

Complete a new Audit or Inspection

The Riskware Audit and Inspection module allows you to complete an Audit or Inspection in the workplace using a pre-configured template.



Audits / Inspections must be scheduled first on a desktop computer before it appears for completion on your mobile device.

A) Scheduling a new Audit / Inspection

1. Navigate to the “[Schedule new inspection](#)” section in Riskware using the hyperlink OR click “Schedule” in the Audit/Checklist Register on the Riskware homepage (available under Easy Logins on the Staff Portal)

The screenshot shows the Riskware dashboard with various tiles. The 'Audit / Checklist Register' tile is highlighted with a red circle and an arrow. Below it, the 'Audit / Checklist Register' page is shown, with the 'Schedule' button circled in red.

Audit / Checklist Register

Back **Schedule** Filter Refresh Export Help

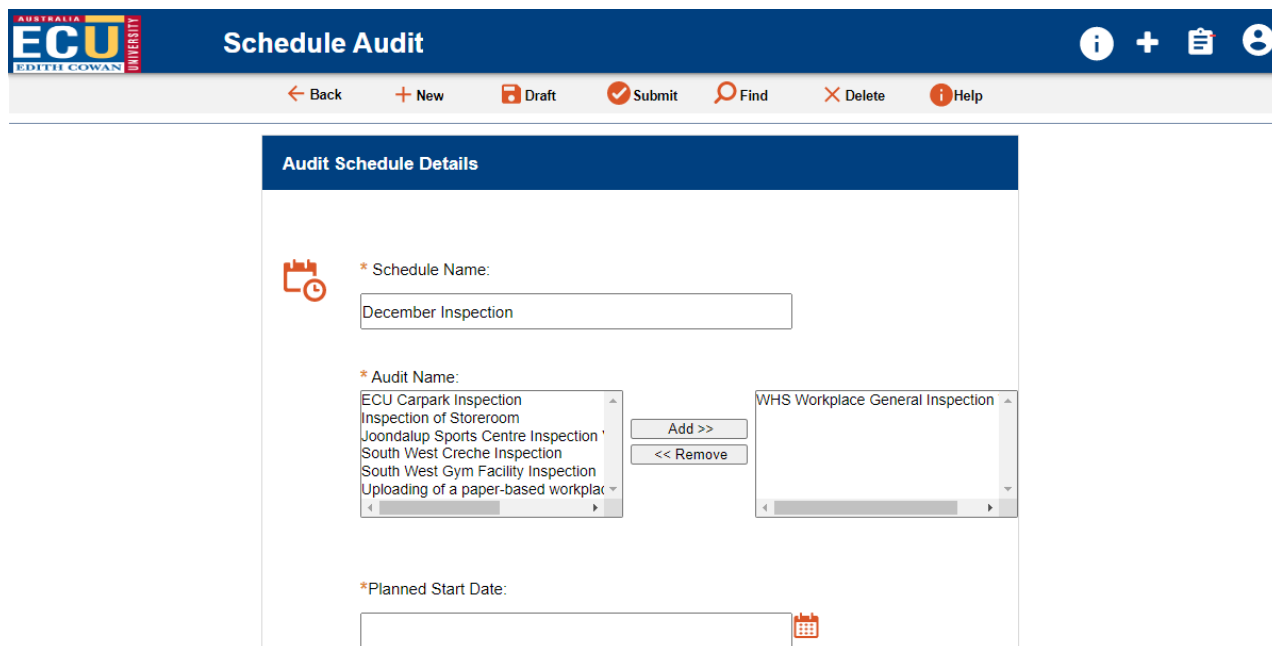
Audit Register Audits Requiring Action Audits to Conduct Checklists & Inspections


New Open Completed Cancelled All

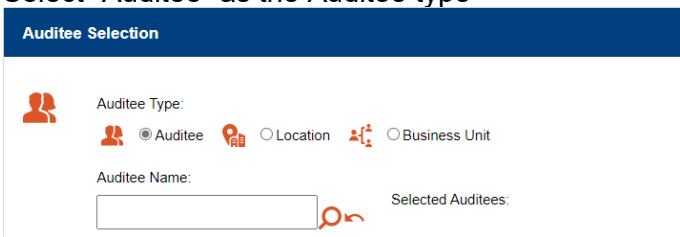
Group Audits by: Schedule Name

Ref.	Status	Auditor	Auditee	Location	Business Unit	Compliance	Planned Start Date	Planned Comp Date	Commands
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2. Name this instance of your Audit / Inspection in the “Schedule Name” field.
3. Select the relevant audit template you wish to complete and click “Add”




4. Enter a planned start date and completion date
5. Select the “Person” audit workflow
6. You will now be able to enter the Audit / Inspection details. Search for the relevant name and location using the field search buttons  and complete the fields as follows:

Field	Requirements
Auditor Selection	Select the name of the person completing the audit / inspection
Auditee Type	Select “Auditee” as the Auditee type 
Auditee Name	Select the relevant Manager of the relevant area you are completing your Audit / Inspection for. The Location and Business Unit fields will automatically update
Location & Business Unit	Update the Location to the specific area you are completing the Audit / Inspection for and check the Business Unit is correct. (These fields will automatically update to the relevant Campus & Business Unit one you select the auditee) but the location needs to be updated to a more specific location.
Click Add. Once the above fields have been completed, click “Add” (the relevant	

information will be saved and the Manager's name will move to the selected Auditees field)

Auditee Selection


Auditee Type:
☒ Auditee
 ☐ Location
 ☐ Business Unit

Auditee Name:

***Location:**

Business Unit:

Additional Individuals

Selected Auditees:


Corrective Actions Coordinator	This should usually be selected as the person completing the audit/inspection unless there is an agreement for a separate allocated person to assign these. This person will be responsible for assigning actions from the Audit/Inspection.
Audit Approver Selection	Select the Manager of the area of the location that is being audited / inspected, this person will approve / sign off the Audit/inspection in the system.

- Submit the Audit / Inspection. This will now be available to be selected and completed from a mobile device in the PocketAudit app OR under "[Audits to Conduct](#)" in the Riskware Audit / checklist register. The next section provides information on completing the Audit / Inspection template.

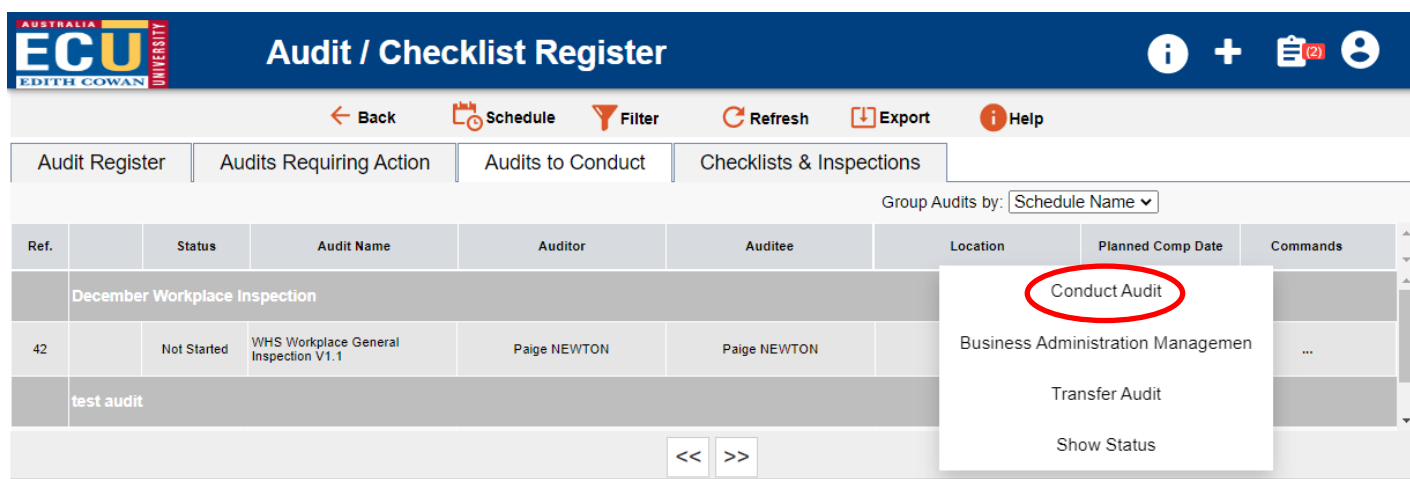
B) Completing / Conducting a new Audit / inspection

After the Audit / Inspection has been scheduled as per the start of this guide, please follow the below instructions to complete the Audit / Inspection:

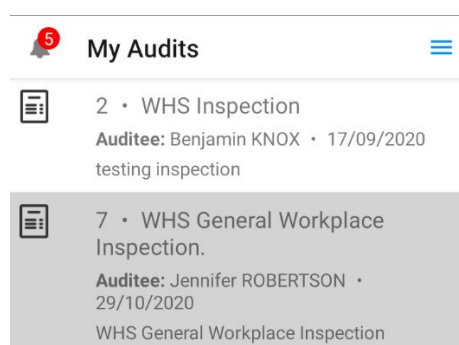
- 1) Download the pocketAudit app by PAN Software to complete an Audit / Inspection on your mobile device. A separate guide on installation of this app is available [here](#).



If you wish to complete your Audit / Inspection from a Desktop computer or laptop instead of a mobile device, you can complete this under “[Audits to Conduct](#)” in the Riskware Audit / Checklist register and click **conduct audit.**



- 2) Under “My Audits” on the pocketAudit App, click the relevant Audit / Inspection you have scheduled for completion



- 3) Complete all relevant fields for the Audit / Inspection on each page and add any relevant photos (click camera button to add photo).

Fire extinguishers have been inspected and tagged within the last 6 months? 	
Yes	Findings/Observations
No	
N/A	
Evidence Sighted	
Recommendation	
Check punch-out mark on tag.	

- 4) Click Submit once all sections are completed.

This Audit / Inspection will now require Actions to be assigned in the [desktop version](#).