

Once you are in the Warehouse/Office Inspection Register click **+ADD NEW**

1. Select the Inspection Date.
2. Select the Staff member who will be completing the inspection.
3. Choose the location that requires inspecting or click + to add a new one.
4. Pick the Template to be used (note only Template/Forms that have been locked with appear in the list).
5. To create a reoccurring task select the Inspection Interval. Once this is signed off in the mobile app SafetyMinder will automatically recreate a new task.

Note: New Intervals can be added under Administration/Asset Management/ Service-Test Interval Type.

For one off tasks select NA from the menu.

6. Click **SAVE** the task can now be completed on the Mobile App.

Home / Registers / Administrative Registers / Warehouse/Office inspection Register **6** **SAVE** **DELETE** **BACK**

1 Inspection Date: 25/11/2020 **2** Staff: Kermit Frog **3** Location Inspected: Warehouse 2 Office **4** Template: C07 - GENERAL BUILDING/OFFICE/STAFF ...

5 Inspection Interval: 1 week **7** Completed Date: | Signed Off

8 Corrective Action & Audit Register **ADD**

No	Description	Assigned To	Raised By	Estimated Clo...	Completed By

9 Documents **ADD FILE**

Last Modified Time	Title	Description	Action

7. The Completed Date & Signed Off will populate once the task has been completed on the Mobile App.
8. Corrective Actions added in the mobile app will appear here or click **+ADD** for any additional items required.
9. The form completed in the mobile app will populate in the Documents section.
Click **+ADD FILE** to load any other documents.