

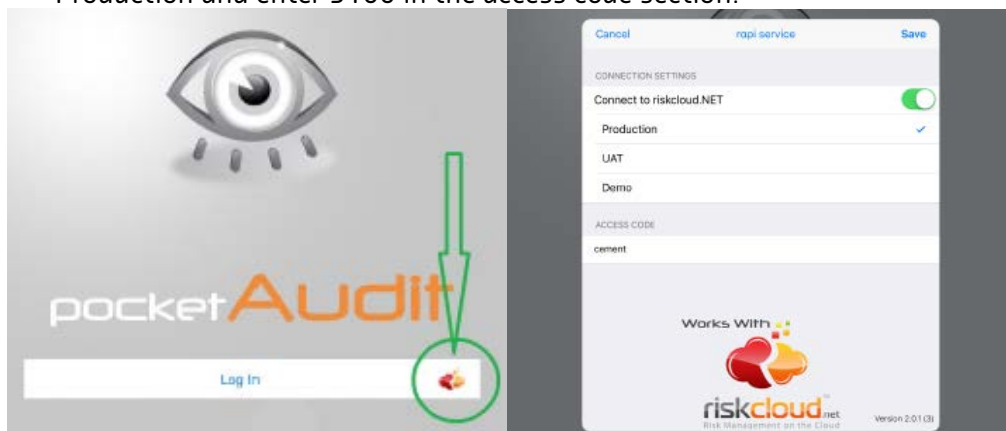
1. Introduction

This guide is for Managers, Supervisors, Safety and Health Representatives and any other relevant staff to help conduct Workplace Inspection Checklists on an iPad using the C.H.A.R.M. *pocketAudit* app at Curtin University.

The C.H.A.R.M. *pocketAudit* app is currently only available for iPads on the Apple iPad App Store.

2. How to Install and Log In - iPad

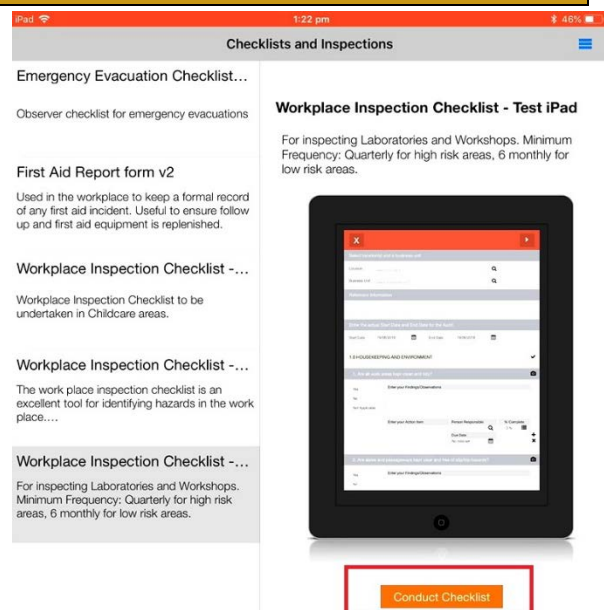
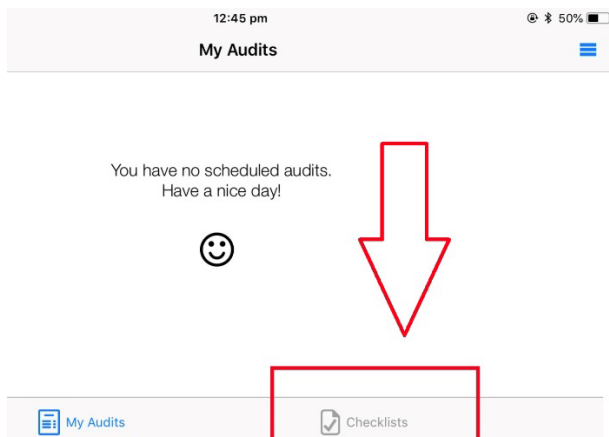
1. Download the free *pocketAudit* app from the Apple Ipad App Store. On an iPad, click on the App Store icon, search for *pocketAudit* and install the app.
2. Once installed, open the *pocketAudit* app for the first time by clicking on the pocketAudit app icon from your iPad. Select the red and yellow cloud icon, click on Production and enter 5100 in the access code section.

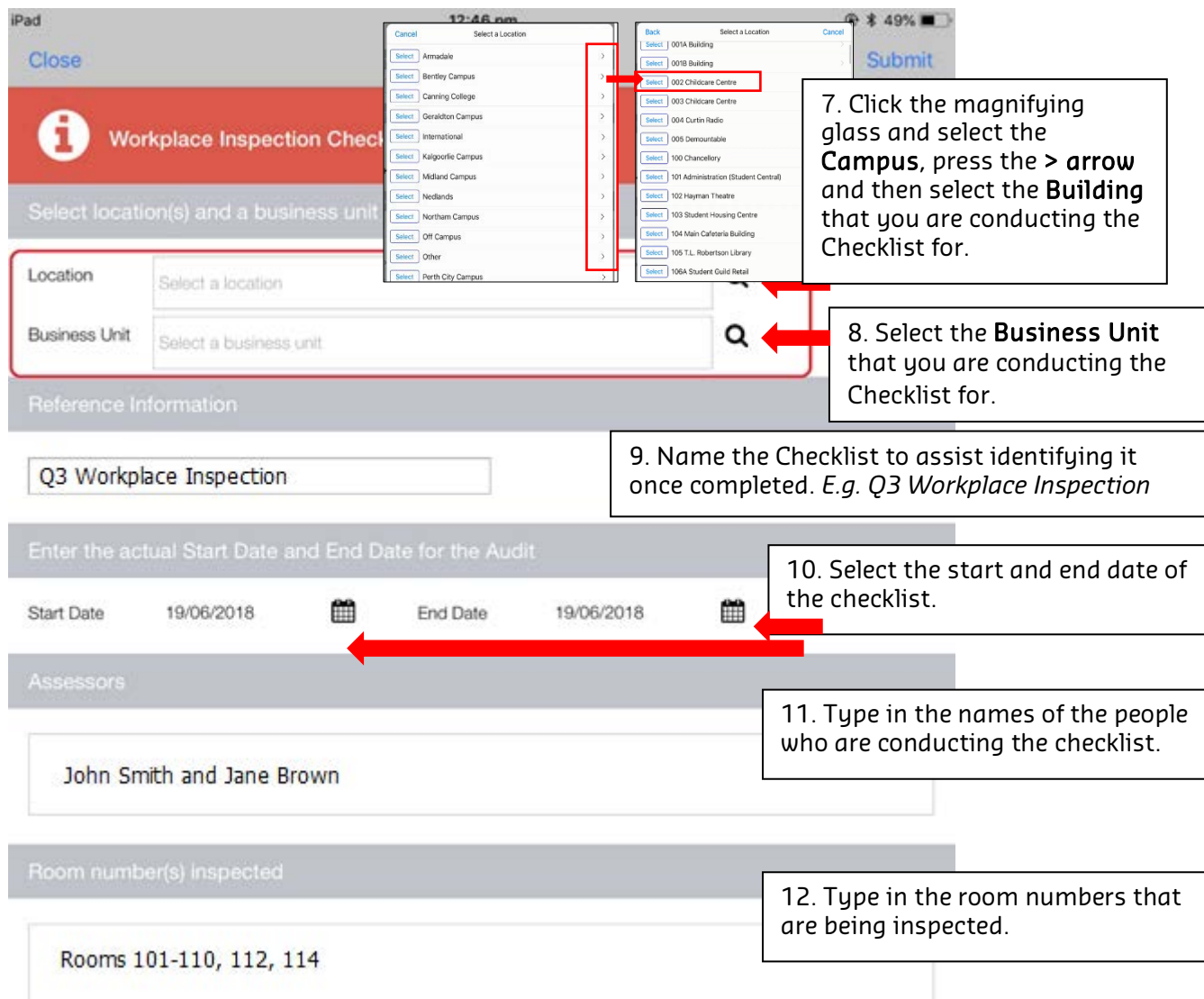


3. Click the **green Single Sign-On log in button** and sign in to the staff portal using your Curtin ID and password.
4. Set a password for offline access. This is to prevent having to login/out whilst navigating between applications on the iPad. Once entered, the *My Audits* page will be displayed.

3. Conducting a Checklist/Inspection

5. From the **My Audits** page, click on the **Checklists** button at the bottom of the screen.
6. Click on the Inspection/ Checklist you wish to perform.





7. Click the magnifying glass and select the **Campus**, press the > arrow and then select the **Building** that you are conducting the Checklist for.

8. Select the **Business Unit** that you are conducting the Checklist for.

9. Name the Checklist to assist identifying it once completed. *E.g. Q3 Workplace Inspection*

10. Select the start and end date of the checklist.

11. Type in the names of the people who are conducting the checklist.

12. Type in the room numbers that are being inspected.

13. Complete the questions by answering Yes, No or Not Applicable.

1. Are all work areas kept clean and tidy?

Questions answered with **Yes**, will appear **green**.

Yes Enter your Findings/Observations

No

Not Applicable

2. Are aisles and passageways kept clear and free of slip/trip hazards?

Questions answered with **No**, will appear **red**. Findings/observations **must** be entered and at least one **Action Item** assigned to a **Person Responsible** with a **Due Date**.

Yes

No Enter your Findings/Observations

Not Applicable

Enter your Action Item

Supervisor Test to move boxes away from doorway

Person Responsible	% Complete
Supervisor TEST	0 %
Due Date	No date set

Enter text to assign an action. Press the magnifying glass to search and select the person to assign an **action item** to. Press the calendar icon to select a **due date** for the action.

3.0 General Laboratory

Do you have laboratories in your area?

Yes
No
Not Applicable

Enter your Findings/Observations

Enter your Action Item

Person Responsible

Due Date

No date set

% Complete

0 %

No laboratories in area, skip to next section. ←

1. Does laboratory/workshop entrance signage indicate? a) Authorised access only b) No

Click the photo icon to take a photo and attach it to the findings.

Questions answered with *Not Applicable* will appear blue. The question will fade and will be unable to be completed.

If a skip message appears, click on the blue "skip to next section" to skip the section of questions that are not applicable.

Acknowledgement

Click "Yes" and assign an action to the area Manager/Supervisor to view and acknowledge the completed Workplace Inspection Checklist and assigned actions.

Yes
No
Not Applicable

Enter your Findings/Observations

Inspection completed

Enter your Action Item

Please view and acknowledge the inspection and identified actions.

Person Responsible

Supervisor TEST

Due Date

21/06/2018

% Complete

0 %

14. In the Acknowledge section, click **Yes** and enter any further notes in the Findings/Observations section. Assign an action item to the Manager responsible for the area you are inspecting so they can view and acknowledge your inspection and identified actions. Once submitted, this will send an email to the Manager who will need to view the inspection and mark the action as completed to acknowledge they have viewed the inspection.

15. To save your progress, press the **Save** button located at the top of the page.
16. Once all questions are completed press the **Submit** button at the top of the page to submit the checklist.

Once submitted, you will need to log in to C.H.A.R.M. from a computer to view the completed inspections and complete any outstanding action items.

REVISION HISTORY		
Revision #	Date	Amendment Description
1	02/07/2018	New Document
2	08/07/2018	Update to Single Sign on login details