



User guide: Manage nonconformities (action tracker)

| | |
|--|----|
| 1. Manage nonconformities! | 2 |
| 2. Definitions | 2 |
| 3. How to find the nonconformities | 3 |
| 3.1. Find nonconformities via the Finalised Inspection menu. | 3 |
| 3.2. Find actions via the 'non conformities' menu | 6 |
| 4. Action management in general | 9 |
| 4.1. Assign the Action | 10 |
| 4.2. The action taker | 12 |
| 4.3. Take the action | 14 |
| 4.4. Replan the Action | 15 |
| 4.5. Verify the effectiveness of action | 18 |
| 4.6. Print you Nonconformity / Action report | 22 |
| 5. Export to Excel | 25 |
| 6. User rights | 25 |
| 7. Frequently Asked Questions | 26 |



1. Manage nonconformities!

When you use the question type OK/NOK/NA and/or the 'Scoring with a percentage (5S)' question type in your checklist, you can use the nonconformity module.

At all inspection points that are answered with 'Not OK' and/or answers below the acceptable percentage score, a nonconformity report is automatically generated. In this manual we explain how to manage nonconformities.

2. Definitions

| | |
|--------------------------|---|
| Nonconformity | A deviation found during an inspection and created as a nonconformity by Easy to Inspect in case of NOK-answers during an inspection (when using the OK, Not OK and N.A. answer type) or answers that score below a pre-defined percentage in case of score with a 'score with a percentage question-type). |
| Responsible Action Taker | The persons to who an action is assigned. This action can be a request to remediate an issue found during an inspection but also be a request to verify if an action was implemented and effective (verification). |
| Action request | The request to take action to correct a nonconformity |
| Verification request | The request to verify if the corrective action was implemented and effective. |

3. How to find the nonconformities

After a final inspection result upload to the database, the inspector will receive the inspection report in pdf-format by email.

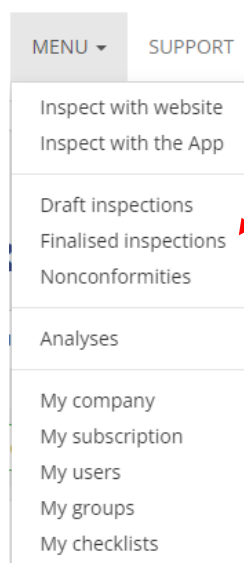
Notice: In case a checklist is not completed or uploaded as a draft inspection, the inspection report will be displayed at “Draft inspection”. No nonconformity reports will be generated. Creation of nonconformity reports only take place when the report is uploaded as finalised version.

The nonconformity reports are generated and can be found in two ways.

3.1. Find nonconformities via the Finalised Inspection menu.

Login with your email and password on the website of www.easytoinspect.com.

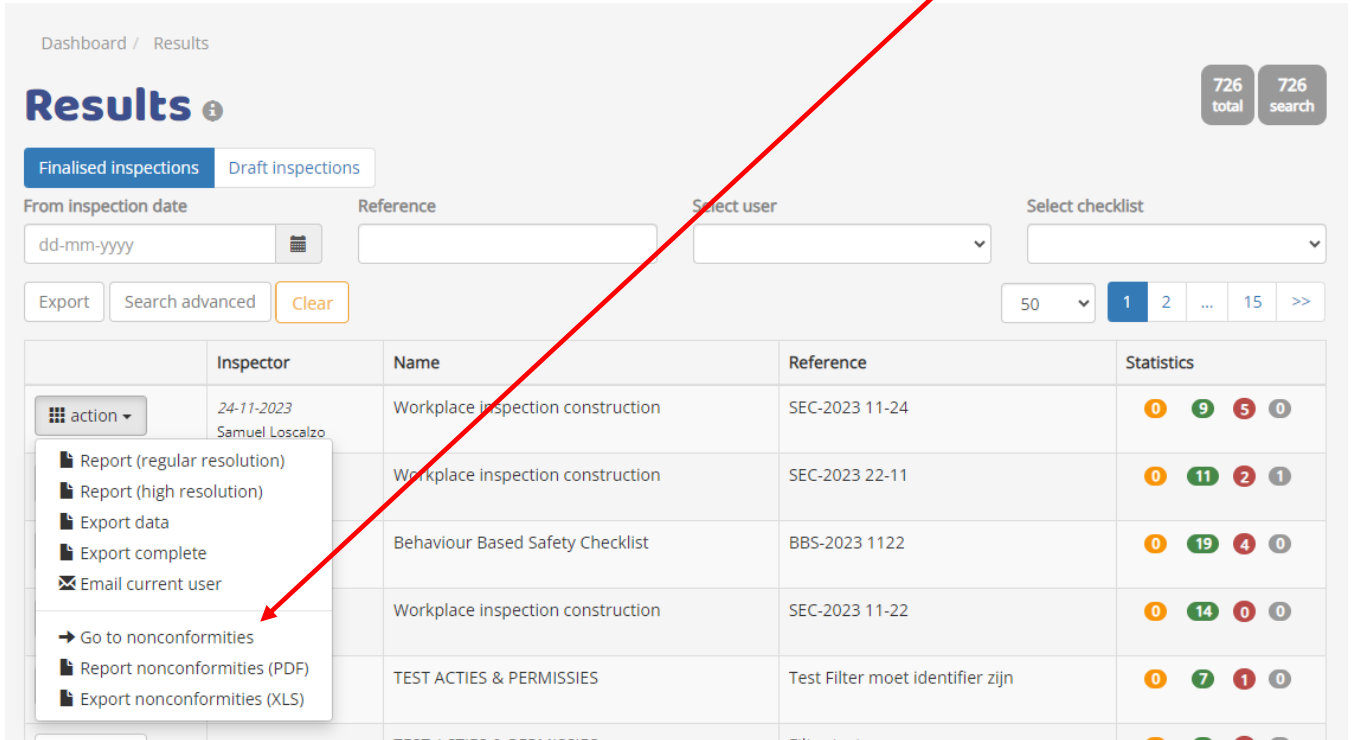
Select the menu option in the upper bar and press 'Finalised Inspections'



Then select your inspection report.

Now you can either click on the “Action” button.

You can also click the action button and select ‘go to non conformities’.



Dashboard / Results

Results

726 total 726 search

Finalised inspections Draft inspections

From inspection date: dd-mm-yyyy Reference: Select user: Select checklist:

Export Search advanced Clear 50 1 2 ... 15 >>

| | Inspector | Name | Reference | Statistics |
|--------|-------------------------------|-----------------------------------|----------------------------------|------------|
| action | 24-11-2023 Samuel Loscalzo | Workplace inspection construction | SEC-2023 11-24 | 0 9 5 0 |
| | | Workplace inspection construction | SEC-2023 22-11 | 0 11 2 1 |
| | | Behaviour Based Safety Checklist | BBS-2023 1122 | 0 19 4 0 |
| | | Workplace inspection construction | SEC-2023 11-22 | 0 14 0 0 |
| | | TEST ACTIES & PERMISSIES | Test Filter moet identifier zijn | 0 7 1 0 |

- Report (regular resolution)
- Report (high resolution)
- Export data
- Export complete
- Email current user
- Go to nonconformities
- Report nonconformities (PDF)
- Export nonconformities (XLS)



The Action tracker dashboard will open with an overview of the nonconformity reports of this inspection.

Dashboard / Action tracker

Action tracker ⓘ

1829 total 5 search 0 overdue 5 open 0 planned 0 verification 0 completed

From inspection date:

Reference:

Select inspector:

Select checklist:

Select responsible person:

Select status:

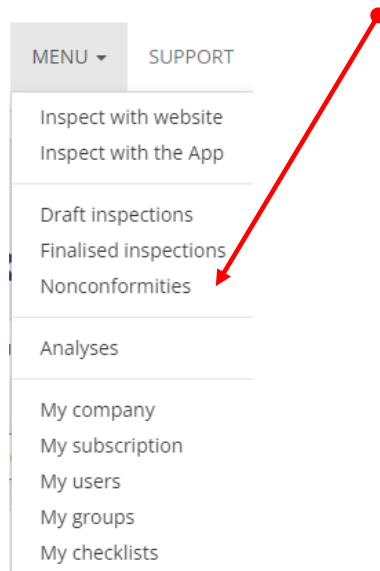
Deadline before:

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|----------------------------------|---|--|------------|-----------------|----------|-------------------------------------|
| <input type="button" value="☰"/> | 24-11-2023: SEC-2023 11-24 Workplace inspection construction Samuel Loscalzo | A1) <i>shielding work area against external influences</i> Fencing incomplete | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="☰"/> | 24-11-2023: SEC-2023 11-24 Workplace inspection construction Samuel Loscalzo | A2) <i>work area orderly and clean</i> Waste is gathering in a wrong manner | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="☰"/> | 24-11-2023: SEC-2023 11-24 Workplace inspection construction Samuel Loscalzo | A3) <i>protection against risks, e.g.</i> Missing lower board | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="☰"/> | 24-11-2023: SEC-2023 11-24 Workplace inspection construction Samuel Loscalzo | B1) <i>third parties shielded of the work area</i> Road barrier is missing | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="☰"/> | 24-11-2023: SEC-2023 11-24 Workplace inspection construction Samuel Loscalzo | B6) <i>correct use of PPE</i> Employee is not wearing his PPE | | Samuel Loscalzo | | <input type="button" value="Open"/> |

3.2. Find actions via the 'non conformities' menu

Login with your email and password on the website of www.easytoinspect.com.

Select the menu option in the upper bar and press 'Nonconformities'





An overview is generated with all nonconformity reports of all inspections.

You can drill down to your specific inspection results by selecting the checklist, from date, reference number of the inspection, inspector and even on filter values if you select the “search advanced” button.

Notice: Easy to Inspect will open with the selection of your previous search. It might be needed to select the “Clear” button to display all entries and select your search entries from there.

Dashboard / Action tracker

Action tracker ⓘ

1829 total 615 search 5 overdue 610 open 5 planned 0 verification 7 completed

From inspection date:

Reference:

Select inspector:

Select checklist:

Select responsible person:

Select status:

Deadline before:

50 ...

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|----------------------------------|--|---|------------|-----------------|----------|-------------------------------------|
| <input type="button" value="📄"/> | 03-01-2019: Steel Assembly Corp - Workplace analysis - 29321 Workplace inspection construction Samuel Loscalzo | B6) correct use of PPE | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="📄"/> | 03-01-2019: Steel Assembly Corp - Workplace analysis - 29321 Workplace inspection construction Samuel Loscalzo | A2) work area orderly and clean | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="📄"/> | 08-01-2019: Steel Assembly Corp - Workplace analysis - 292131 Workplace inspection construction Samuel Loscalzo | B1) third parties shielded of the work area See question A1 | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="📄"/> | 08-01-2019: Steel Assembly Corp - Workplace analysis - 292131 Workplace inspection construction Samuel Loscalzo | A1) shielding work area against external influences | | Samuel Loscalzo | | <input type="button" value="Open"/> |
| <input type="button" value="📄"/> | 09-01-2019: 74455 Workplace inspection construction Casper Lemarque | B6) correct use of PPE | | Casper Lemarque | | <input type="button" value="Open"/> |
| <input type="button" value="📄"/> | 17-01-2019: Steel Assembly Corp - Workplace analysis - 321412 Workplace inspection construction | B3) use of correct equipment Some of the tools are not present on site | | Samuel Loscalzo | | <input type="button" value="Open"/> |

When you would search for the nonconformities of the inspection with reference number “SEC-2023 22-11”, fill in this reference number and you will find all NC’s belonging to this inspection result.

Dashboard / Action tracker

Action tracker

1829
total

2
search

0
overdue

2
open

0
planned

0
verification

0
completed

From inspection date:

Reference:

Select inspector:

Select checklist:

Select responsible person:

Select status:

Deadline before:

50

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|--------------------------|--|------------------------------------|------------|-----------------|----------|--|
| <input type="checkbox"/> | 22-11-2023: SEC-2023 22-11 Workplace inspection construction Samuel Loscalzo | B4) correct use of equipment | | Samuel Loscalzo | | Open |
| <input type="checkbox"/> | 22-11-2023: SEC-2023 22-11 Workplace inspection construction Samuel Loscalzo | A3) protection against risks, e.g. | | Samuel Loscalzo | | Open |



4. Action management in general

Actions can be assigned by any inspector that has user rights.

As a default the entitled users are:

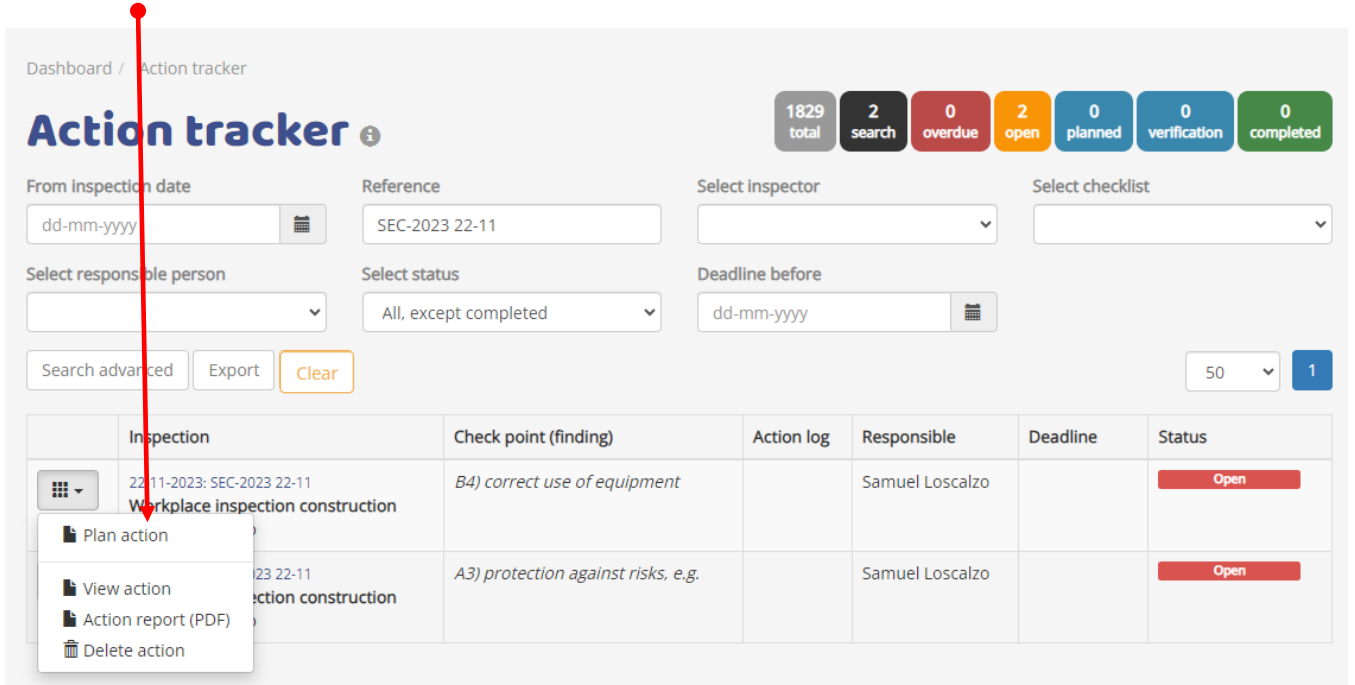
- 1) The user that carried out the inspection
- 2) The system administrator
- 3) All users that are entitled to do so via the Usergroups (see user right manual).

Actions can be dealt with by Easy to Inspect users only.

After an action is assigned to an action taker, the action taker will receive an email notification (if selected) and / or find the action in his/her users action tracker dashboard.

4.1. Assign the Action

When you have selected the nonconformity you want to manage, click the action button and select “plan action”.



Dashboard / Action tracker

Action tracker

1829 total | 2 search | 0 overdue | 2 open | 0 planned | 0 verification | 0 completed

From inspection date: dd-mm-yyyy

Reference: SEC-2023 22-11

Select inspector: [dropdown]

Select checklist: [dropdown]

Select responsible person: [dropdown]

Select status: All, except completed

Deadline before: dd-mm-yyyy

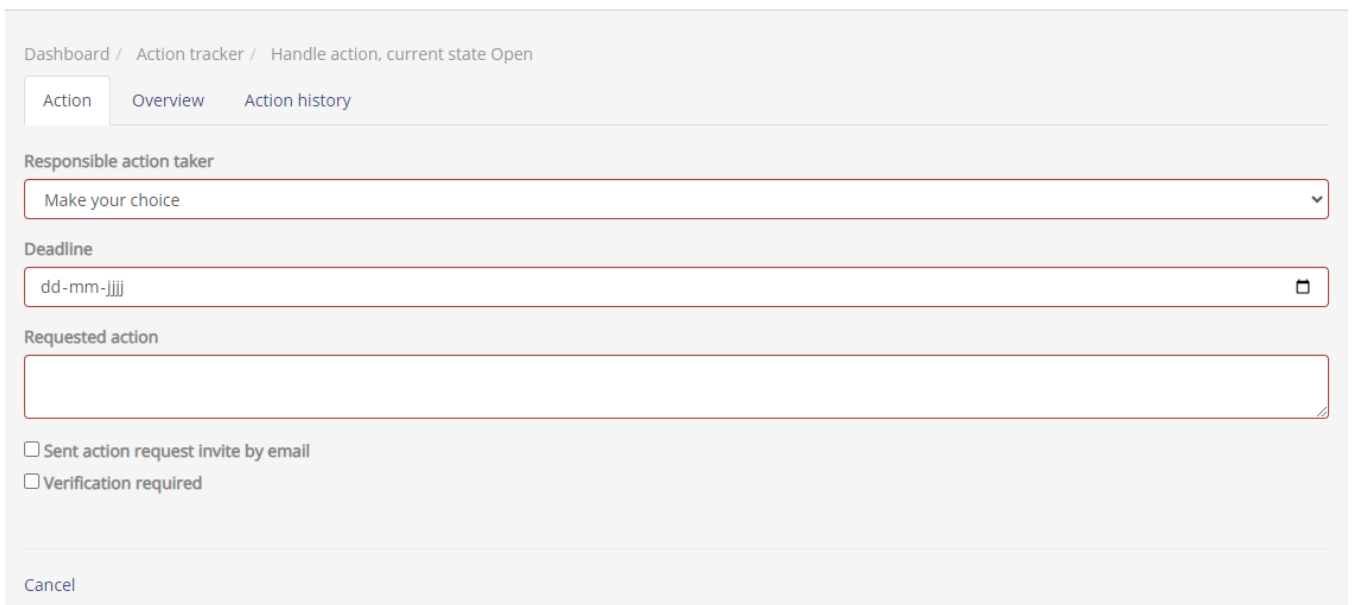
Search advanced | Export | Clear

50 | 1

| Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|---|------------------------------------|------------|-----------------|----------|--------|
| 22-11-2023: SEC-2023 22-11 Workplace inspection construction | B4) correct use of equipment | | Samuel Loscalzo | | Open |
| 23 22-11 action construction | A3) protection against risks, e.g. | | Samuel Loscalzo | | Open |

- Plan action
- View action
- Action report (PDF)
- Delete action

A screen will be displayed that can be completed with all relevant data:



Dashboard / Action tracker / Handle action, current state Open

Action | Overview | Action history

Responsible action taker: Make your choice

Deadline: dd-mm-jjjj

Requested action: [text area]

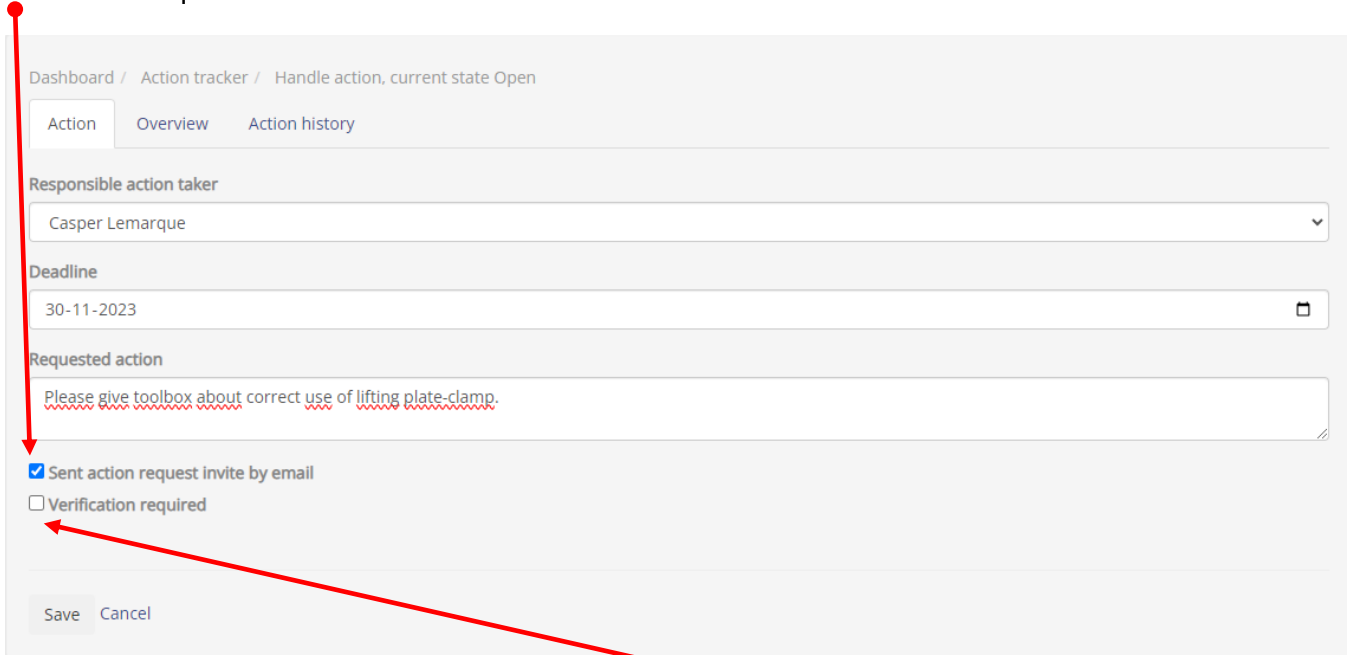
Sent action request invite by email

Verification required

Cancel

Now you can:

- 1) Include the user to who you send the action request, mark a deadline for the action and define the action to be taken (if known).
- 2) When you would like the action taker to be informed by mail, click the tick box to send an 'action request' invitation.



Dashboard / Action tracker / Handle action, current state Open

Action Overview Action history

Responsible action taker
Casper Lemarque

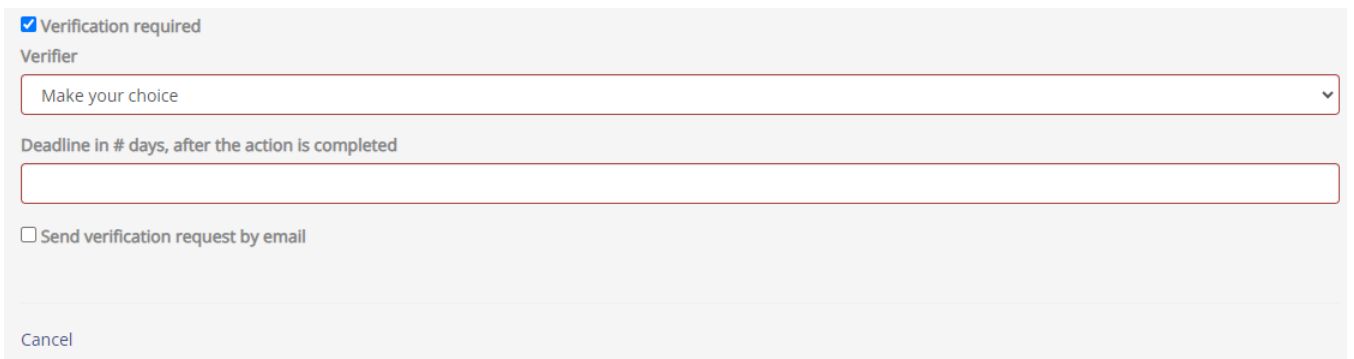
Deadline
30-11-2023

Requested action
Please give toolbox about correct use of lifting plate-clamp.

Sent action request invite by email
 Verification required

Save Cancel

If you would like to be certain that the action not only is completed but also effective, once the action is reported as carried out, you can also select the verification required tick box.



Verification required

Verifier
Make your choice

Deadline in # days, after the action is completed

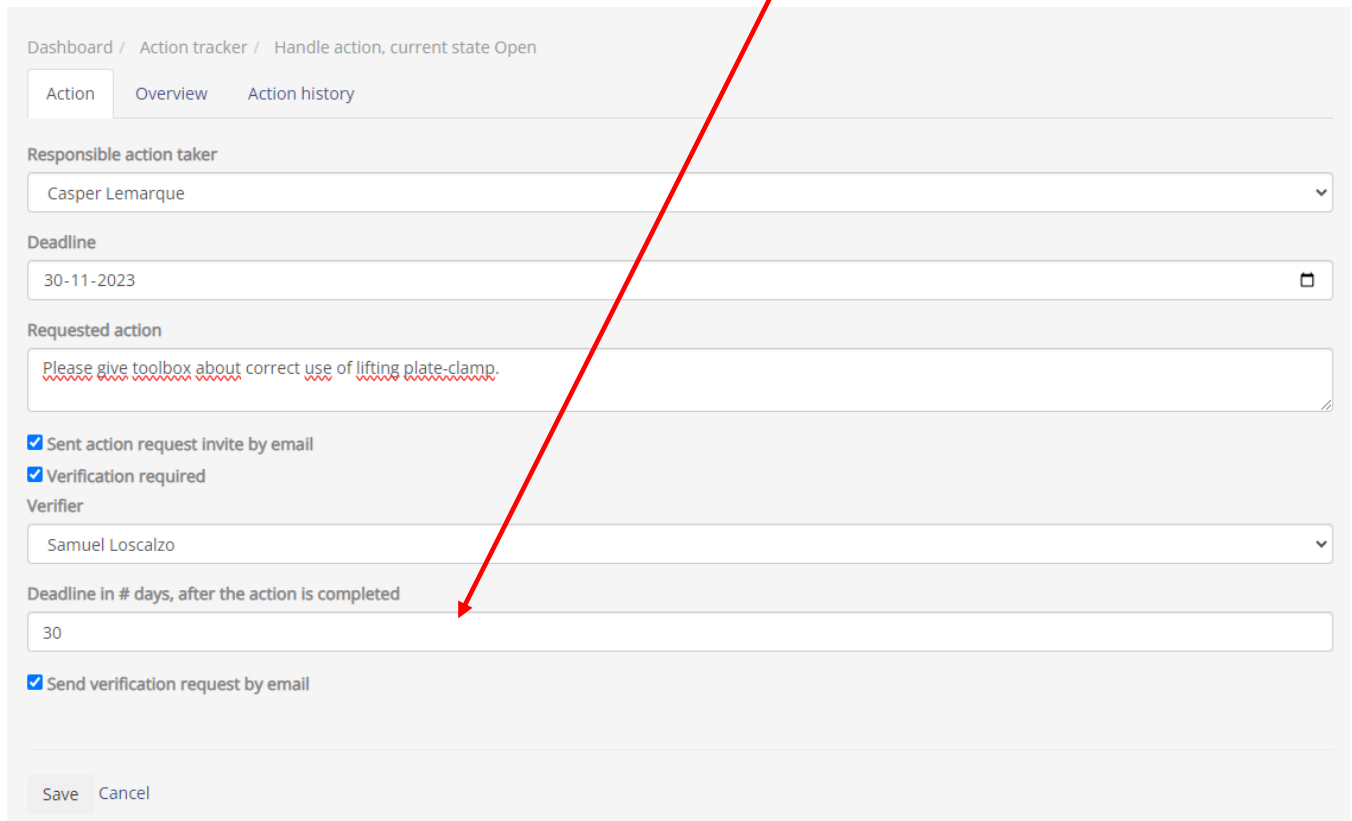
Send verification request by email

Cancel

You can define which Easy to Inspect user is requested to carry out the effectiveness check and define within what period of time the verification must be done.

We have set the default period on 7 days. However, you can change this.

Press “Save”, when you have entered all details of your action- (and verification) request. Only after “Save” the action request will be stored and assigned, and will the action request email be send.



Dashboard / Action tracker / Handle action, current state Open

Action Overview Action history

Responsible action taker
Casper Lemarque

Deadline
30-11-2023

Requested action
Please give toolbox about correct use of lifting plate-clamp.

Sent action request invite by email
 Verification required

Verifier
Samuel Loscalzo

Deadline in # days, after the action is completed
30

Send verification request by email

Save Cancel

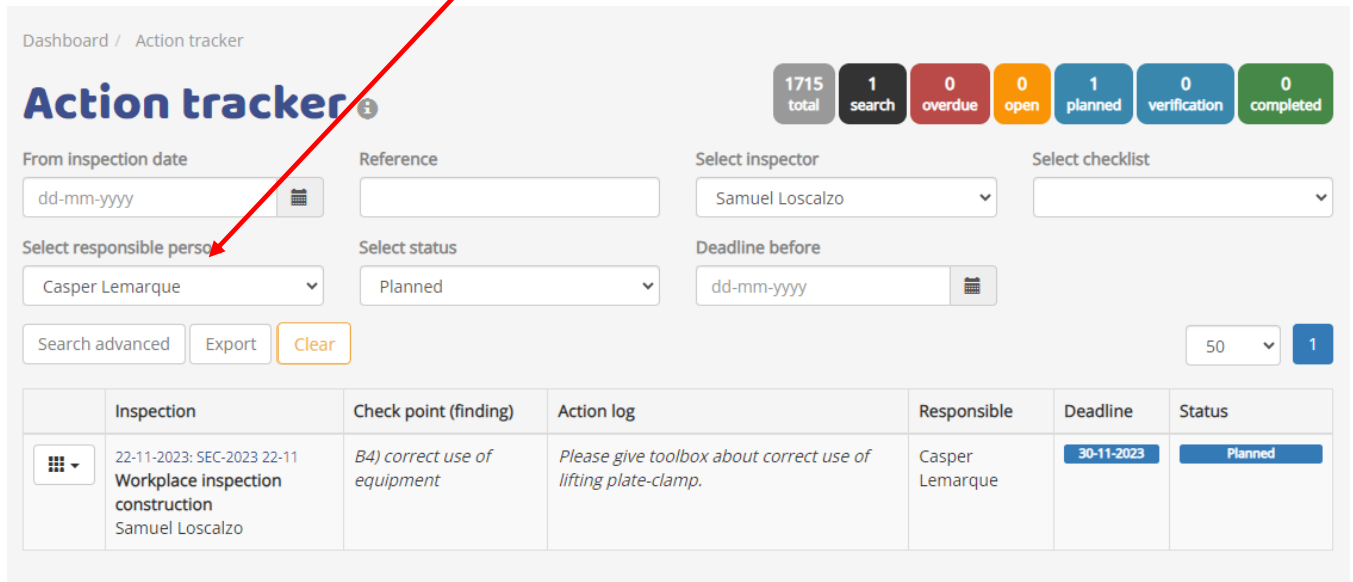
4.2. The action taker

The action taker will receive an invitation to take action by email if you selected that option.

- ✔ The email is sent from an email address of Easy to Inspect: no-reply@easytoinspect.com.
- ✔ The email is sent on behalf of the inspector.
- ✔ The email contains an overview of the inspection question details
- ✔ The email contains an overview of the action request

Because of security reasons, the action taker has to login in the Easy to Inspect Dashboard and select the menu “Nonconformities”.

The action taker can then select the actions he would like to view and act on. For instance, with the settings: ‘Responsible user’



Dashboard / Action tracker

Action tracker

1715 total | 1 search | 0 overdue | 0 open | 1 planned | 0 verification | 0 completed

From inspection date: dd-mm-yyyy

Reference: [input field]

Select inspector: Samuel Loscalzo

Select checklist: [input field]

Select responsible person: Casper Lemarque

Select status: Planned

Deadline before: dd-mm-yyyy

Search advanced | Export | Clear

50 | 1

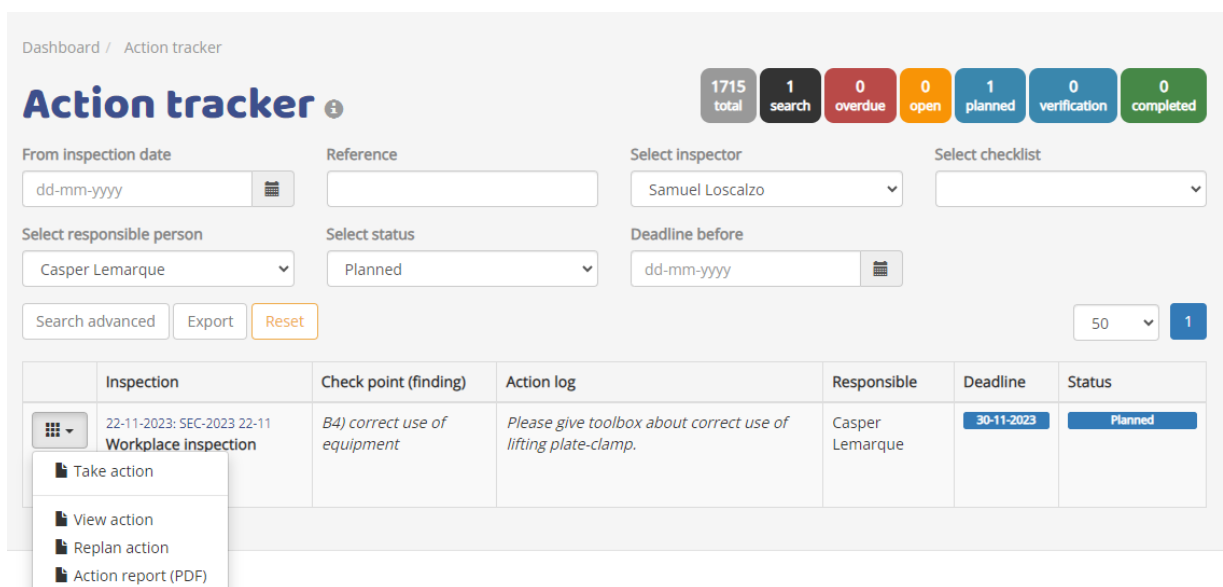
| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|--|--|------------------------------|---|-----------------|------------|---------|
| | 22-11-2023: SEC-2023 22-11 Workplace inspection construction Samuel Loscalzo | B4) correct use of equipment | Please give toolbox about correct use of lifting plate-clamp. | Casper Lemarque | 30-11-2023 | Planned |

In the above example, Casper Lemarque now sees all actions that are assigned to him.

When Casper clicks on the Action Button, he can select if ye would like to:

- take action
- view the action
- or replan the action.

With the ‘replan’- option, the user can assign the action request to another user of Easy to Inspect. Of course, this is option is only displayed when a user is entitled to do so in his/her role.



Dashboard / Action tracker

Action tracker

1715 total | 1 search | 0 overdue | 0 open | 1 planned | 0 verification | 0 completed

From inspection date: dd-mm-yyyy

Reference: [input field]

Select inspector: Samuel Loscalzo

Select checklist: [input field]

Select responsible person: Casper Lemarque

Select status: Planned

Deadline before: dd-mm-yyyy

Search advanced | Export | Reset

50 | 1

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|--|--|------------------------------|---|-----------------|------------|---------|
| | 22-11-2023: SEC-2023 22-11 Workplace inspection | B4) correct use of equipment | Please give toolbox about correct use of lifting plate-clamp. | Casper Lemarque | 30-11-2023 | Planned |

- Take action
- View action
- Replan action
- Action report (PDF)

4.3. Take the action

By selecting 'Take action' the user can enter the measures that were taken to solve the issue.

Dashboard / Action tracker / Handle action, current state Planned

Action Overview Action history

Requested action

Please give toolbox about correct use of lifting plate-clamp.

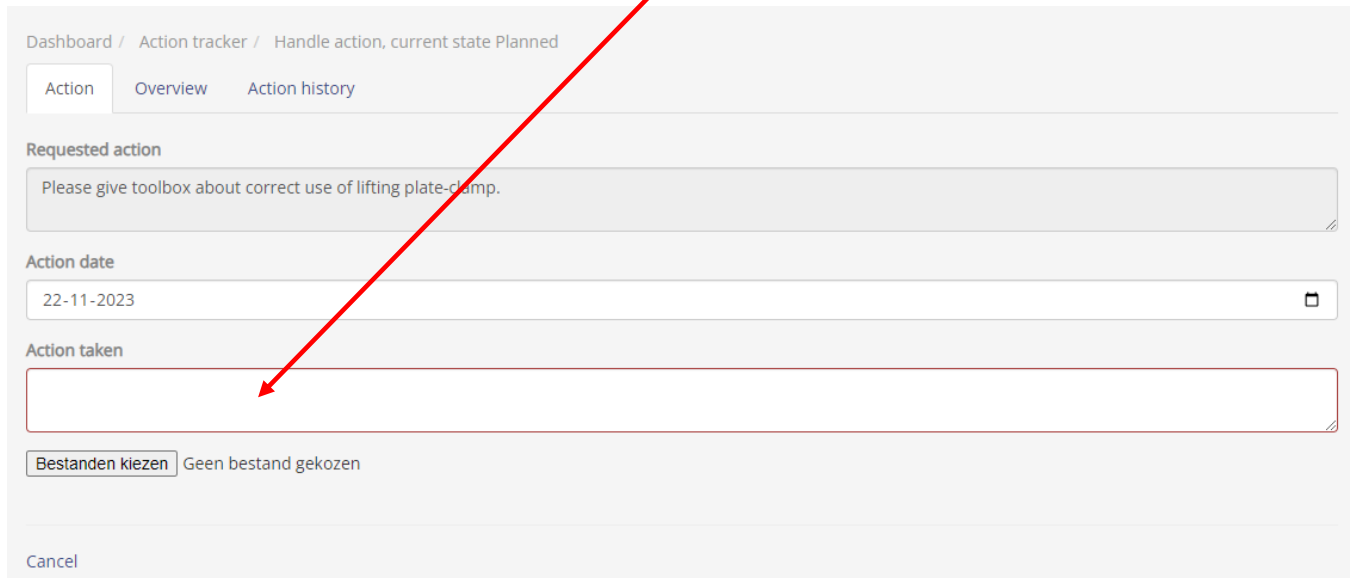
Action date

22-11-2023

Action taken

Bestanden kiezen Geen bestand gekozen

Cancel



Once the action is taken, included in the Action report and saved, the status of the Action will change.

In this case to Pending Verification:

Dashboard / Action tracker

Action tracker

5 total 1 search 0 overdue 0 open 0 planned 1 verification 0 completed

From inspection date dd-mm-yyyy

Reference

Select inspector

Select checklist Workplace inspection construct

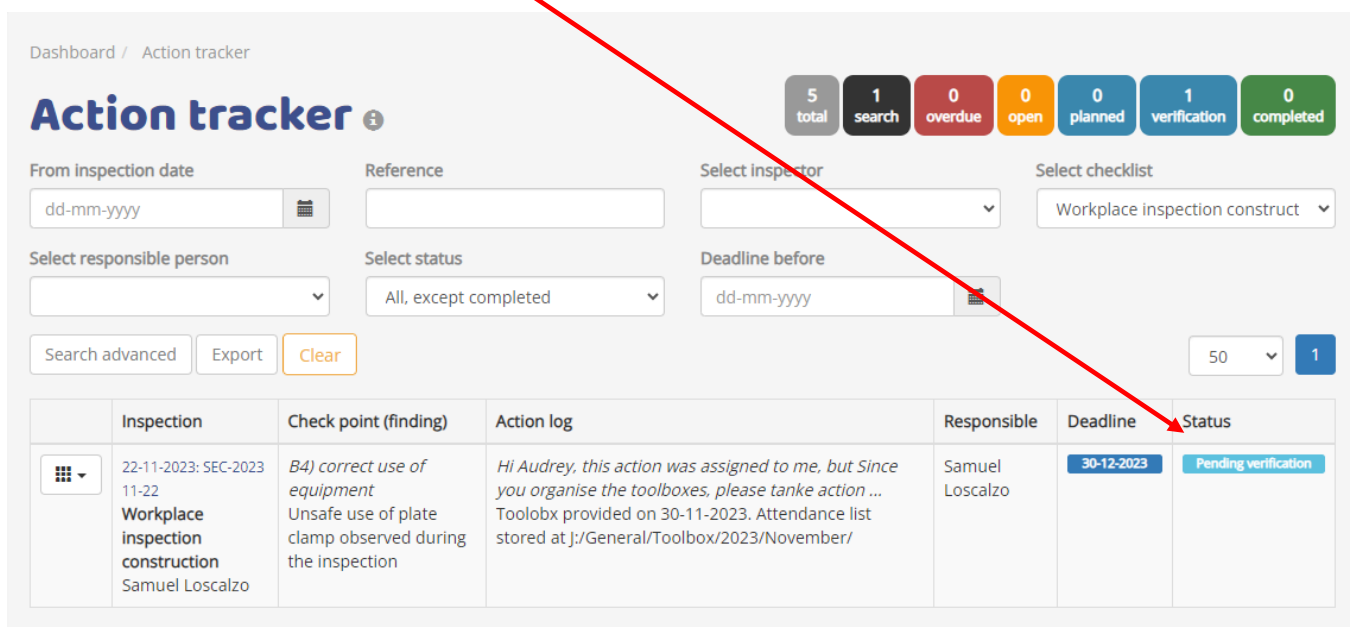
Select responsible person

Select status All, except completed

Deadline before dd-mm-yyyy

Search advanced Export Clear 50 1

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|--|---|--|---|-----------------|------------|----------------------|
| | 22-11-2023: SEC-2023-11-22 Workplace inspection construction Samuel Loscalzo | B4) correct use of equipment Unsafe use of plate clamp observed during the inspection | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action ... Toolobx provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ | Samuel Loscalzo | 30-12-2023 | Pending verification |



4.4. Replan the Action

When Casper feels that he is not the right person to organise the action (the toolbox must be provided by someone else), he could replan the action.

Dashboard / Action tracker / Reschedule action, current state Planned

Action Overview Action history

Choose a new action status of this action, to reschedule/reopen this action

Select the new state

Cancel

Select the new state (planned) and fill out the fields for replanning.

Dashboard / Action tracker / Reschedule action, current state Planned

Action Overview Action history

Choose a new action status of this action, to reschedule/reopen this action

Planned

Responsible action taker

Audrey Lapointe

- Make your choice
- Brad Michawitz
- Casper Lemarque
- Samuel Loscalzo
- Luke Gray
- Danielle Pillitzer
- Audrey Lapointe**
- Robert Fisker
- Huw Song Tu

Verification required

Verifier

Samuel Loscalzo

Deadline in # days, after the action is completed

30

Save Cancel



You can either go on by typing or type new text in the “requested action box”. In the action history you can view all actions requests, replanning etc.

Requested action

Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp

Verification required

Once the new user is assigned and the action saved, the action request is assigned to Audrey.

In the action history, this is now visible.

Dashboard / Action tracker / Handle action, current state Planned

Overview Action history

| Brad Michawitz @ 30-11-2023 15:11 | |
|---|--|
| Action deadline at | 30-11-2023 |
| Send action request by email | true |
| Action requested | Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Casper Lemarque |
| Deadline at | 30-11-2023 |
| Date issued | 2023-11-30 |
| Action requester | Brad Michawitz |
| Stakeholders | Samuel Loscalzo , Brad Michawitz , Casper Lemarque , Samuel Loscalzo |
| Status | Planned |
| Current state user | Casper Lemarque |
| Deadline in # days, after the action is completed | 30 |
| Send verification request by email | true |
| Verification required | true |
| Verifier | Samuel Loscalzo |

| Casper Lemarque @ 30-11-2023 15:11 | |
|------------------------------------|--|
| Action requested | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Audrey Lapointe |
| Action requester | Casper Lemarque |
| Stakeholders | Samuel Loscalzo , Casper Lemarque , Audrey Lapointe, Samuel Loscalzo |
| Current state user | Audrey Lapointe |

After Replanning, the action is visible in the Action Tracker, but no longer under the responsible Casper Lemarque. The action is now assigned to Audrey Lapointe. The action status is still Planned.

Dashboard / Action tracker

Action tracker ⓘ

157 total

1 search

0 overdue

0 open

1 planned

0 verification

0 completed

From inspection date

Reference

Select inspector

Select checklist

Select responsible person

Select status

Deadline before

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|---|--|---|---|-----------------|------------|---------|
| ⌵ | 22-11-2023: SEC-2023 11-22 Workplace inspection construction Samuel Loscalzo | <i>B4) correct use of equipment</i> Unsafe use of plate clamp observed during the inspection | <i>Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action ...</i> | Audrey Lapointe | 30-11-2023 | Planned |

The action status is still "Planned".

4.5. Verify the effectiveness of action

Once the action is carried out and confirmed, a verification might take place when selected.

In the action tracker, these verification actions can be selected by the user, by clicking on the status "verification"

Dashboard / Action tracker

Action tracker ⓘ

5 total

1 search

0 overdue

0 open

0 planned

1 verification

0 completed

From inspection date: dd-mm-yyyy 📅

Reference:

Select inspector:

Select checklist: Workplace inspection construct ⌵

Select responsible person:

Select status: Verification ⌵

Deadline before: dd-mm-yyyy 📅

Search advanced | Export | Clear

50 ⌵ | 1

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|----------------|--|--|---|-----------------|------------|----------------------|
| ☰ | 22-11-2023: SEC-2023 11-22 Workplace inspection construction Samuel Loscalzo | B4) correct use of equipment Unsafe use of plate clamp observed during the inspection | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action ... Toolobx provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ | Samuel Loscalzo | 30-12-2023 | Pending verification |

In our example you can see, that Audrey took action and that Samuel now has to verify if this actually improved the safety when working with the clamp.

The deadline for this verification was set on 30 days after the action completion. Samuel now needs to verify the effectiveness before 30-12-2023.

In the action history, you can see that Audrey took action, after the replanned action request by Casper.

| Casper Lemarque @ 30-11-2023 15:11 | |
|------------------------------------|--|
| Action requested | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Audrey Lapointe |
| Action requester | Casper Lemarque |
| Stakeholders | Samuel Loscalzo , Casper Lemarque , Audrey Lapointe, Samuel Loscalzo |
| Current state user | Audrey Lapointe |

| Audrey Lapointe @ 30-11-2023 15:11 | |
|------------------------------------|---|
| Date action taken | 30-11-2023 |
| Action taken | Toolbox provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ |
| Deadline at | 30-12-2023 |
| Status | Pending verification |
| Current state user | Samuel Loscalzo |

When Samuel verifies the effectiveness during a site visit, he could confirm that the way of working has improved. He will fill in the verification comment and save approve or disapprove on the effectiveness. The action report will be closed after approval and the status will change into “completed”.

Dashboard / Action tracker

Action tracker ⓘ

1147 total

1 search

0 overdue

9 open

0 planned

0 verification

1 completed

From inspection date

Reference

Select inspector

Select checklist

Select responsible person

Select status

Deadline before

| | Inspection | Check point (finding) | Action log | Responsible | Deadline | Status |
|---|--|--|---|-------------|----------|----------|
| ⌵ | 22-11-2023: SEC-2023 11-22 Workplace inspection construction Samuel Loscalzo | B4) correct use of equipment Unsafe use of plate clamp observed during the inspection | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action ... Toolbox provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ | | | Complete |



In the Overview of the action report, the Verification comments will be displayed.

Dashboard / Action tracker / Handle action, current state Complete

Overview Action history

Inspection

Date: 22-11-2023 Inspector: Samuel Loscalzo Reference: SEC-2023 11-22

Question: B4) correct use of equipment Reason: Man: procedures not followed

Remarks: Unsafe use of plate clamp observed during the inspection

Action

Action taker: Audrey Lapointe Deadline: 30-11-2023 Action taken at: 30-11-2023

Action requested: Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp

Action taken: Toolobx provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/

Send action request by email: Yes

Verification

Verifier: Samuel Loscalzo Deadline in # days, after the action is completed: 30

Verification Comments: I checked at 2 worksites and observed a safe way of working. Toolbox was effective. Further monitoring during future workplace inspections.

Send verification request by email: Yes



In the action history you find all actions taken on this nonconformity. (Please note that this view is initially empty, only changes are logged here.)

Dashboard / Action tracker / Handle action, current state Complete

Overview **Action history**

Brad Michawitz @ 30-11-2023 15:11

| | |
|---|--|
| Action deadline at | 30-11-2023 |
| Send action request by email | true |
| Action requested | Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Casper Lemarque |
| Deadline at | 30-11-2023 |
| Date issued | 2023-11-30 |
| Action requester | Brad Michawitz |
| Stakeholders | Samuel Loscalzo , Brad Michawitz , Casper Lemarque , Samuel Loscalzo |
| Status | Planned |
| Current state user | Casper Lemarque |
| Deadline in # days, after the action is completed | 30 |
| Send verification request by email | true |
| Verification required | true |
| Verifier | Samuel Loscalzo |

Casper Lemarque @ 30-11-2023 15:11

| | |
|--------------------|--|
| Action requested | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Audrey Lapointe |
| Action requester | Casper Lemarque |
| Stakeholders | Samuel Loscalzo , Casper Lemarque , Audrey Lapointe , Samuel Loscalzo |
| Current state user | Audrey Lapointe |

Audrey Lapointe @ 30-11-2023 15:11

| | |
|--------------------|---|
| Date action taken | 30-11-2023 |
| Action taken | Toolbox provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ |
| Deadline at | 30-12-2023 |
| Status | Pending verification |
| Current state user | Samuel Loscalzo |

Samuel Loscalzo @ 30-11-2023 15:11

| | |
|-----------------------|---|
| Deadline at | |
| Status | Complete |
| Current state user | |
| Verification comments | I checked at 2 worksites and observed a safe way of working. Toolbox was effective. Further monitoring during future workplace inspections. |
| Verification date | 21-12-2023 |
| Verification outcome | true |



4.6. Print you Nonconformity / Action report

Via the action button, you can generate a pdf-nonconformity report.



Action Report

Workplace inspection construction



| | |
|-------------------------------------|--------------------------|
| Date | 22-11-2023 |
| Inspector | Samuel Loscalzo |
| Reference | SEC-2023 11-22 |
| Construction site | Washington |
| Name involved employees | Clint Westwood |
| Name involved subcontractors | Clint Westwood |
| ID | 634ead7bdbfa73000100210b |



Action Report

Workplace inspection construction



Finding

| | |
|----------|--|
| ID | 6568a4f33f6e4e0001d051be |
| Question | B4) correct use of equipment |
| Answer | Not OK |
| Reason | Man: procedures not followed |
| Remarks | Unsafe use of plate clamp observed during the inspection |
| Photos | |

State

| | |
|-------------|-----------------|
| Request by | Casper Lemarque |
| Responsible | |
| State | Complete |
| Deadline | invalid_date |

Action request

| | |
|------------------|--|
| Action requested | Hi Audrey, this action was assigned to me, but Since you organise the toolboxes, please tanke action: Please give a toolbox about the correct use of lifting plate-clamp |
| Action taker | Audrey Lapointe |
| Action taken | Toolbox provided on 30-11-2023. Attendance list stored at J:/General/Toolbox/2023/November/ |
| Action uploads | |

Verification

| | |
|----------------------|---|
| Verifier | Samuel Loscalzo |
| Remarks | I checked at 2 worksites and observed a safe way of working. Toolbox was effective. Further monitoring during future workplace inspections. |
| Verification uploads | |

30-11-2023

powered by Easy to Inspect

2 / 2

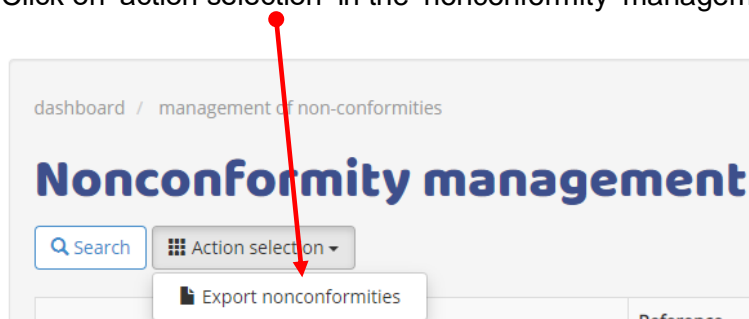
5. Export to Excel

Easy to Inspect does not yet include the option to support ‘bulk’ completion of nonconformities.

Users can rather easily check in their own Action Tracker which actions are assigned to them.

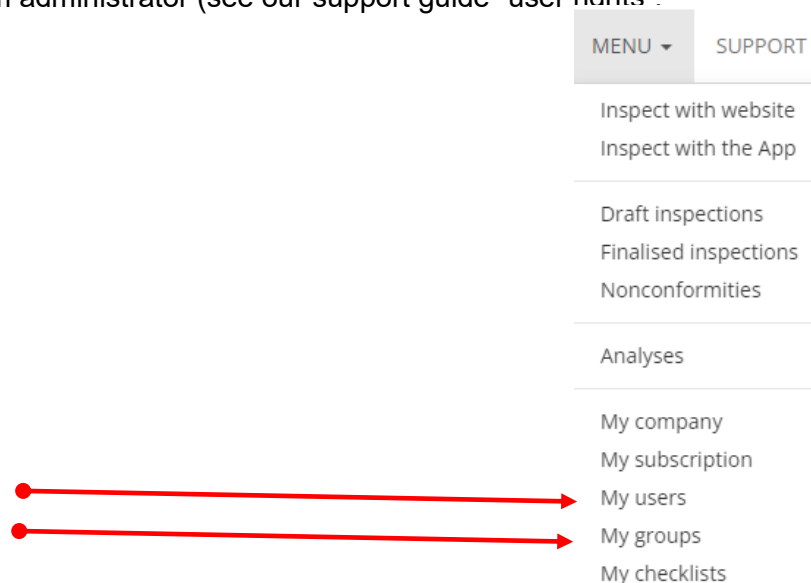
You can also export an overview to excel, use Excel’s filter function and select the nonconformities that you would like to send to action takers.

Click on ‘action selection’ in the ‘nonconformity’ management menu and select export.



6. User rights

Modification of Roles (action) and permission per Role can be managed via the menu My users and My groups by the system administrator (see our support guide “user rights”).





7. Frequently Asked Questions

- 1 I don't see any nonconformities in my action tracker.
Your browser opens in the last view mode that you used. Press "Clear" and make your selection.
- 2 I only see old nonconformity reports that have status open.
Probably inspections have been done in the past of which the actions were not managed. You can select filters to select your recent actions. For instance from inspection date, checklist name, responsible person, status.
- 3 What does the tick box "send action request by email: mean?
When you assign an action, you can notify the action taker by email.
- 4 What does the tick box "verification required" mean?
When you would like the effectiveness of the corrective action to be checked on implementation, you can assign a verifier.