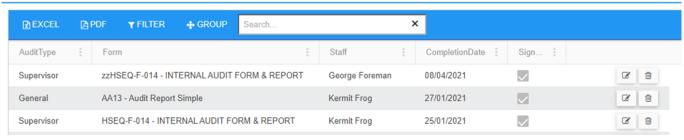
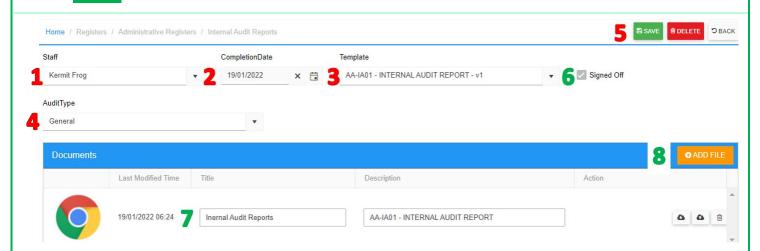


From Registers / Administrative Registers / Internal Audit Reports select +ADD NEW.

Home / Registers / Administrative Registers / Internal Audit Reports



- 1. Select the Staff member who will complete the internal audit.
- 2. Select the date it should be completed by.
- Choose the Template to be used.
 Note: only forms that are locked and have template type "Audit Report Internal" selected will show in the list.
- Select the <u>Audit Type</u>.
- 5. Click SAVE



- 6. Signed Off will show as ticked once the form has been completed on the mobile app.
- 7. The audit report or checklist form will populate under documents once completed on the mobile app.
- 8. Click +ADD FILE if you need to attached any more files: Adding Documents.

The task is available to complete in the mobile app under Registers / Internal Audit Reports



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