

How to update & manage outstanding actions

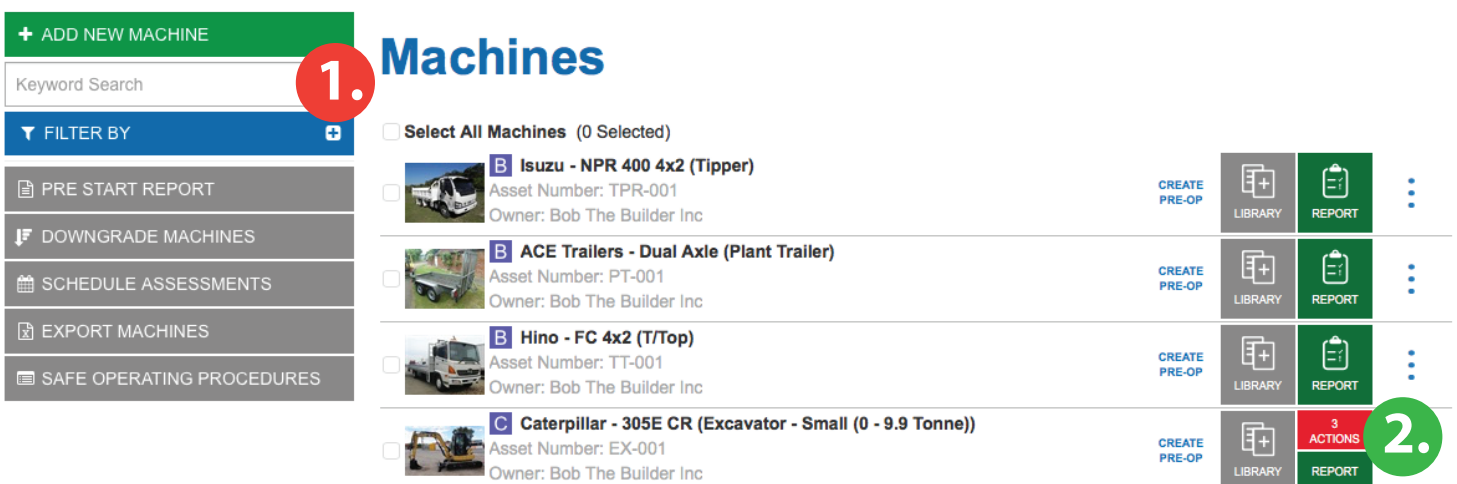
The outstanding action screen remains, and is the place to go when you want to manage and report on outstanding actions for multiple machines.

An action is a process or plan that arises from answering the assessment questions.

For example, when completing an assessment for a machine, if the question

“Is this item of plant fitted with a fully functional warning device, such as a horn?” is answered with a ‘No’ – then the action required will be *“Install or repair warning device.”*

1. To view or manage actions, first find your machine
2. Click **ACTIONS**
3. The required actions will be listed. Update any of these fields - mark as complete or not required, add a comment, revise the due date or the assignee and click **SAVE**.
4. There are options to print an outstanding actions report, assessment report or order safety labels at the bottom of the screen.



Machines





+ ADD NEW MACHINE

Keyword Search

FILTER BY

- PRE START REPORT
- DOWNGRADE MACHINES
- SCHEDULE ASSESSMENTS
- EXPORT MACHINES
- SAFE OPERATING PROCEDURES

Select All Machines (0 Selected)

<input type="checkbox"/>	 B Isuzu - NPR 400 4x2 (Tipper) Asset Number: TPR-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮
<input type="checkbox"/>	 B ACE Trailers - Dual Axle (Plant Trailer) Asset Number: PT-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮
<input type="checkbox"/>	 B Hino - FC 4x2 (T/Top) Asset Number: TT-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	REPORT	⋮
<input type="checkbox"/>	 C Caterpillar - 305E CR (Excavator - Small (0 - 9.9 Tonne)) Asset Number: EX-001 Owner: Bob The Builder Inc	CREATE PRE-OP	LIBRARY	3 ACTIONS	⋮

Assessment		Volvo U/G - A35C 6X6 (Dump Truck - Articulated)		Serial Number: QWERTY1		[Valid] PATD 20180515-1600
1. MACHINE DETAILS	2. ASSESSMENT PURPOSE	3. MACHINE SPECIFICATIONS	4. MACHINE EXTRAS	5. ASSESSMENT QUESTIONS	6. ASSESSMENT NOTES	7. ACTIONS AND REPORTS

Actions can be -

- Closed out by clicking in the box at the far right of any action then clicking Save
- Assigned to fellow users by choosing user from assigned to drop down box and clicking Save
- Brought forward or put back by adjusting the date in the revised due date column and clicking Save
- Marked as not required by clicking in the box second from the right and clicking Save (an explanation comment is mandatory if this option is selected)

Print Reports or Order Safety Labels by clicking the blue buttons below

3.

ACTION REQUIRED	DUE DATE	ASSIGNED TO	STATUS	REVISED DUE DATE	COMMENT	NOT REQ'D	COMPLETE
Fit easily identifiable (ie coloured red and labelled), easily reached emergency stop device. (Plant Assessor label #0088)	22/05/18		OVERDUE			<input type="checkbox"/>	<input type="checkbox"/>
Replace/repair brakes.	15/05/18		OVERDUE			<input type="checkbox"/>	<input type="checkbox"/>
Fit/repair park brake.	15/05/18		OVERDUE			<input type="checkbox"/>	<input type="checkbox"/>
Install/repair warning device (horn).	14/06/18		NOT REQUIRED			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Label all control levers, buttons, switches and pedals (Front end loaders Plant Assessor label #0059, Excavators Plant Assessor label #0038).	22/05/18	Paul Dean	NOT REQUIRED			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action Required	Due Date	Assigned To	Status	Revised Due Date	Comment	Not Req'd	Complete
Is machine operational?	05/11/15		OVERDUE			<input type="checkbox"/>	<input type="checkbox"/>

4.

SAFETY LABELS FORM	ORDER SAFETY LABELS	OUTSTANDING ACTIONS REPORT	ASSESSMENT REPORT
APPRAISAL REPORT			

SAFE OPERATING PROCEDURES

← BACK

✓ SAVE

↶ UNDO

✕ CLOSE