


### Transfer an Audit or Inspection in Riskware

If an Audit or Inspection has been incorrectly assigned to you or needs to be transferred to someone else for any other reason, you can transfer the Audit / Inspection to someone else.

#### Transfer to a different Audit / Inspection Approver

You transfer an audit / inspection to a different approver 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:


 **Audit / Checklist Register**  
Manage and schedule Audits & Checklists

Home My Tasks (4) Analysis Maintenance Feedback Logout

Back Schedule Refresh Export Help

Audit Register Audits Requiring Action Audits to Conduct Checklists & Inspections

Group Audits by: Audit Name

Ref.	Status	Audit Name	Auditor	Auditee	Location	Business Unit	Compliance	Planned Comp Date	Commands
WHS General Workplace Inspection.									
13	Awaiting Approval	WHS General Workplace Inspection.	Benjamin KNOX	Benjamin KNOX	Joondalup	Safety and Employment Relations	99%	23/03/2021	



- 1) Click the “Show Status” button







- 2) Click “Transfer” on the Audit / Inspection Approver



Audit 13: Person workflow


**Audit Name:** WHS General Workplace Inspection.  
**Business Unit:** Safety and Employment Relations  
**Location:** Joondalup


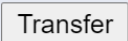
  **Auditor**  
 Person: Benjamin KNOX  
 Email: b.knox@ecu.edu.au

  **Auditee**  
 Person: Benjamin KNOX  
 Email: b.knox@ecu.edu.au

  **Corrective Action Coordinator**  
 Person: Benjamin KNOX  
 Email: b.knox@ecu.edu.au

  **Approver**  
 Person: Benjamin KNOX  
 Email: b.knox@ecu.edu.au



- 3) Search for the relevant person using the search button  , then click on the person’s name and click 

### Transfer to a different Auditor to undertake the Audit / Inspection

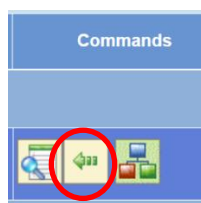
Scheduled Audits / inspections can be transferred to a different person for completion, this must be undertaken by the person who is currently assigned to complete the Audit / Inspection.


- 1) Navigate to the [Audit / Checklist Register](#) from the Riskware Homepage



Ref.	Status	Auditor	Auditee	Location	Business Unit	Compliance	Planned Start Date	Planned Comp Date	Commands
16	Overdue	Benjamin KNOX	Benjamin KNOX	Joondalup	Safety and Employment Relations	0%	28/03/2021	28/03/2021	[Icons]

- 2) Click the “Transfer” button



- 3) Search for the relevant person using the search button  , then click on the person's name and click [Transfer](#)