



D A M S T R A

Update Plant / Equipment
Inspections Record

Safety



[DISCLAIMER]

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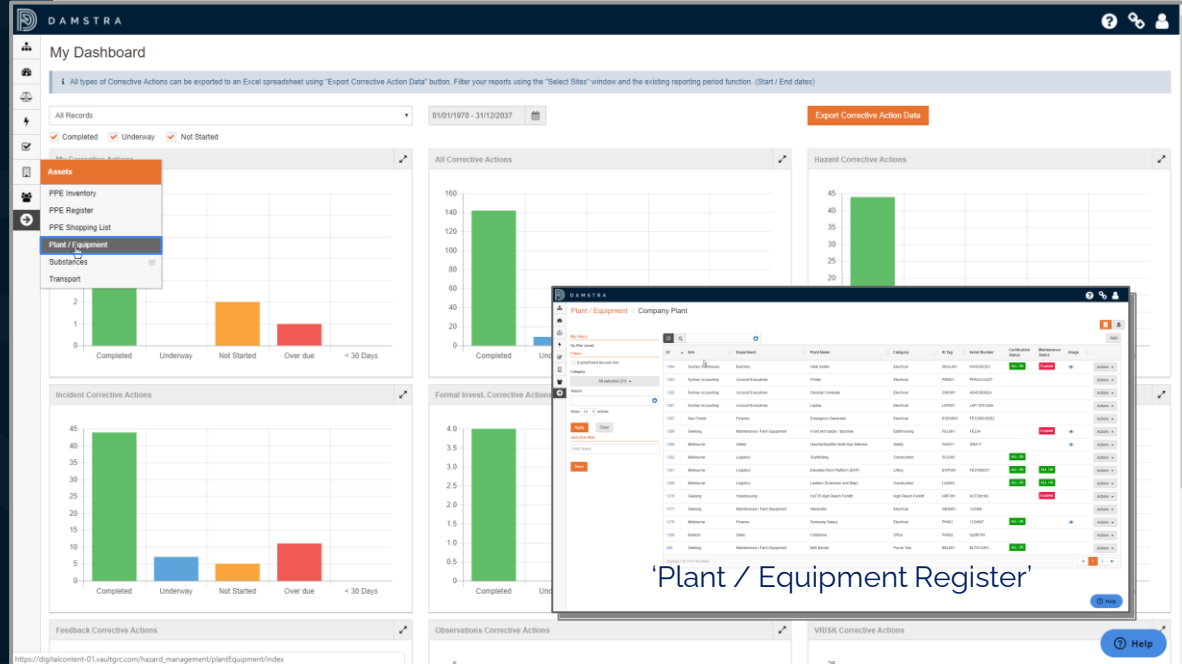
Update Plant Inspections Assets Register

Your Plant and Equipment may require regular inspection to ensure that it is performing safely and efficiently.

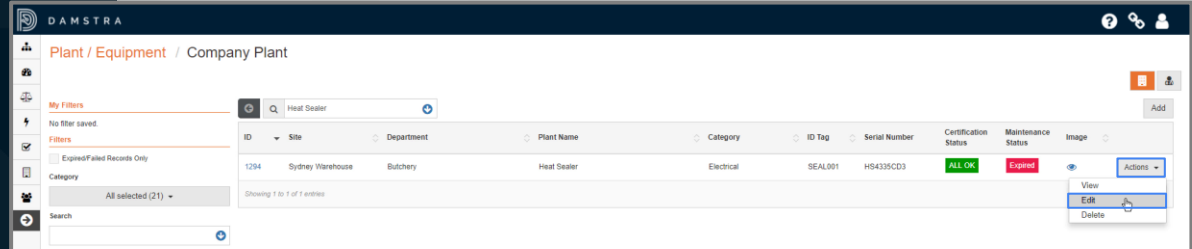
These inspections should be recorded in your Damstra Safety so that an auditable trail is available.

Inspections are recorded against the item's record in the *Plant / Equipment Register*.

This is found under *Assets* in the Menu Bar.

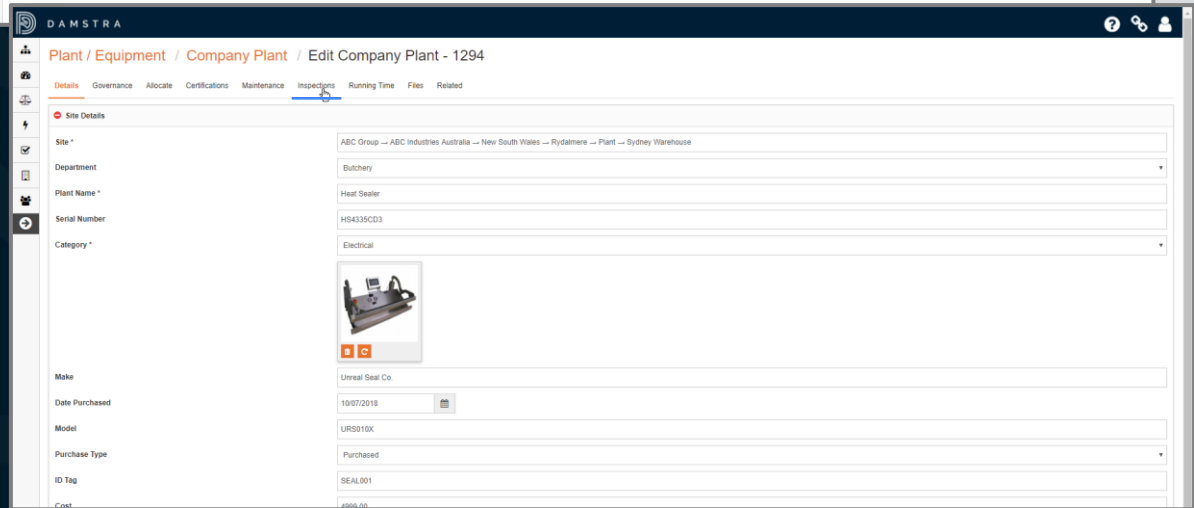


Update Plant Inspections Edit Item



Find the item in the Register, then **click** 'Actions', then 'Edit'.

Click the 'Inspections' tab.

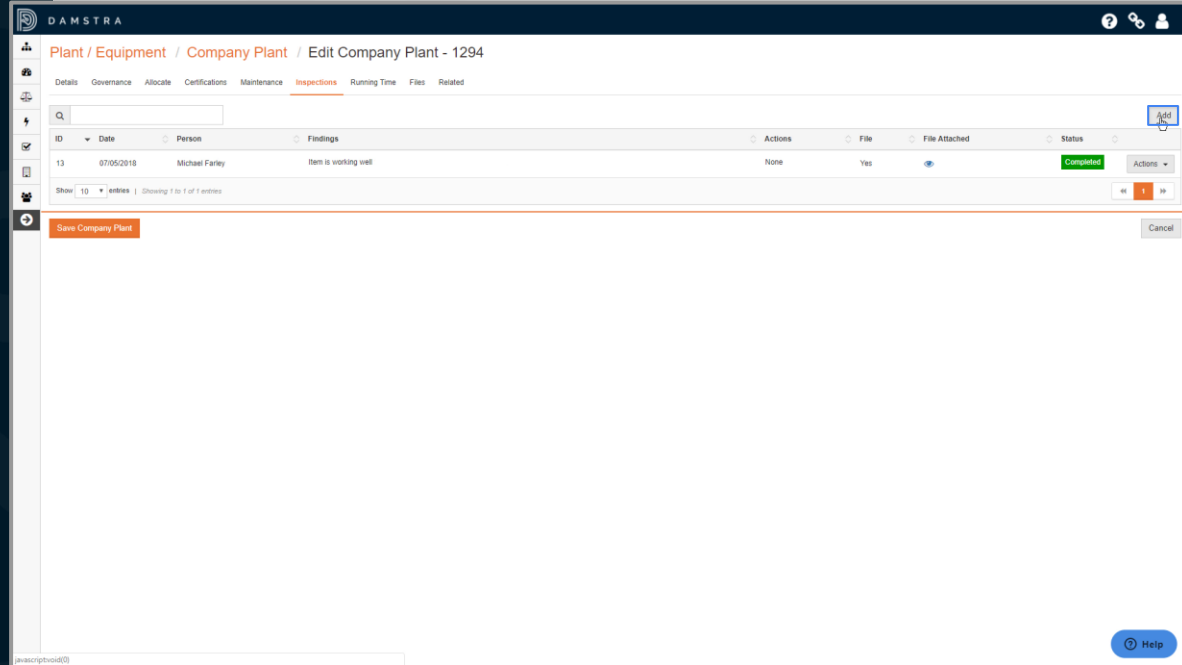


Update Plant Inspections

Add Inspections

The register shows details for all previously recorded inspections.

To add a new inspection, **click** 'Add'.



The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main header shows the breadcrumb path: Plant / Equipment / Company Plant / Edit Company Plant - 1294. Below the header, there are tabs for Details, Governance, Allocate, Certifications, Maintenance, Inspections (active), Running Time, Files, and Related. A search bar is located below the tabs. The main content area features a table with the following columns: ID, Date, Person, Findings, Actions, File, File Attached, and Status. A single inspection record is visible with ID 13, Date 07/05/2018, Person Michael Farley, Findings Item is working well, Actions None, File Yes, File Attached (with a link icon), and Status Completed. An 'Add' button is highlighted in the top right corner of the table area. At the bottom of the page, there is a 'Save Company Plant' button and a 'Cancel' button. A 'Help' button is located in the bottom right corner.

ID	Date	Person	Findings	Actions	File	File Attached	Status
13	07/05/2018	Michael Farley	Item is working well	None	Yes	🔗	Completed

Update Plant Inspections Inspection Details

Fill in the form, completing all relevant fields as you go.

Enter the date of the inspection by typing the date directly into the field, or by selecting it from the calendar.

Begin **typing** the name of the Worker carrying out the Inspection. Smart Search will locate the Person as you begin to type.

The screenshot displays the DAMSTRA web application interface for editing a company plant. The breadcrumb trail is 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. The 'Inspections' tab is selected in the top navigation bar. The form contains the following fields:

- Date:** 09/11/2018
- Person:** Michael Farley [Sydney Accounting]
- Status:** (Empty)
- Attach File:** (Empty)
- Findings:** (Empty)
- Actions:** (Empty)

Buttons for 'Save Inspection', 'Cancel', 'Save Company Plant', and 'Cancel' are visible at the bottom of the form. A 'Help' button is located in the bottom right corner.

Update Plant Inspections

Inspection Details cont.

Select the Status of the inspection. This may be *Not Started*, *Underway* or *Complete*. If the inspection is ongoing, it should be updated throughout its progress to completion.

To attach any files that may relate to the inspection, **click** the '*Browse*' button and locate the file on your Computer. A copy of the file will be added to the record.

Note any findings or actions that came out of the inspection, then **click** '*Save Inspection*'.

The screenshot displays the DAMSTRA web application interface for editing a company plant. The breadcrumb trail is 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. The 'Inspections' tab is active, showing a form with the following fields and values:

- Date:** 09/11/2018
- Person:** Michael Farley
- Status:** Completed
- Attach File:** Inspection Report.pdf (with a 'Browse' button)
- Findings:** Item is working well with no issues reported in last 12 months
- Actions:** None

At the bottom of the form, there are two buttons: 'Save Inspection' and 'Save Company Plant'. A 'Help' button is located in the bottom right corner of the page.

Update Plant Inspections

Edit, Delete Inspection

The Inspection is saved and is now visible in the Register.

To edit or delete an existing Inspection, **click** 'Actions', then select the appropriate option.

Once all required updates have been made, **click** 'Save Company Plant' to return to the Plant / Equipment Register.

The screenshot shows the DAMSTRA web application interface. The breadcrumb navigation is 'Plant / Equipment / Company Plant / Edit Company Plant - 1294'. The main content area displays a table of inspections. The table has the following columns: ID, Date, Person, Findings, Actions, File, File Attached, and Status. Two inspections are listed:

ID	Date	Person	Findings	Actions	File	File Attached	Status
17	09/11/2018	Michael Farley	Item is working well with no issues reported in last 12 months	None	Yes		Completed
13	07/05/2018	Michael Farley	Item is working well	None	Yes		Completed

The 'Actions' column for the second inspection (ID 13) is highlighted, showing 'Edit' and 'Delete' options. A 'Save Company Plant' button is visible at the bottom left of the main content area. The page also includes a search bar, a 'Show 10 entries' dropdown, and a 'Showing 1 to 2 of 2 entries' indicator.

