



Select a task from the home page or from the Main Menu select:

- Registers
- First Aid Kit Register
- Click on an item to complete and select **View Details**.

Kermit Frog  
Nzdbtest

- Emergency Numbers
- Report Issues Suggestions &...
- Job Docs 1
- Documentation
- Registers 2**

Registers

- Asbestos Register
- Compliments & Feedback Register
- Corrective Actions/Audit
- Daily Plant Inspections 1
- First Aid Kit Register 1**

First Aid Kit Register

Search

Mazda 323 Kit  
P&E: Mazda-323-Pink - HT1  
Next Review Date: Not Signed Off  
28 Feb 2024

Mazda 323 Kit  
P&E: Mazda-323-Pink - HT1  
Next Review Date: Not Signed Off  
29 Aug 2023

Choose Action

**View Details**

✕ Cancel

1. Check the review interval.
2. Select today's date from the Review Date.
3. Click on each line item.
4. Select the Qty in the kit.
5. Click **SAVE**. Repeat for each item.
6. Click **+ADD FILE...** to upload pictures or files.
7. Click to save or to save and exit.
8. Sign Off will now be active, click .

First Aid Kit Register

Location  
Boardroom

FAK  
Office Small Kit

Staff  
Kermit Frog

Next Review Date  
08 Oct 2023

**1** Interval Type  
6 months

**2** Review Date  
29 Aug 2023

Emergency First Aid Book ( 1 per kit)  
Expire Date :  
Required Quantity :1  
Actual Quantity :0 **3**

Choose The Number

**4**

1 2 3  
4 5 6  
7 8 9  
0

**5** **SAVE** **CANCEL**

Eye Pad (6 per kit)  
Expire Date :  
Required Quantity :6  
Actual Quantity :4

**6** **+ADD FILE ...**

**7** Tap arrow to save & exit

**8**

## NOTE:

- Once the task is signed off a new one will be created using the Review Date + Review Interval  
e.g. 20-Oct-2020 + 90 days = 18-Jan-21 for new task

