the item requires **Plant & Equipment Repair** click and complete the form.
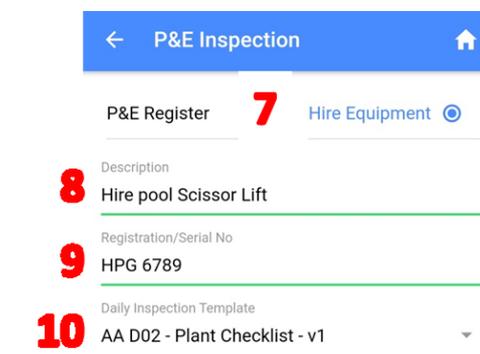10. Click ✓ to complete and sign off the task.
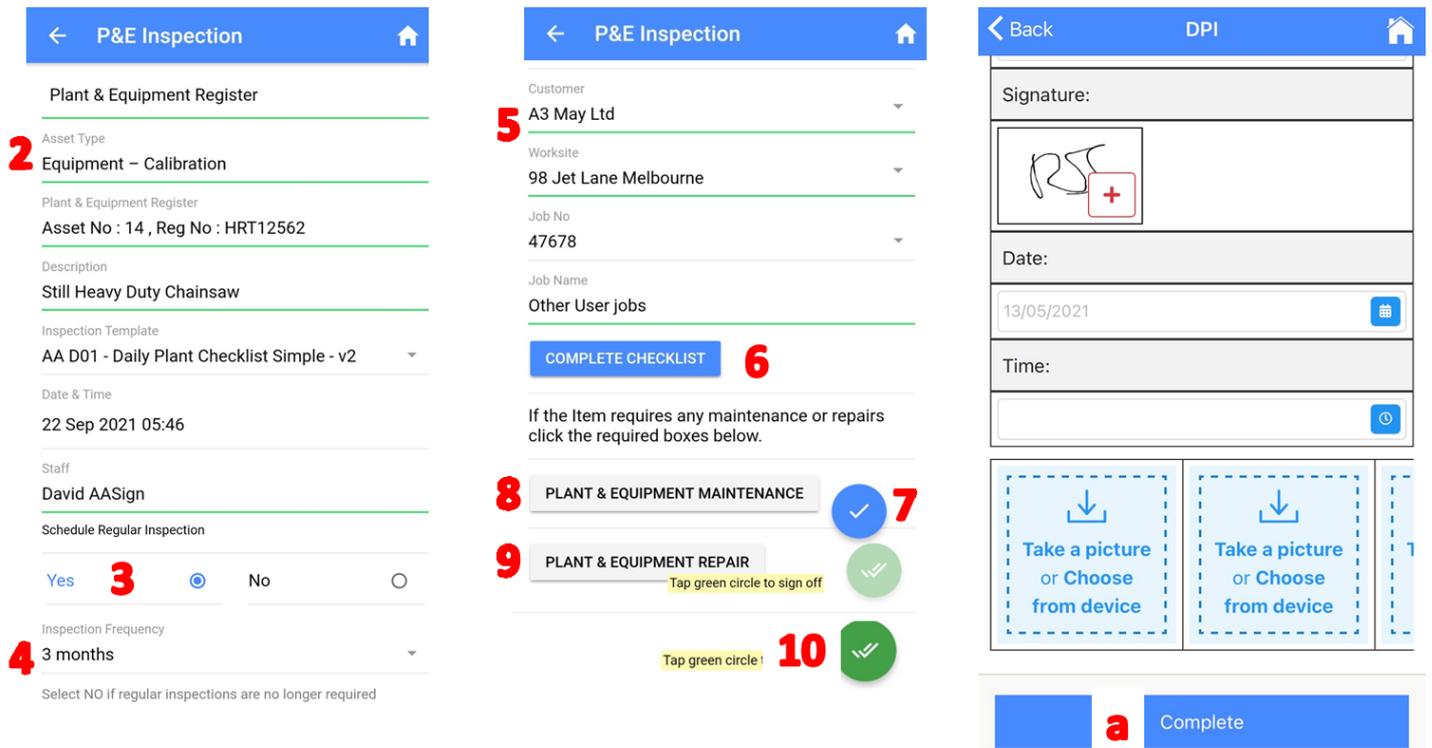
B. Create New Task

1. Click ⊕ to add a new task.

2. Select P&E Register.

3. Select the Asset Type & Item from the lists.

4. Select the Inspection Template.

5. Date& Time along with Staff will autopoulate.

6. Schedule Regular Task will default to YES. Choose the Inspection Frequency or change to NO if this is a one off inpsection.

Complete steps 3 to 9 in A above.

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7. If the item is not a company asset then select the radio button for Hire Equipment.

8. Type in a Description for the item.

9. Type in a Registration/Serial No for the item.

10. Select the Inspection Template to be used.

Complete steps 3 to 9 in A above.

NOTE:

- When a task is Signed Off, a new one will be created use the Inspection Frequency selected e.g. Daily will create a task for the next day.

- If you are completing the last inspection for an item select NO for "Schedule Regular Inspection".