

## 1. Introduction

This guide is for Managers, Supervisors, Health and Safety Representatives and relevant workers to help conduct Workplace Inspection Checklists on an iPad using the CHARM *pocketAudit* app at Curtin University.

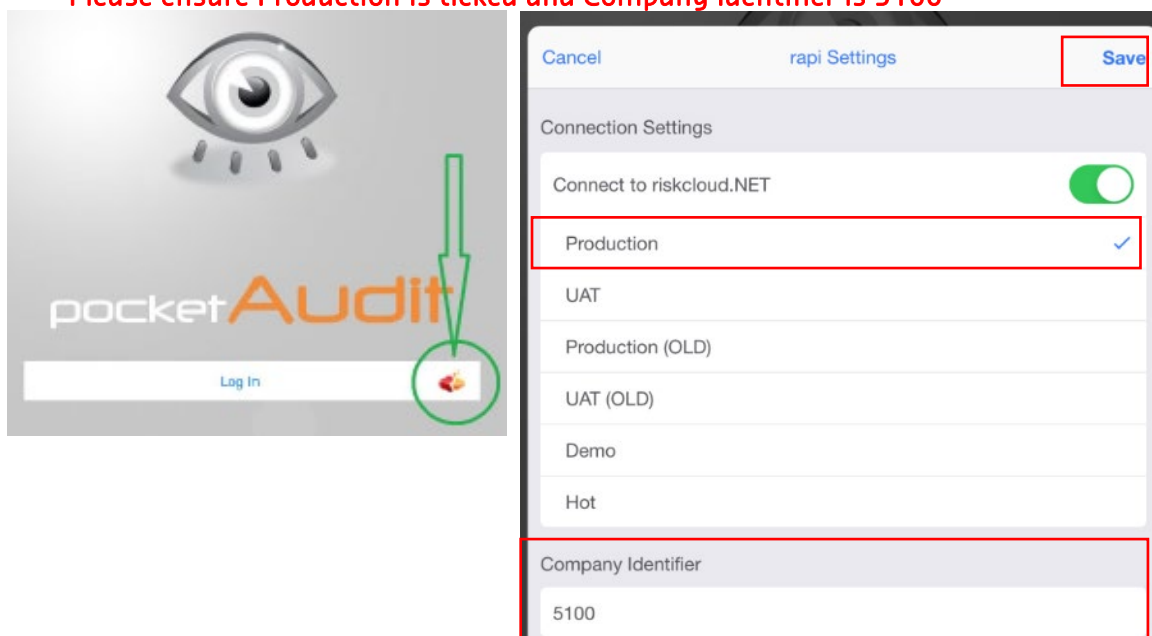
The CHARM *pocketAudit* app is currently only available for iPads on the Apple iPad App Store.

## 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. Click **Save**.



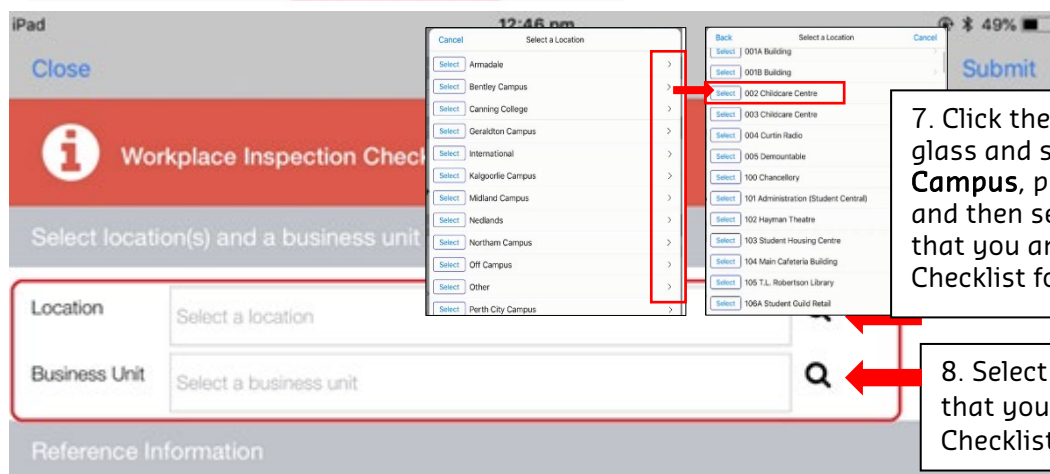
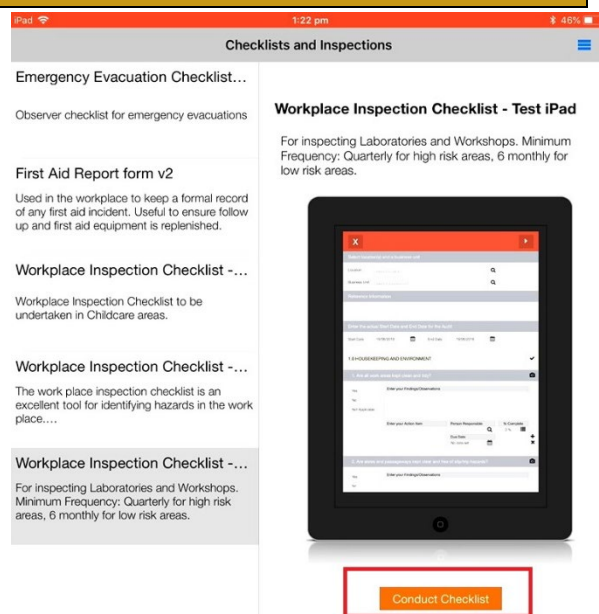
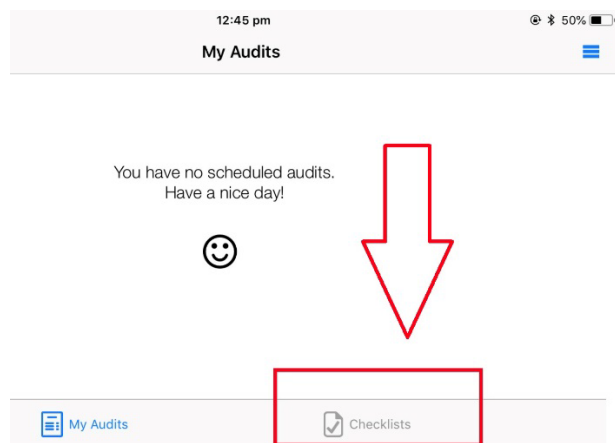
**\*Please ensure Production is ticked and Company Identifier is 5100**



3. Click **Log in** and sign in using your Curtin credentials. Once logged in, the *My Audits* page will be displayed.  
When you log in, the app will lock to your login credentials, so you won't need to log in again unless you log out of the app.
4. If you are sharing a device, log out of the app after use by clicking on the triple line icon on the top right hand side of the screen and select Log out.

## 3. Conducting a Checklist/Inspection

- From the **My Audits** page, click on the **Checklists** button at the bottom of the screen.
- 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.

Q3 Workplace Inspection

Enter the actual Start Date and End Date for the Audit

Start Date 19/06/2018  End Date 19/06/2018 

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

Assessors

John Smith and Jane Brown

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

Room number(s) inspected

Rooms 101-110, 112, 114

**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 <input checked="" type="checkbox"/>	Enter your Findings/Observations
No	
Not Applicable	

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.*

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.

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

Yes	Enter your Findings/Observations
No <input checked="" type="checkbox"/>	Boxes stored in doorway creating trip hazard.
Not Applicable	

Enter your Action Item	Person Responsible	% Complete
Supervisor Test to move boxes away from doorway.	Supervisor TEST <input type="text"/>	0 %
	Due Date	
	No date set	

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

3.0 General Laboratory

Do you have laboratories in your area?

Yes	Enter your Findings/Observations
No	
Not Applicable <input checked="" type="checkbox"/>	

Enter your Action Item	Person Responsible	% Complete
	<input type="text"/>	0 %
	Due Date	
	No date set	

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.

No laboratories in area, skip to next section.

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

**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 <input checked="" type="checkbox"/>	Enter your Findings/Observations
No	Inspection completed
Not Applicable	

Enter your Action Item	Person Responsible	% Complete
Please view and acknowledge the inspection and identified actions.	Supervisor TEST <input type="text"/>	0 %
	Due Date	
	21/06/2018	

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.



## 4. Save as a Draft and Submit

15. To save your progress, press the **Save** button located at the top of the page. This will save your checklist as a Draft.

Please note: Checklists saved as a draft can only be accessed on the device where it was saved. If you save a checklist as a draft, you will need to complete and submit it on the same device.

16. Once all questions are completed, press the **Submit** button at the top of the page to submit the checklist.

## 5. Viewing Submitted Checklists

17. Once submitted, you can log in to CHARM from a computer to view the completed inspections and complete any outstanding action items.

To view submitted inspections:

1. Log in to the Staff Portal
2. Click on the CHARM icon located on the application Wheel
3. Click on the Audit/Checklists Register
4. Click on the Checklists & Inspections tab
5. Click the "all" tab. All checklists and inspections relevant to your access will appear.