



User guide: Webbased inspections

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1. Definitions

Inspections can be done with our Mobile App and with our Website. This user guide explains the webbased inspections.

Draft inspection:

A draft inspection is either an incomplete inspection or an inspection that should be completed. For instance, because a photo should be added, or a comment should be clarified.

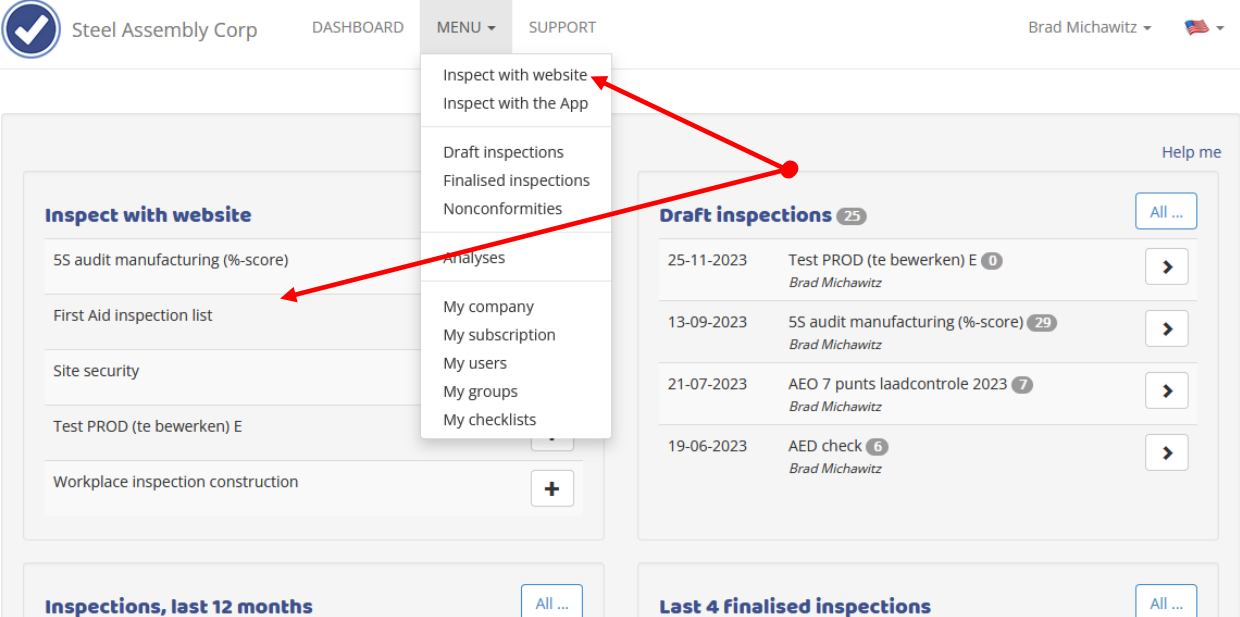
Finalised inspection:

A finalised inspection is a completed inspection that you do not want to modify anymore.

2. Web inspection - How to start the inspection

You can start the web inspection in two ways:

1. Via the Menu and then the option Inspect with the website
2. With one of the favourites on the dashboard.



The screenshot shows the user interface for Steel Assembly Corp. The top navigation bar includes 'DASHBOARD', 'MENU', and 'SUPPORT'. The 'MENU' dropdown is open, showing options: 'Inspect with website', 'Inspect with the App', 'Draft inspections', 'Finalised inspections', 'Nonconformities', and 'Analyses'. A red arrow points from the 'Inspect with website' option in the menu to the 'Inspect with website' section on the dashboard. The dashboard also displays a list of draft inspections and a list of finalised inspections.

Inspect with website	
5S audit manufacturing (%-score)	
First Aid inspection list	
Site security	
Test PROD (te bewerken) E	
Workplace inspection construction	+

Draft inspections 25		All ...
25-11-2023	Test PROD (te bewerken) E 0 Brad Michawitz	>
13-09-2023	5S audit manufacturing (%-score) 29 Brad Michawitz	>
21-07-2023	AEO 7 punts laadcontrole 2023 7 Brad Michawitz	>
19-06-2023	AED check 6 Brad Michawitz	>

Inspections, last 12 months		All ...
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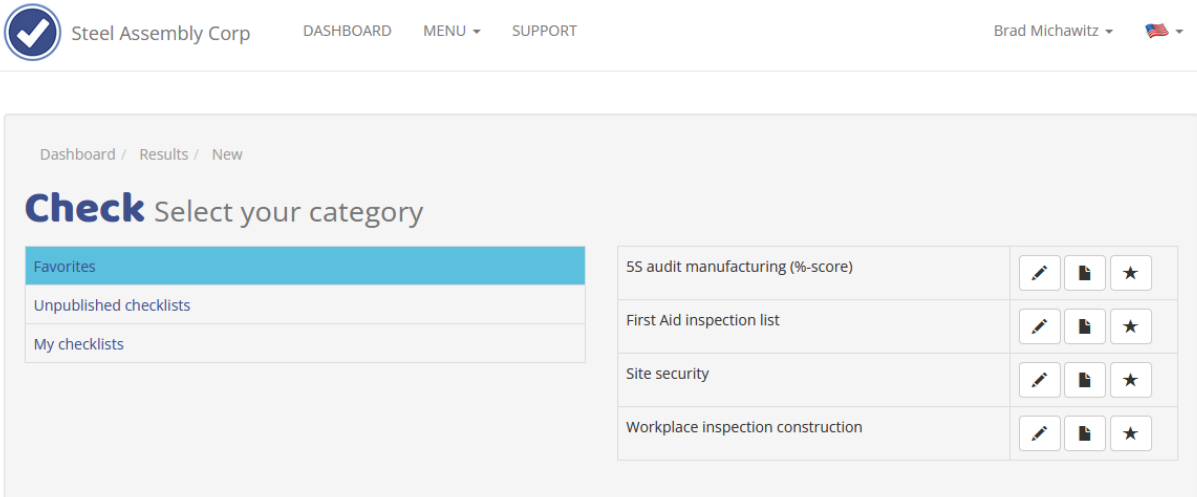
Last 4 finalised inspections		All ...
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3. Web inspection – Select your checklist

Select your checklist for the inspection. In the favorites you will find the checklists that have been marked by our administrator or by yourself.

Your company checklists can be found in the section My Checklists.

Click on the pencil icon  to start your inspection.

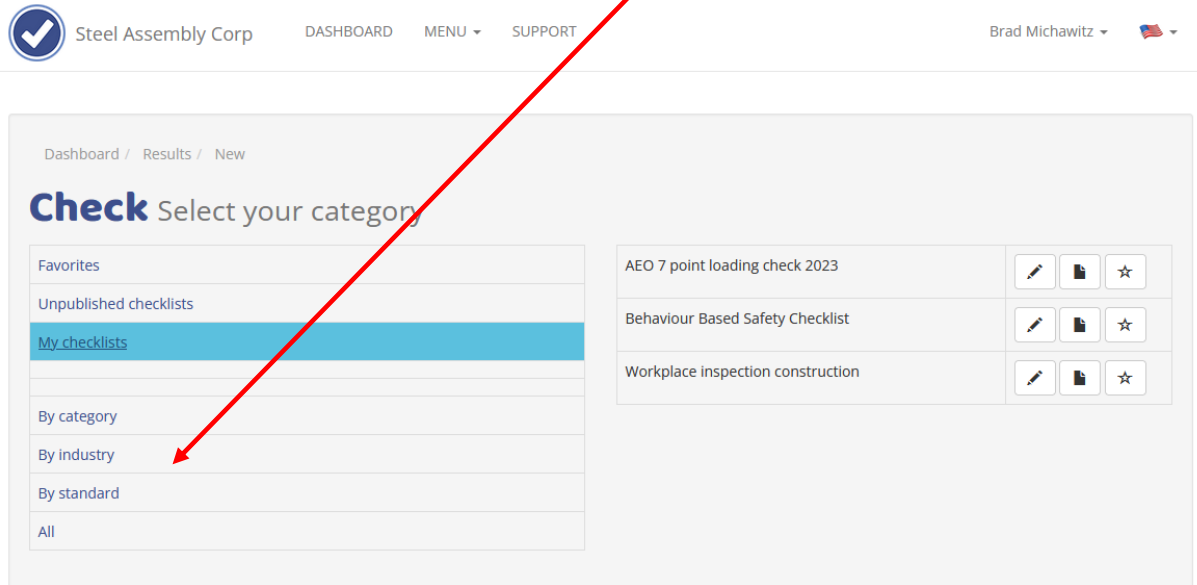


Dashboard / Results / New

Check Select your category

Favorites	5S audit manufacturing (%-score)			
Unpublished checklists	First Aid inspection list			
My checklists	Site security			
	Workplace inspection construction			

In most cases your administrator will have hidden the example Easy to Inspect checklists, if not you have additional selections options for our library.



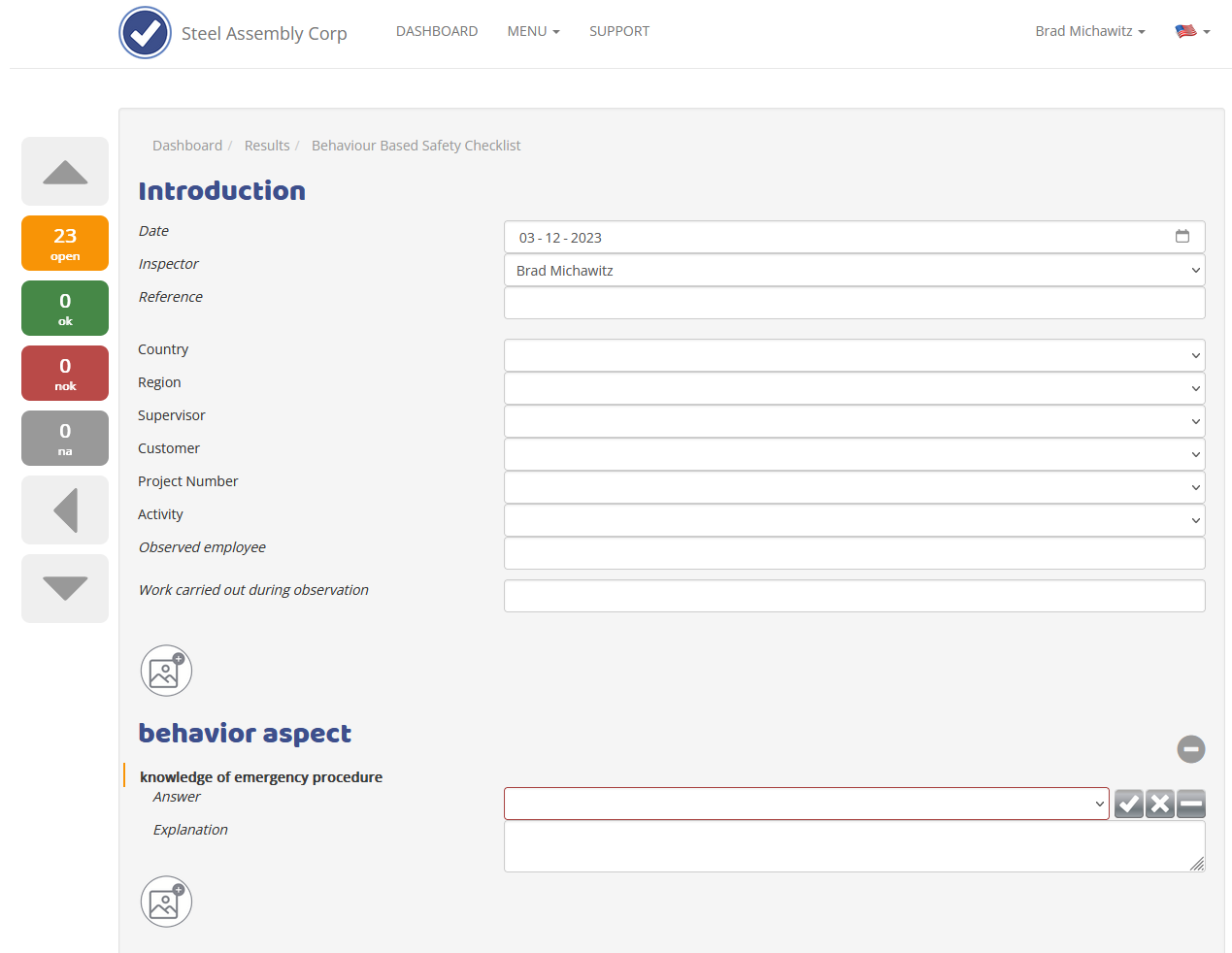
Dashboard / Results / New

Check Select your category

Favorites	AEO 7 point loading check 2023			
Unpublished checklists	Behaviour Based Safety Checklist			
My checklists	Workplace inspection construction			
By category				
By industry				
By standard				
All				

4. Web inspection – Inspect with the web

Our web inspection tool will open. You can start with filling in the results from your inspection right away. Everything you enter will be saved in the background automatically.



Dashboard / Results / Behaviour Based Safety Checklist

Introduction

Date: 03-12-2023

Inspector: Brad Michawitz

Reference:

Country:

Region:

Supervisor:

Customer:

Project Number:

Activity:

Observed employee:

Work carried out during observation:

behavior aspect

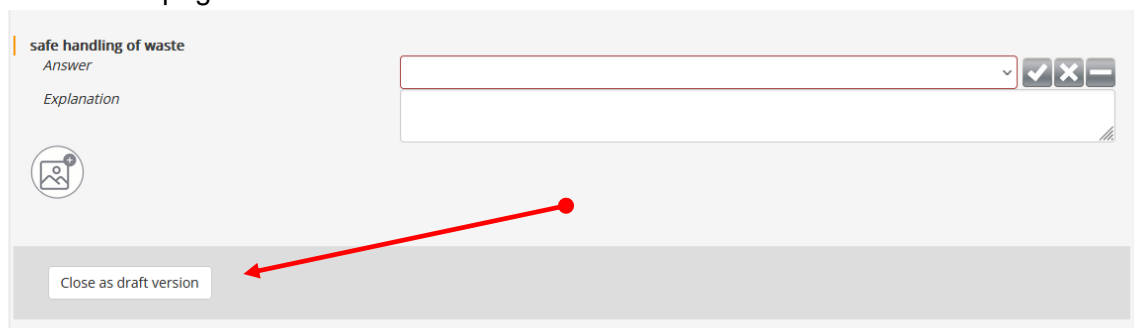
knowledge of emergency procedure

Answer:

Explanation:

Close as draft version

You can stop at any moment and close the inspection result as draft by clicking the button on the bottom of the page.



safe handling of waste

Answer:

Explanation:

Close as draft version



go to the top of the page



Number of questions that are not answered or not yet complete



Number of questions that are answered as okay



Number of questions that are answered as not okay



Number of questions that are answered as not applicable



close as draft version



close as final version



go to the bottom of the page

5. Web inspection – Inspect with the web, answer questions


Use the buttons or the dropdown menu.

behavior aspect

knowledge of emergency procedure

Answer

Explanation



- Okay
- Not okay
- Not applicable

Various questions types will trigger a follow-up questions of reasons.


behavior aspect

knowledge of emergency procedure

Answer

Reason

Explanation



- Man: insufficient knowledge
- Man: insufficient skills
- Man: insufficient instruction
- Man: procedures not followed

Note! Questions will have to be completed fully, please watch out for the red markings, that mark the missing items.


behavior aspect

knowledge of emergency procedure

Answer

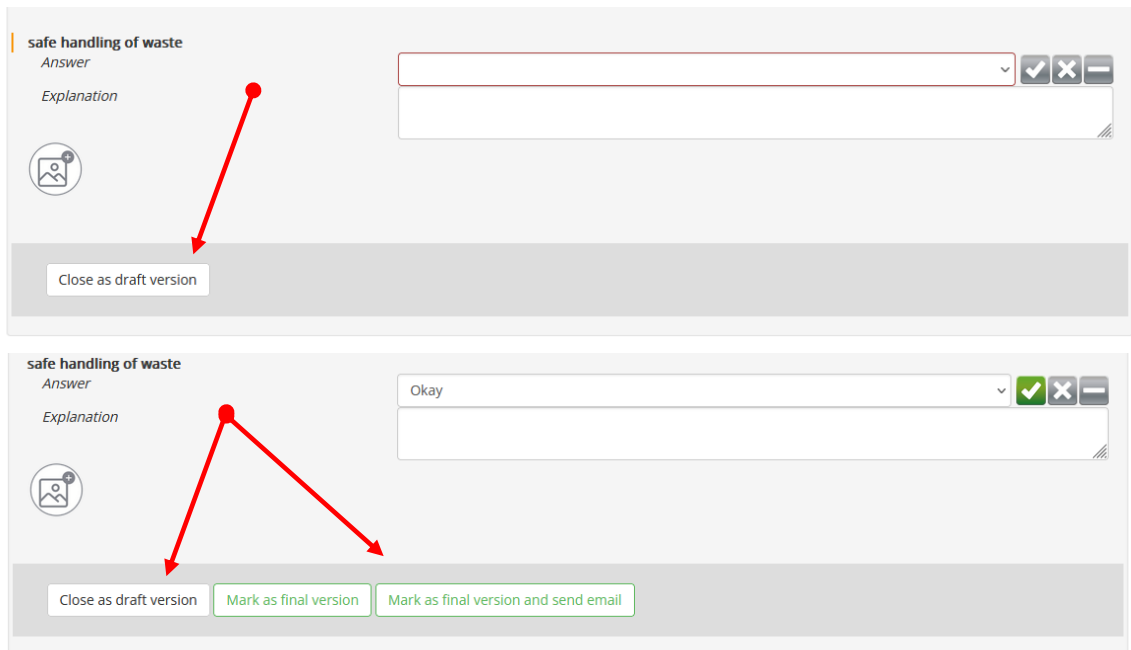
Reason

Explanation



-
-

6. Web inspection – Inspect with the web, mark as final



The image shows two screenshots of the 'safe handling of waste' inspection form. In the top screenshot, the 'Answer' dropdown menu is open, and a red arrow points from the 'Close as draft version' button to the 'Answer' field. In the bottom screenshot, the 'Answer' dropdown menu is set to 'Okay' with a green checkmark icon, and a red arrow points from the 'Mark as final version' and 'Mark as final version and send email' buttons to the 'Answer' field.

When you are working online, your report will automatically be stored as a Draft inspection.

Close as draft version

Close the inspection as draft and go back to the Draft inspections overview

Mark as final version

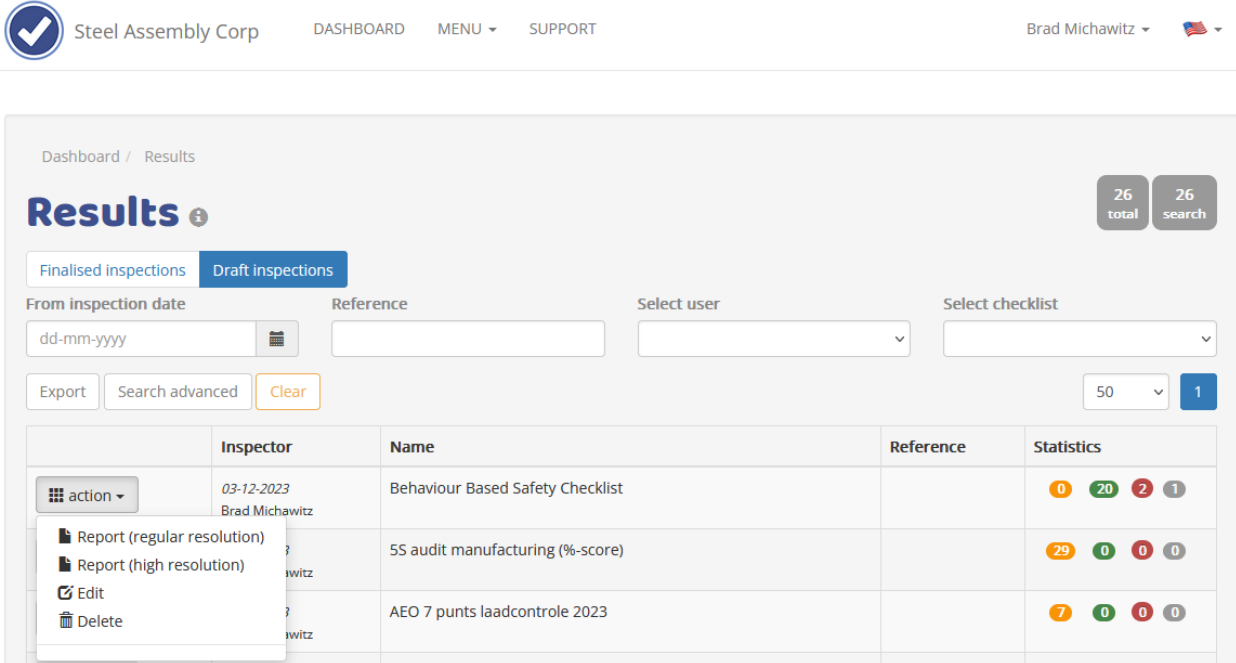
Close the inspection as final, the inspection will be made final and cannot be edited anymore. Go back to the Draft inspections overview

Mark as final version and send email

Close the inspection as final, the inspection will be made final and cannot be edited anymore. An email with the inspection PDF will be sent to you. Go back to the Draft inspections overview

7. Web inspection – Draft inspections

You find your Draft inspections via the main menu item “draft inspections”



Dashboard / Results

Results 26 total 26 search

Finalised inspections **Draft inspections**

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

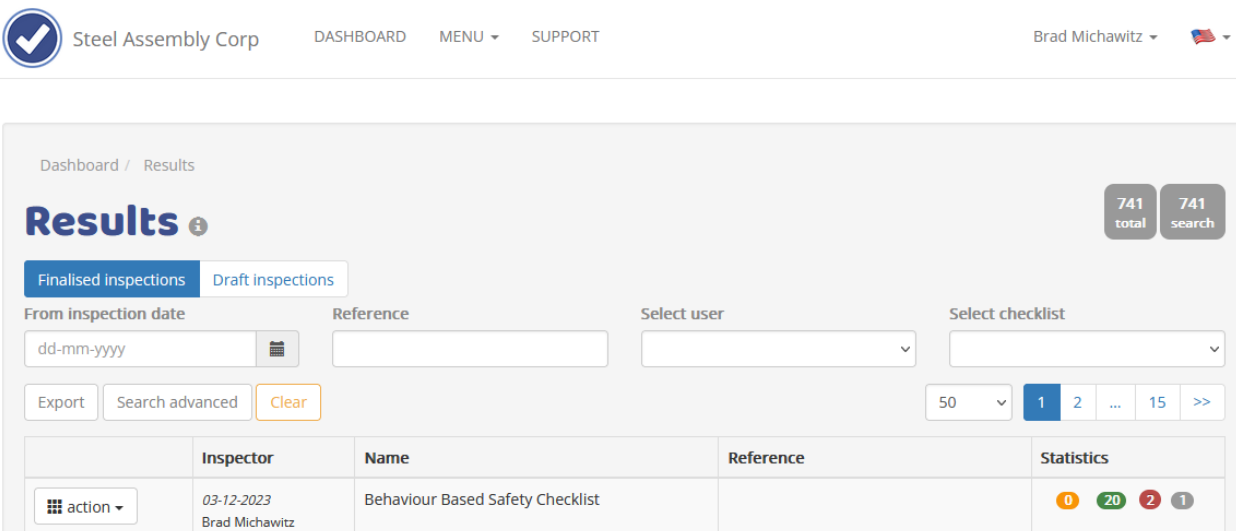
50 1

	Inspector	Name	Reference	Statistics
<input type="button" value="action"/>	03-12-2023 Brad Michawitz	Behaviour Based Safety Checklist		0 20 2 1
		5S audit manufacturing (%-score)		29 0 0 0
		AEO 7 punts laadcontrole 2023		7 0 0 0

8. Web inspection – Finalised inspections

Once finished, you can save your inspection result as finalised inspection. It will then be included in the Finalised Inspection overview.

You find your finalised inspections via the main menu item “Finalised inspections”



Dashboard / Results

Results 741 total 741 search

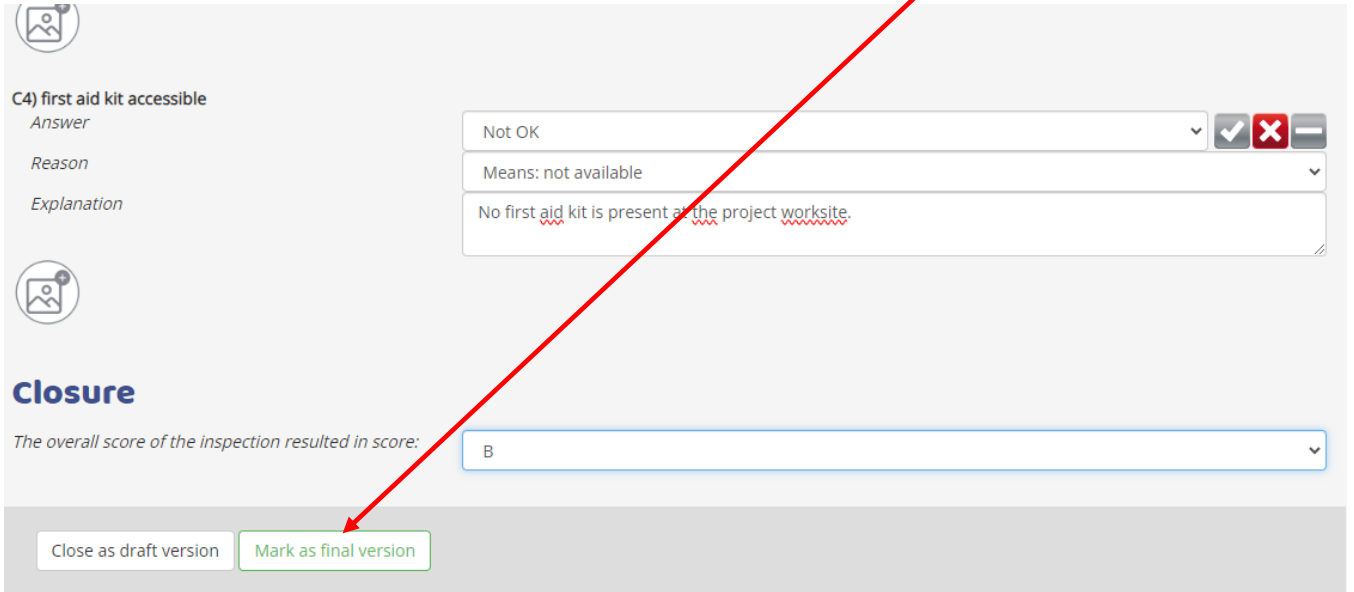
Finalised inspections **Draft inspections**

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

50 1 2 ... 15 >>

	Inspector	Name	Reference	Statistics
<input type="button" value="action"/>	03-12-2023 Brad Michawitz	Behaviour Based Safety Checklist		0 20 2 1

In the webbased inspection checklist, this option is available at the bottom of your checklist.



C4) first aid kit accessible

Answer: Not OK

Reason: Means: not available

Explanation: No first aid kit is present at the project worksite.

Closure

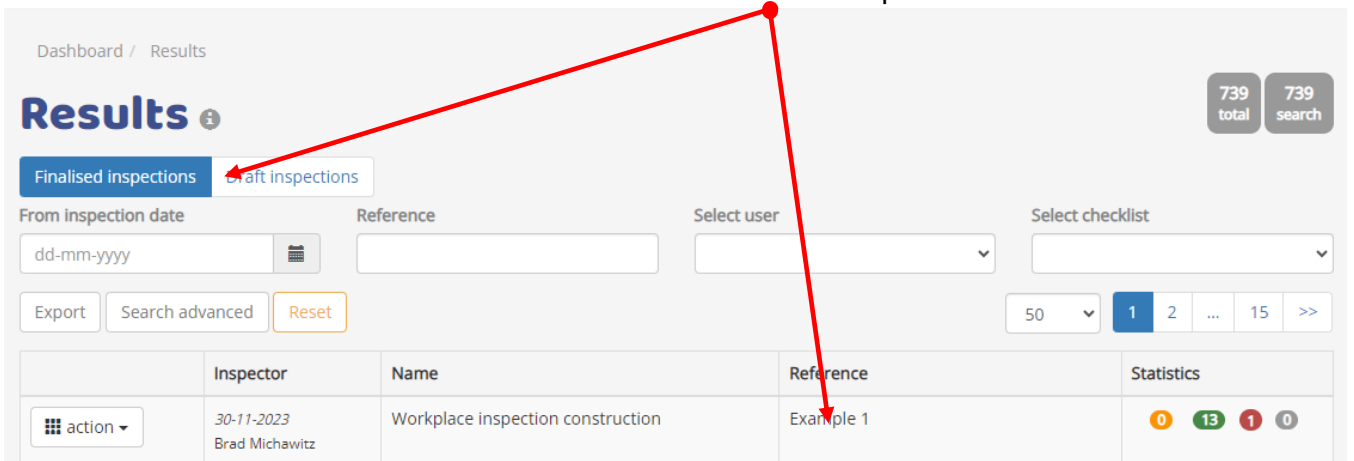
The overall score of the inspection resulted in score: B

Close as draft version **Mark as final version**

When you select mark as final version, a pop up will appear asking for a confirmation. This is because finalised checklists cannot be modified anymore.

Are you sure you want to make this result final? If you select OK, it is not possible to edit this result anymore!

After confirmation the checklist result is included in the Finalised Inspections.



Dashboard / Results

Results 739 total 739 search

Finalised inspections Draft inspections

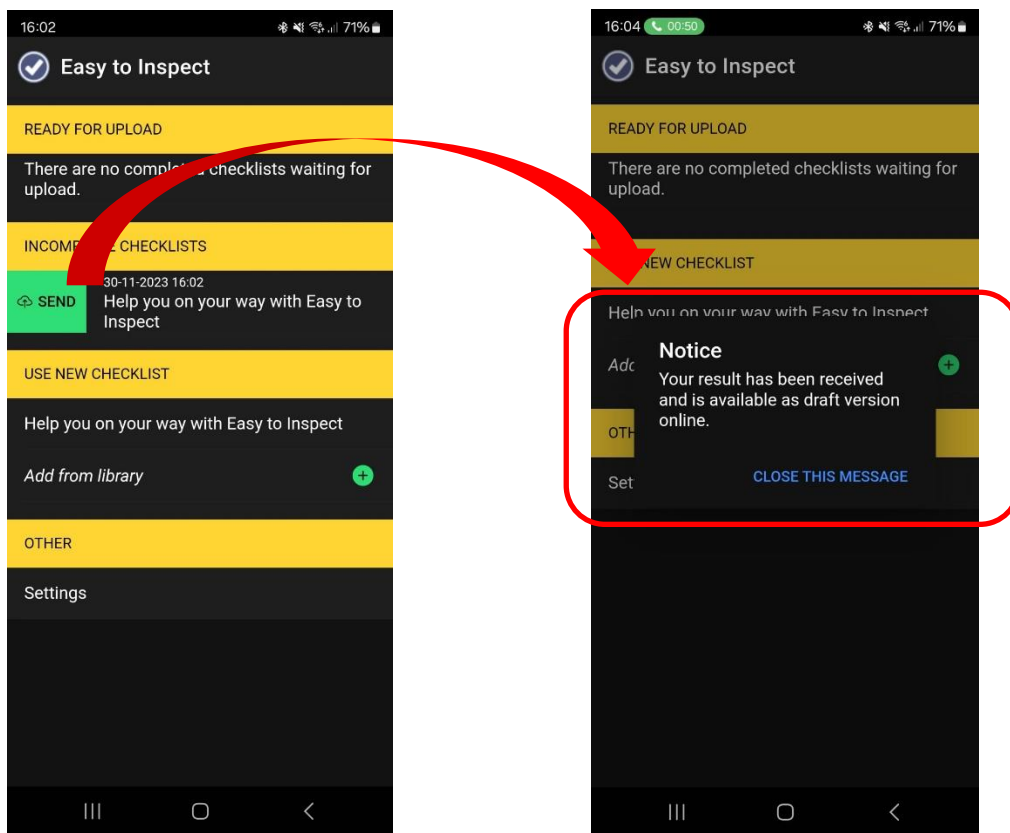
From inspection date: dd-mm-yyyy Reference: Select user: Select checklist:

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

	Inspector	Name	Reference	Statistics
action	30-11-2023 Brad Michawitz	Workplace inspection construction	Example 1	0 13 1 0

9. App based inspection - how to upload a report as Draft

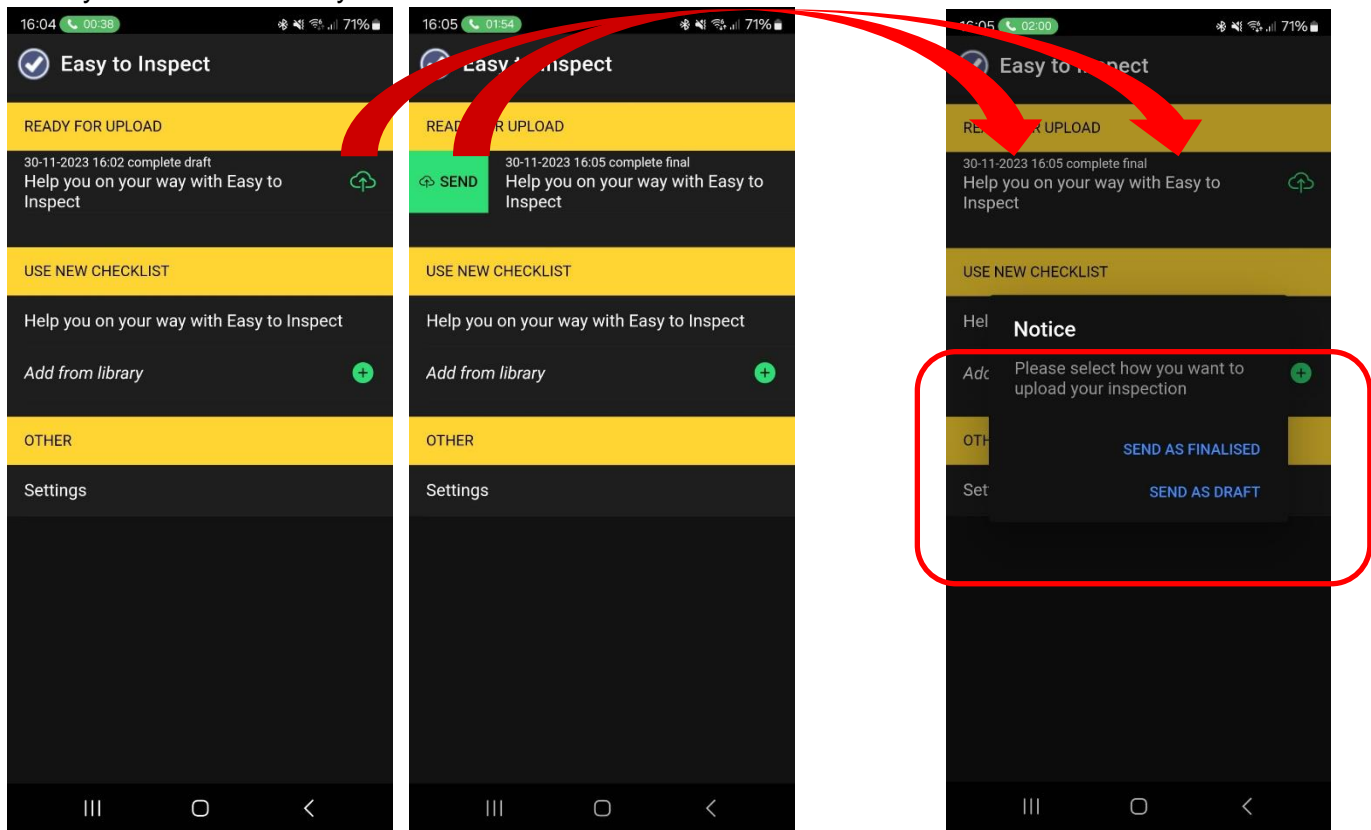
When you are working with your mobile device (phone or tablet), your report will automatically be stored in your device when you close it. However, it is possible to upload your incomplete inspection result to our database and complete your inspection online. Also, in case of a completed inspection report, it is possible to send in the report as a draft version, which enables modifying the report online. To send an incomplete inspection report to the database of Draft inspections, swipe to the right. Incomplete results will always be included in the Draft inspection database.



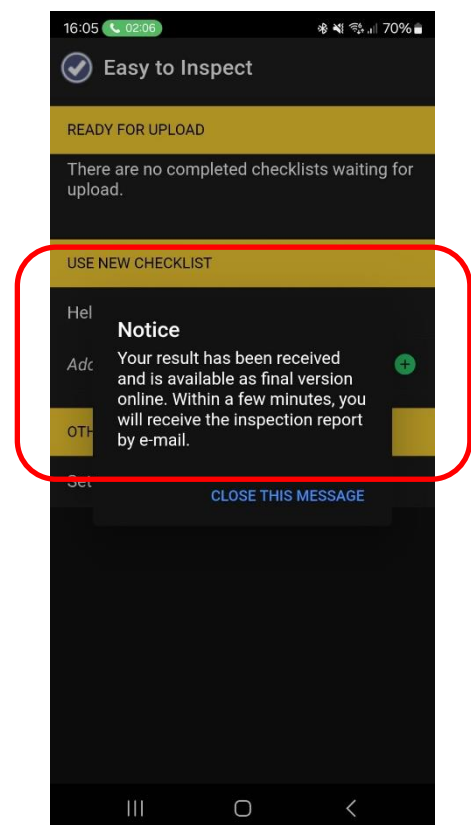


To send completed inspection to the database you can swipe to the right or click on the upload icon.

Then you will be asked if you would like to send in as Draft version or as Finalised version.



Depending on your selection you will receive a confirmation message after your upload.





Note: In some cases it is not possible to upload an incomplete inspection report or send in a report as Draft version. This is because your checklist administrator has defined that such is not allowed.

Example: you are carrying out an inspection for which the representative is signing of the inspection result. In such case it would not be allowed to change the inspection outcome afterwards.

my checklists / new checklist Help me

Edit your checklist ⓘ Preview

General settings Introduction Questions Closing Translate Report settings

Default language of the checklist: English Checklist Name:

Results that have been made using the App, can be edited online. No

Inspection results that have been made using the App, may be uploaded as incomplete. No

Completed inspections that have been made using the App, can be uploaded as drafts. No

OK-NOK-question: Automatically create a non-conformity for 'Not OK'- answers. Yes

Scoring (SS): Automatically create a non-conformity for answers below the limit value. Yes

[More settings](#)



10. What can be done with finalised inspections

Finalised inspections can be dealt with based on assigned roles.

Actions with finalised results vary from:

- ✔ View, download, print.
- ✔ Assign actions resulting from inspections (see help guide action tracker).
- ✔ Analyse inspection results.

11. Frequently Asked Questions

- 1) I can't see the inspection result in the overview draft inspections.
 - a. Your inspection result might have been saved as a finalised inspection. Check the finalised inspections tab.
 - b. Your browser opens in the last view-mode. Press the reset button.
- 2) I can't upload my inspection result from my app as an incomplete draft version.
Your checklist administrator defined that this is not possible for this specific checklist.
- 3) I can't upload my inspection result from my App as a draft version.
Your checklist administrator defined that this is not possible for this specific checklist.
- 4) I would like to modify my report, but I cannot see how.
If your report is displayed in the Results overview under the Tab 'finalised inspections' this is no longer possible. In the future, upload as draft version or upload first after completing your inspection completely.