

## Scheduled and unscheduled safety inspections, maintenance and servicing activities

All scheduled and un-scheduled tests, inspections, maintenance and servicing undertaken on each asset is recorded and saved for the life-time of the asset.

Details stored for each test include:

- The date and type of activity that was carried out
- The person who carried out the activity
- The competence / skill level / proficiency held by the person carrying out the activity
- What procedures were followed
- What parts were replaced
- Any readings associated with the activity
- The outcome of the activity – Pass, or Fail
- Any defects with a brief description
- Whether the asset was taken out of service
- Any related documentation
- For 'after use' inspections, etc., details of how the asset was used, where appropriate



### Flexible – can be tailored to meet your exact needs, quickly and easily

Scheduled and unscheduled safety inspections, maintenance and servicing activities are applied to each type of asset and there is no limit to the number of activities that can be applied to a type of asset. You may have many instances of one type of asset and the activities you apply to this 'type' of asset will follow through to each assets of that type. There is no limit to the number or type of inspection, maintenance and servicing activities that can be applied to each type of asset. E.g. daily, weekly, monthly, after use, etc.

Any scheduled and unscheduled safety inspections, maintenance and servicing activity can be defined. The frequency that an activity needs to be repeated can be configured in term of number of days, hours of use, distance - miles/ kilometres, number of times an asset is used, or you can add your own frequency.

Activity schedules can also be set for a specific day of the week (e.g. Monday) or date in a month (e.g. the 24<sup>th</sup> of each month).

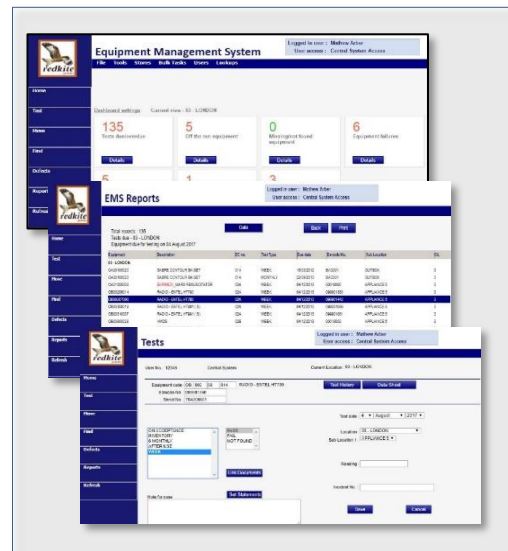
You can also apply activities that will only occur on an ad-hoc basis: 'On Acceptance', for example, allows a check to be recorded when an asset is delivered, or; "After Use" allowing a user to complete a form indicating that an asset has been used.

## Automated reminders and prompts

Activities due or are late are shown on the home e-dashboard immediately after logging on. The information displayed on the e-dashboard is filtered to only show activities within the user's skill level and area of work, i.e. location, department, etc.

Automated alerts are provided by email or via SMS, where applied, to ensure all activities are undertaken in a timely manner. Electronic **work lists** are delivered directly to a user's PC, tablet or other mobile device including hand-held bar code and RFID readers and are filtered to ensure that only activities an individual is qualified to undertake will be displayed. The **work list** will also be filtered by the location at which the individual is working or has authorization to operate.

Activity **work forms** are usually completed on-screen using a PC, tablet PC or other mobile device or, where applicable, via a bar code or RFID reader.



When using a PC, tablet or mobile device, the initial **work list** will show what activities are due or overdue for a specific or selected location. On selecting an asset on the list the relevant electronic work form will be presented. On each work form, there is a link to instructions explaining what must be done and details of any parts that will need replacing.

The work form provides areas for the operator to complete and the form may vary to capture more or less information depending upon how your system is set up and the type of activity being undertaken.

When the electronic work form has been completed and saved, the work order is closed and recorded alongside the asset details in the

asset register. The timing of the next activity will be adjusted depending upon the frequency method used in the schedule. The record is saved for the life of the asset and cannot be edited.

Where no electronic link are available, paper based versions of the work order lists and forms can be printed and records can be updated on a PC once activities have been completed. A 'bulk' update feature is included to enable the rapid update of records.

Where a defect has been reported the system will immediately and automatically produce a **defect work order** and notify all responsible personnel by email.