



HCSS Safety – Safety Inspections Field Report

This document details how to report a Safety Inspection using the Inspections module of the HCSS Safety Application.

Recording an Inspection

Select the Inspection Icon from the Field Safety Home Page.

Confirm the Job, date and time are Accurate.



Inspections

A. Selecting an Inspection Form

1. Tap on **Add Inspection**.
2. Next to **Type** select **All**.
3. **All Forms** – All forms from all the categories appear. To Select a form, tap on the desired form.
4. If the user wants to select a certain **Inspection Type** they have the option to choose between Equipment Safety Observation, Project, and Facility or others.
5. **Recent Forms** – The option appears on top of the screen and gives users the options to choose from most recently used Forms.

B. General Inspection Notes and Inspector or Foreman

1. Type or dictate a general inspection note, in the **Notes** box.
2. Select an Inspector or a Responsible Employee from the drop-down Box.

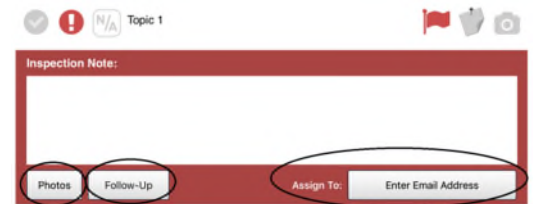
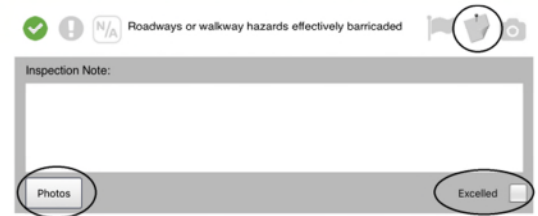
C. Inspection Item/Question

1. Determine if the item is Acceptable, Is an Issue or is Not Applicable (N/A). If an issue is OK tap the **CHECK** mark.
2. If you want to add a **Note** to an Acceptable Item or add a Picture. Tap the **Note** Tab on the right and a NOTES box will open.



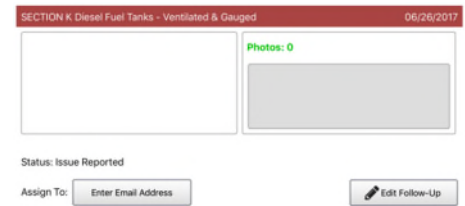
3. Type or Dictate a Note and select **Photos** if you want to add pictures. You can also tap the Exceeded tab to compliment the field crew.
4. If there is an Issue with the item or the Item has failed inspection, tap the **Exclamation Point**. A Notes box will open bordered in **RED**. The flag will also show **RED**.
5. Type or dictate a note and add pictures if desired. Record **ALL** issues that are found that need to be corrected.
6. If you wish to assign the Correction to someone, tap on **Enter Email Address** and a list of the device's contacts list appears or you can type in an e-mail address and send the issue to them.

Note: DO NOT just correct the Issue and Check as OK.



D. Follow-Up or Assign a Correction to a Failed Item.

1. If an issue can be corrected immediately, tap on the **Follow-Up** box. Enter follow up notes in the text box under the date.
2. Tap on the **X** and select **Issue Reported, Pending, Corrected, or No Issue**. A history of all the Follow-ups will appear once this list builds. If the Issue is **Corrected** or deemed **No Issue**, the **Notes** box and the flag will turn **GREEN**.
3. Follow-up Items will be listed in the Users **Follow-Up Items** on the Inspection Forms Front Page.



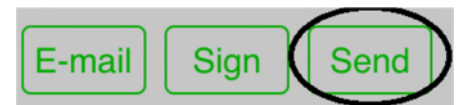
E. Signatures

1. If the Inspection Form needs to be signed either by the recorder, the field supervisor or others, tap on the **Sign** button in the upper right and a **Signature** box will appear.



F. Submit Completed Form

1. On the upper right hand of the page, tap **Send, Send Now**
2. If the entire inspection needs to be Emailed, tap **Email** on the upper right of the form to send the form to anyone via email.



Note: Once an Inspection is Sent, the form CANNOT be edited except Item that are still Open and are in need of Correction.