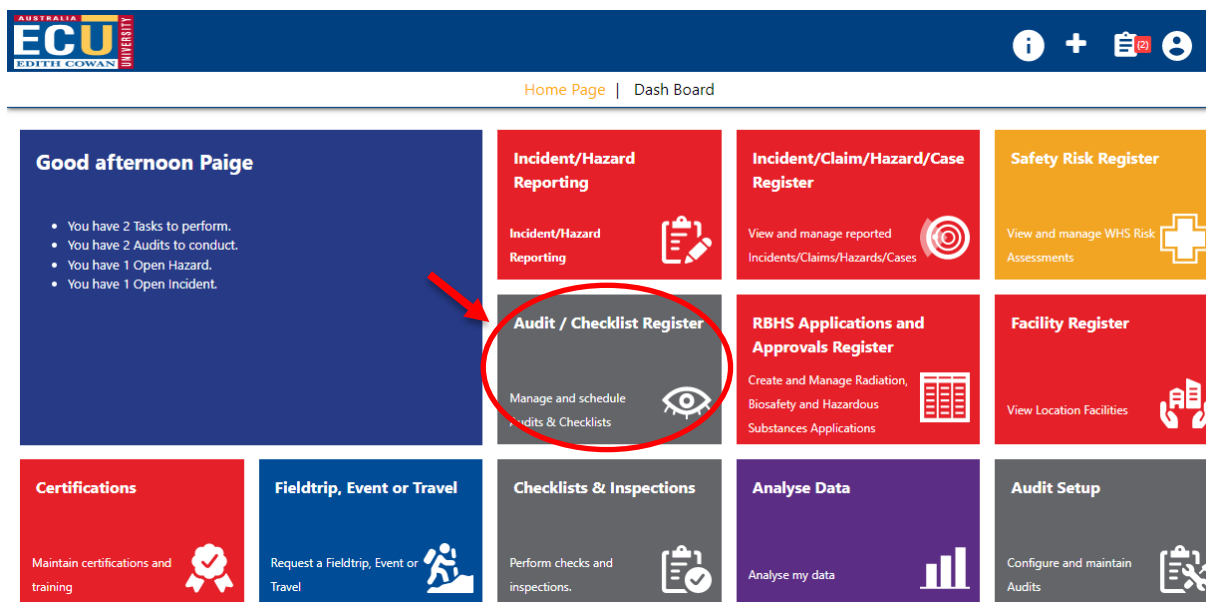


### Approve an Audit or Inspection in Riskware

Audits and Inspections requiring approval should be sent as an email once they're ready for approval. You can view and approve this from the "[Audits Requiring Action](#)" section of the Riskware Audit / Checklist register (also available from the Riskware homepage under easy logins in the Staff Portal) and then following the instructions below.



1) View the Audit / Inspection to view the details by clicking "view"

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
DAR Workplace Inspection May 2023									
384	Not Started				Office of Development and Alumni Relations	0%			
Information Management & Archive Services JO26.107 IMAS Store room									
386	Awaiting Actions			Joondalup Building 26 Level 1	Edith Cowan University	100%			
JO5.141 JO5.143 JO5.137 JO5.139 JO5.237									

View Audit

Business Administration Management

Transfer

Show Status

View Audit

Business Administration Management

Transfer

Show Status

- 2) Scroll through the inspection pages and details to ensure you're happy to approve and sign off on the inspection and assigned actions.

*hint: click on the "non-conformant" button to filter to only see parts of the inspection which are non-conformant.*

The screenshot shows the top navigation bar of the audit system. The title is 'Audit 42- WHS Workplace General Inspection V1.1'. Below the title is a toolbar with buttons: Back, Save, Submit, Print, Cancel, Template, Attach, Non-Conformant (circled in red), Help, and Status. At the bottom of the toolbar are 'Page 1' and 'Page 2' buttons.

- 3) Once the Audit / Inspection has been reviewed, click the "Back" button and click approve or reject using the thumbs up (approve) and thumbs down (reject) icons.

The screenshot shows the 'Audit / Checklist Register' interface. It has a top navigation bar with the ECU logo and title. Below the title is a toolbar with buttons: Back, Schedule, Filter, Refresh, Export, and Help. The main content area has tabs: Audit Register, Audits Requiring Action, Audits to Conduct, and Checklists & Inspections. A table lists audits with columns: Ref., Status, Audit Name, Auditor, Auditee, Location, Compliance, Planned Comp Date, and Commands. A context menu is open over the table, showing options: View Audit, Business Administration Management, Show Status, Approve (circled in red), and Reject. The table shows an audit with Ref. 42, Status 'Awaiting Approval', Audit Name 'WHS Workplace General Inspection V1.1', Auditor 'Paige NEWTON', Auditee 'Paige NEWTON', and Location 'Joondalup'.