



D A M S T R A

Corrective Actions:  
Manage / Sign Off

Web  
Portal

## [DISCLAIMER]

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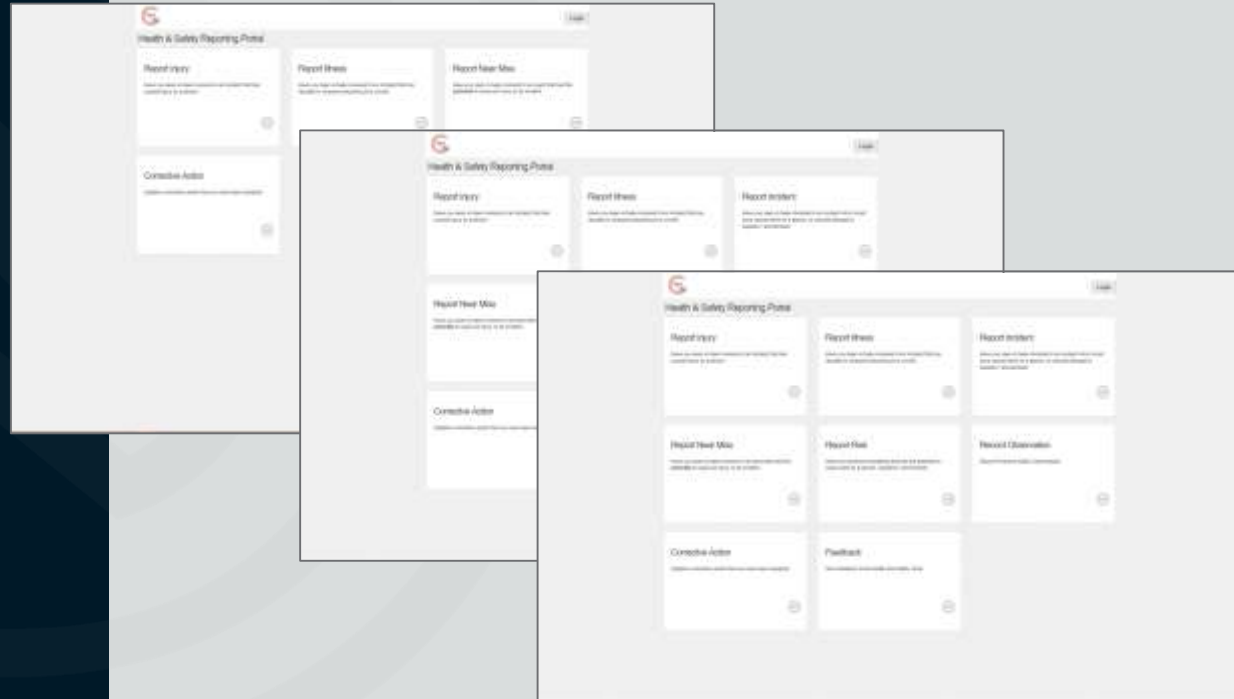
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# The Damstra Web Portal

The Web Portal is a convenient web based access point for loading H&S data into Damstra Safety.

The Configuration of the Web Portal can be modified according to the specific requirements of a particular site.

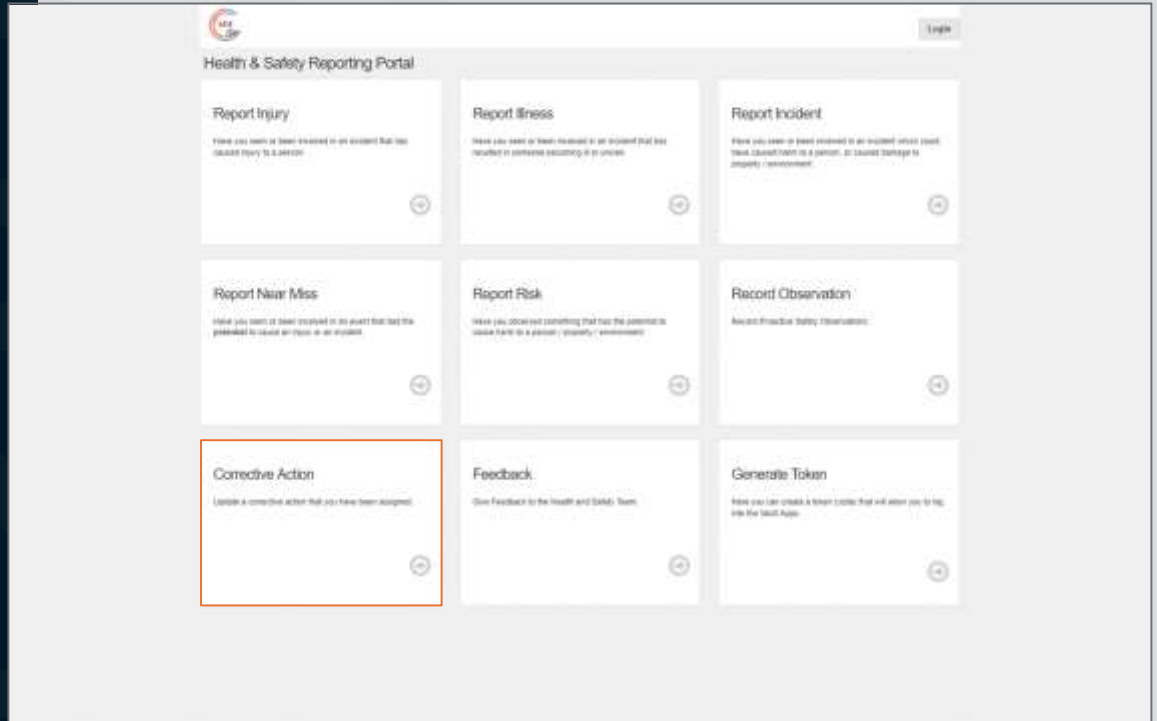


# Corrective Action

## Initiate Update/Sign Off

“Corrective actions are required to remedy the underlying root causes for any event”.

To **Commence** an *Update* or the *Signing off* of a Corrective action simply select Corrective Action.



# Corrective Action Web ID

When making ANY type of change to a corrective action in Web Portal. You must first stipulate its *WEB ID* - in the correct format:

- 'Corrective Action Type'.
- A 'Dash' with no space.
- The 'Incident ID'.
- A 'Dash' with no space.
- The 'Corrective Action ID'.

The ID can be found on the assignment email in both the 'subject' and 'body' of the text and **copy / pasted** from the assignment email.

The screenshot shows the 'Update / Sign Off Corrective Actions' page in the Web Portal. A callout box titled 'Webform ID' provides the following information:

Please enter Webform ID according to the particular format Eg. (Corrective Action Type-Incident ID-Corrective Action ID)

- I for Incidents
- A for ASIM
- F for Formal Investigation
- H for Hazard
- V for Vriak

Format I-3-45

The screenshot also shows the 'Webform ID' field in the form, which contains the value 'I-3-45'. Below the form, there is a table with columns for 'Type' and 'Status'. The table is currently empty, and a message at the bottom of the table says 'No data available in table'.

# Corrective Action Person Reporting

The 'Person Reporting' MUST also be stated:

**Select** the appropriate option from the dropdown.

Then **assign** the applicable person directly from the personnel list in the 'Person Reporting Name' field.

**If:** The applicable person can not be found in the personnel list.

**Select** 'Other' from the dropdown and the 'Person Reporting Name' field will become free text to enter their name.

The screenshot shows a web application interface for updating or signing off on a corrective action. The main form has the following fields and options:

- Workline ID:** A text input field containing "11872-4314".
- Person Reporting:** A dropdown menu with "Other" selected.
- Person Reporting Name:** A dropdown menu with "Daniel Marks (New Form)", "Francis", and "Other" visible. "Daniel Marks (New Form)" is currently selected.
- Responsible Person:** A dropdown menu with "No Change" selected.
- Status:** A dropdown menu with "No Change" selected.
- Status as of:** A date input field.
- Ref ID:** A text input field.
- Comment:** A text area.
- Title:** A text input field.

At the bottom left, there is a red "Save" button. The interface also includes a "Login" button in the top right corner and a "Type" dropdown menu at the bottom left.

# Corrective Action Reassign Person

Depending System settings:

The option to **reassigned** a corrective action to a new worker, may be available.

If it is, and reassignment is your desired updated:

**Search** for the new responsible person in the 'Reassign Responsible Person' field.

**Update** the 'Comments' field appropriately.

**Click** 'Save'.

The Corrective action will be reassigned.

**Note:** Comments are required whenever an update is made.

Update / Sign Off Corrective Action

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, Submit the form and the following events will occur:  
1. An email will be sent to both responsible person who will check CA and person responsible who will take action for CA, allowing a form not seen otherwise

Workers (1)

Person Reporting

Person Reporting Name

Reassign Responsible Person

Status

Status as of

Ref ID

Comment

Files

Reassign Responsible Person:  
This option is configurable within  
Settings > Options & Preferences > Global Corrective Controls

# Corrective Action Status Underway

When commencing the work on a corrective action, it's 'Best Practice' to change the status of the record to reflect this.

**Click** the status dropdown and **select** 'Underway'.

**Choose** the 'Status as at' date from the 'calendar'.

Then **Update** the 'Comments'.

Continued on next slide.

The screenshot shows a web application interface for updating a corrective action. The page title is "Update | Sign Off Corrective Action". A blue banner at the top contains instructions: "Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur: An email will be sent to both responsible person who will check CA and person responsible who will take action for CA, advising a team has been identified".

The form fields include:

- Workform ID: 1-18776-4076
- Person Reporting: [Dropdown menu]
- Person Reporting Name: Daniel Martin
- Reassign Responsible Person: [Text field]
- Status: A dropdown menu is open, showing options: "No Change", "Not Started", "Underway" (highlighted in blue), and "Completed".
- Status as at: [Calendar icon]
- Comment: [Text area containing "From Underway"]
- Files: [Text field]

At the bottom, there is a search bar with "AMTID" and "AMU" buttons, a table with columns "Type", "Title", and "Delete", and a "Submit" button in the bottom left corner.



# Corrective Action Status Underway cont.

Continued from previous slide:

**Add** a 'file' if required.  
**Click** 'Save'.

And these updates are recorded against  
the corrective action in Damstra Safety.

The screenshot displays the 'Update - Sign Off Corrective Actions' interface. The form includes fields for 'Webinar ID', 'Person Reporting ID', 'Person Reporting Name', 'Responsible Person', 'Status ID', 'Status on at', 'Ref ID', and 'Comment'. A 'Work Underway' checkbox is also present. Below the form is a 'Files' section with a search bar and 'Add File' and 'Add URL' buttons. A 'Save' button is located at the bottom left of the form.

Callout 1: A box with a red arrow points to the 'Drop files to upload' area, indicating where to add files.

Callout 2: A box with a red arrow points to the 'Add File' and 'Add URL' buttons, indicating where to click to add files.

Callout 3: A box with a red arrow points to the 'Save' button, indicating where to click to save the updates.

# Corrective Action Progress Report

If an update, such as a brief progress report, needs to be carried out:

**Update** the 'Comments'.

**Add** a file if required.

**Click** 'Save'.

These updates are recorded against the corrective action in Damstra Safety.

The screenshot displays the 'Update - Sign Off Corrective Action' page in the Damstra Safety system. The page includes a 'Log in' button in the top right corner. Below the header, there is a blue instruction box: 'Instructions Please complete all fields with as much relevant detail as possible. Once completed, Submit the form and the following email will be sent to both responsible person who will check CA and person responsible who will sign action for CA closing & Bank...'. The main form area is divided into sections: 'Worked ID' (with value '1-10079-4814'), 'Person Reporting' (with value 'Daniel Water'), 'Person Reporting Name', 'Reassign Responsible Person', 'Status' (with value 'In Change'), 'Status on at', 'Ref ID', and 'Comment' (with value 'Waiting on reflector sign for to go zones to arrive - Part ordered and due for delivery'). Below the form is a 'Files' section with a search bar and 'Add File' and 'Add URL' buttons. A 'Save' button is located at the bottom left of the form. Two callout boxes are overlaid on the screenshot: one showing a 'Drop files to upload (0/100k)' area and another showing a file upload progress window for a file named '8-2-101-CL411176'.

# Corrective Action Sign Off Report

Once the corrective action has been completed it should be signed off.

This is done as another status update:  
**Click** the status dropdown and **select** 'Completed'.

**Choose** the 'Status as at' date from the 'calendar'.

Then **Update** the 'Comments'.  
**Click** 'Save'.

The Corrective action is now signed off as completed in Damstra Safety.

**Update / Sign Off Corrective Actions**

Instructions: Please complete all fields with as much relevant data as possible. Once completed, record the date and the following events will occur:  
- An email will be sent to both responsible persons who will check. Colored action responsibilities will have yellow for CA, orange if a test has been submitted.

Reference ID: 118770-0018

Person Reporting ID: [Dropdown]

Person Reporting Name: [Text]

Message Responsible Party: [Text]

Status ID: [Dropdown: No Change]

Status as at: [Calendar: 22nd April 2023]

Not ID: [Text]

Comment: All parts of this job were checked, work completed.

Files: [Search] [Add File] [Add Link]

Type: [Dropdown: All] [Text] [Date]

Show: 10 | [Dropdown] | Showing 0 of 0 entries

**Save** [Cancel]

