	Warehouse/Office Inspection Register	Nov-23
Fro	om Registers/Administrative Registers/Warehouse/Office inspection Register click +ADD NEW.	
Α.	Complete in Mobile App	
1. 2. 3. 4. 5.	Select the Inspecation Date. Select the Staff member who will be completing the inspection. Choose your location that requires inspecting or click + to add a new one. Pick the Template to be used. <b>NOTE:</b> only Template/Forms that have been locked and are type Warehouse/Office Inspections wi To create a reoccuring task select the Inspection Interval. Once this current task is signed off a new automatically be recreated. <b>Note:</b> New Intervals can be added under <u>Administration/Asset Management/ Service-Test Interv</u> For one off tasks select NA from the menu. Click I SAVE and NO to pop up message for the task to be completed on the Mobile App (see below	v task will <mark>al Type</mark> .
0.	click and NO to pop up message for the task to be completed on the Mobile App (see beit	Jwj.
	Home / Registers / Administrative Registers / Warehouse/Office inspection Register	SAVE DELETE DBACK
	Inspection Date Staff Location Inspected Template	
1	27/10/2023 x 🗄 🙎 Lea AStarwars 🔻 🕉 Compound #2 🔹 🔹 4.1001 - Workp	lace Inspection Checklist - v3
	Inspection Interval Completed Date	
3	12 months • 3/11/2023 • 2 3/1/2023 • 2 3/11/2023 • 2 3/11/2023	
	Corrective Action & Audit Register	<b>○</b> ADD
	No i Description i Assigned To i Raised By i Estimated Clo	Completed By
	92 sign not visible Sabina Almond Lea AStarwars 30/11/2023	c
		*
	Documents	• ADD FILE
	Last Modified Time Title Description Action	CAUGHTEL
		•
	03/11/2023 11:22 9 Warehouse/Office inspection Register Compound #2	<b>&amp; &amp; =</b>
		, •
7.	The Completed Date & Signed Off will populate once the task has been completed in the Mobile o	r Web App.
8.	Corrective Actions added in the mobile app will appear here or click +ADD for any additional items	required.

The form completed in the mobile or web app will populate in the Documents section.
Click +ADD FILE to load any other documents.

. After click web app.	king 🖫 SAVE select <mark>YE</mark>	S to complete t	he checklist in th	ne				
. On the gri	id list click 💿 to com	plete the form	in the web app.	Complete	e on Web			×
3. Clicking <b>SUBMIT</b> will send it to the mobile app for completion.				Do you want to o	Do you want to complete the Inspection on the Web App?			
	DRAFT will leave it in t hen click 🔎 to open			er.		:	YES	NO
						4	5	
Reopen th	attaches the form to he task to add any oth <u>e Actions Register</u> tas	ner documents o	or create	d.	SUBMIT CF	CALC DRAFT	SIGN OFF	
Reopen th Corrective	he task to add any oth	ner documents o sks as per above	or create	d.	SUBMIT CF	4 REATE DRAFT	5 SIGN OFF	• ADD
Reopen th Corrective	he task to add any oth <u>e Actions Register</u> tas ministrative Registers / Warehouse/Offic	ner documents o sks as per above e inspection Register	or create	d.	3 SUBMIT CF	REATE DRAFT	5 SIGN OFF	• ADD I
Reopen th Corrective	he task to add any oth <u>e Actions Register</u> tas ministrative Registers / Warehouse/Offic	ner documents o sks as per above e inspection Register	or create	d.	SUBMIT CF	REATE DRAFT	5 SIGN OFF	ADD I
Reopen th Corrective	he task to add any oth <u>e Actions Register</u> tas ministrative Registers / Warehouse/Offic F TFILTER + GROUP comp	ner documents o sks as per above e inspection Register	or create				5 SIGN OFF	O ADD N
Reopen th Corrective	he task to add any oth <u>e Actions Register</u> tas dministrative Registers / Warehouse/Office F TFILTER + GROUP comp Comp Comp Comp	ner documents of sks as per above e inspection Register	x Inspection Interval		Signed Off : Status			8 🖻

Task sent to the Mobile App are completed in <u>Registers/Warehouse/Office Inspections</u>.

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Nov-23