

## Safety Audits

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-19	Issue No: 01	Issue Date: 01.06.19

### Communication / Safety Audits

- This feature allows you to create safety Audits and assign them to specific users to complete, they can be used for any type of document or inspection you want to create, e.g.

Daily Vehicle Defect Sheets, LOLER, PUWER, Daily Plant Inspections, Excavation Checks, Pre / Post Concrete Pour Inspections.

- To create a new Safety Audit, press [+ Add Questionnaire](#) and fill in all the below fields :

Save
Add Question
Quick links
Help

Header \*

Minimum Weight\*

Audit weight sum

Users to notify on fail None selected v

Question Content\*  Delete

Question Type Free Text

No Requires Photo

Notes

No Requires Signature



## Safety Audits

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-19	Issue No: 01	Issue Date: 01.06.19

**Header** = The title of the audit for example, daily vehicle defect checks.

**Minimum Weight** = The lowest score that a user completing the Audit needs to obtain in order to pass. For example, if the Audit has 10 questions and the minimum weight is 10 but the vehicle has 4 defects that are logged by the user, the audit will be failed.

**Users to notify on fail** = The people who will be notified if the audit is failed, such as the Transport Manager.

**Question Content** = The actual question itself.

**Question Type** = The style of question. You can choose from 'yes or no', multiple choice, single choice, or free text.

**Requires Photo** = You can set the requirement for a photo for any or all questions.

**Notes** = Add any additional notes or instructions for the user completing the Audit to see.

**Requires Signature** = Click on  No to change it to 'yes' if you would like this Safety Audit to require a signature to be completed.

Once you have completed all the fields and are happy with the audit click the  button to submit it to SPUD.



## Safety Audits

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-19	Issue No: 01	Issue Date: 01.06.19

### ASSIGNING AN AUDIT TO A USER TO COMPLETE:


[Communication / Safety Audits.](#)

Click the beside the Safety Audit you would like to assign to a user.

- Two  options will then appear on  Assign to user screen. Click the one.

Add Task
Quick links [Help](#)

Save



Project*	<input type="text" value="Select Project"/>	Description	<input style="height: 30px;" type="text"/>
Questionnaire*	<input type="text" value="DAILY VEHICLE DEFECT SHEET"/>	Emails	<input type="text" value="None selected"/>
Users*	<input type="text" value="None selected"/>		
Due date	<input type="text" value="29.05.2019"/> 		

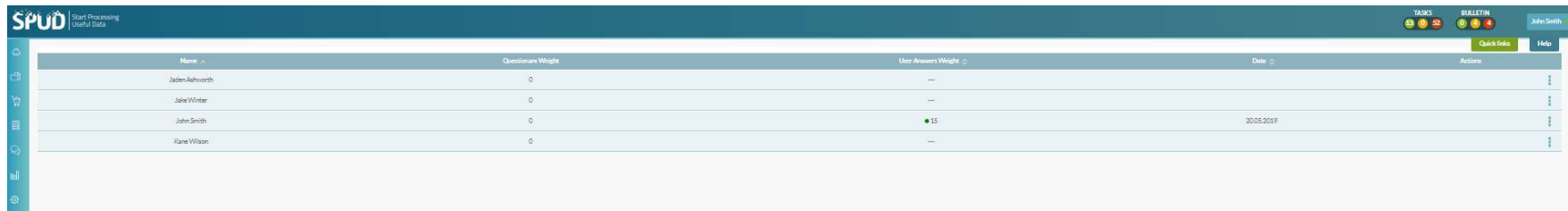
- Fill in required fields:
  - Project** = The Project that the person who will be completing the audit is working on.
  - Questionnaire** = The Audit you would like to be completed.
  - Users** = The person/persons who will be completing the Audit.

- Due date** = The date upon which the Audit must be completed by.
- Description** = Any further notes or comments you wish to add for the users.
- Emails** = The email addresses for the person/people who will be notified when the user has completed the audit.

## Safety Audits

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-19	Issue No: 01	Issue Date: 01.06.19

- Once you have filled in all the above, press **Save** to assign it to the user/users selected.
- If you would like to see the number of users assigned to an audit or their Audit scores you do so by clicking the  beside the audit and then selecting the  Assignments option. Which will then bring you to the page that shows you the users who have been assigned to this audit, their score, and the date on which they completed the Safety Audit as pictured below.



The screenshot shows the SPUD interface with a table of Safety Audit assignments. The table has columns for Name, Questionnaire Weight, User Answers Weight, Date, and Actions. The data rows are as follows:

Name	Questionnaire Weight	User Answers Weight	Date	Actions
Jaden Schwanth	0	--		
Jake Winter	0	--		
John Smith	0	15	20/05/2019	
Kane Wilson	0	--		