

Task are created and assigned in the web app under Safetyminder Registers A **Registers/Administrative/Internal Audit Reports** Tasks • Asbestos Register On the home screen a new task will show: Filter By Expiry P... Expired, E... 👻 -Compliments & Feedback Register 1. Click on it to go straight to the Internal Audit • Reports register. Corrective Actions/Audit Filter By Task Type All – -**Daily Plant Inspections** 2. Or from the main menu click Registers, then • First Aid Kit Register Toolbox Prestart Meetings Day - D... **Internal Audit Reports** 13/01/21 • High Risk Safe Work Method Statem... Inernal Audit Reports - AA13 - Audi... 20/01/21 • Incident and Investigation Report 1 Internal Audit Reports 2 3. Click on the item to be completed and select A HSEQ-F-014 - INTERNAL... View Details from the Actions. Q Audit Details: 4. Fill in all the required details on the form. Audit No AA13 - Audit report (V1) New Kermit Frog 5. Click COMPLETE when the report is finished. 20/01/21 Date **Choose Action** This will mark the task as signed off in the web app 0 View Details Auditor/s: and attached the completed Form to the task. × Cancel