



D A M S T R A

Corrective Actions:
Manage/Sign Off

Notify



[DISCLAIMER]

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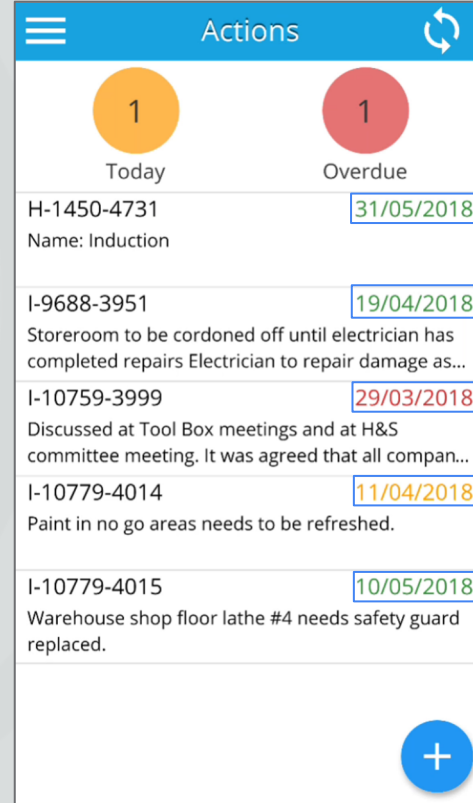
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Notify

The Home Screen

Notify is "Real Time" Health & Safety in your Pocket.

The Notify home screen displays all the corrective actions assigned to you and their current statuses.



The screenshot shows the 'Actions' screen of the Notify app. At the top, there is a blue header bar with a menu icon on the left, the word 'Actions' in the center, and a refresh icon on the right. Below the header, there are two circular status indicators: an orange circle with the number '1' labeled 'Today' and a red circle with the number '1' labeled 'Overdue'. The main content area is a list of corrective actions, each with an ID, a description, and a due date in a colored box. At the bottom right, there is a blue circular button with a white plus sign.

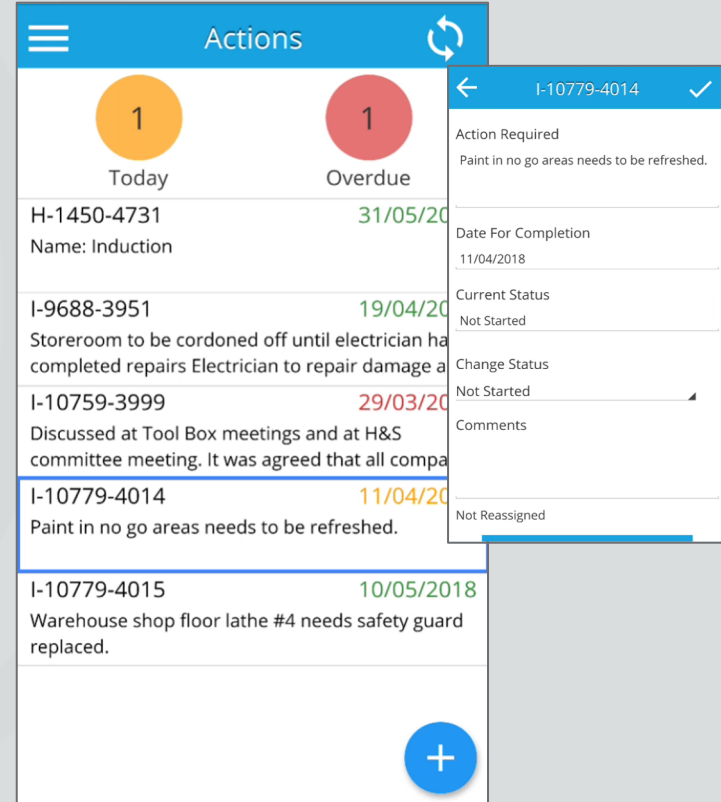
Actions	
1	1
Today	Overdue
H-1450-4731	31/05/2018
Name: Induction	
I-9688-3951	19/04/2018
Storeroom to be cordoned off until electrician has completed repairs Electrician to repair damage as...	
I-10759-3999	29/03/2018
Discussed at Tool Box meetings and at H&S committee meeting. It was agreed that all compan...	
I-10779-4014	11/04/2018
Paint in no go areas needs to be refreshed.	
I-10779-4015	10/05/2018
Warehouse shop floor lathe #4 needs safety guard replaced.	

Corrective Action Access

"Corrective actions are required to remedy the underlying root causes for any event".

When you wish to commence an assigned task.

Identify the corrective action and simply **tap** to access.



The screenshot displays a mobile application interface for managing corrective actions. The main screen, titled 'Actions', features a blue header with a menu icon, a refresh icon, and two circular status indicators: an orange circle with the number '1' labeled 'Today' and a red circle with the number '1' labeled 'Overdue'. Below the header is a list of actions. The first action, I-10779-4014, is highlighted with a blue border and shows a due date of 11/04/2018. A detailed view of this action is shown as a modal overlay on the right. This view includes the action ID 'I-10779-4014' with a back arrow and a checkmark, the description 'Paint in no go areas needs to be refreshed.', and fields for 'Date For Completion' (11/04/2018), 'Current Status' (Not Started), 'Change Status' (a dropdown menu currently showing 'Not Started'), 'Comments', and 'Not Reassigned'. At the bottom right of the main screen is a blue circular button with a white plus sign.

Action ID	Due Date	Description
H-1450-4731	31/05/2018	Name: Induction
I-9688-3951	19/04/2018	Storeroom to be cordoned off until electrician has completed repairs Electrician to repair damage and
I-10759-3999	29/03/2018	Discussed at Tool Box meetings and at H&S committee meeting. It was agreed that all compa
I-10779-4014	11/04/2018	Paint in no go areas needs to be refreshed.
I-10779-4015	10/05/2018	Warehouse shop floor lathe #4 needs safety guard replaced.

Corrective Action

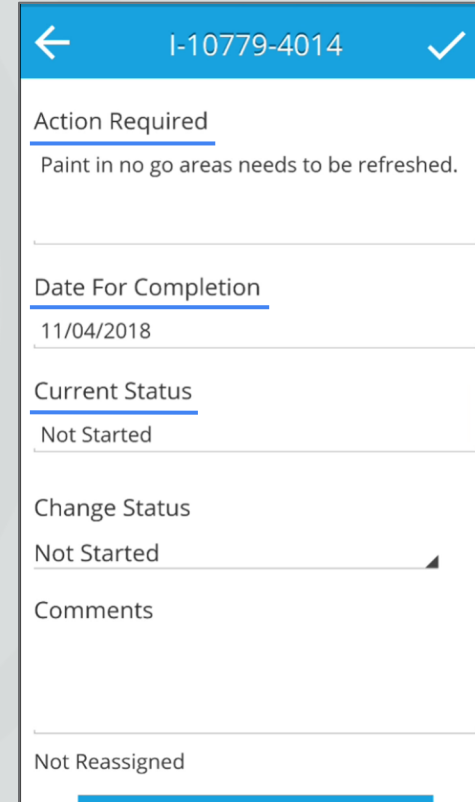
The Corrective Action

The Corrective action will be displayed showing:

The full description of the *Action Required*.

The *Date for Completion*.

and the *Current Status*.



The screenshot shows a mobile application interface for a corrective action record. At the top, there is a blue header bar with a back arrow on the left, the ID 'I-10779-4014' in the center, and a checkmark on the right. Below the header, the form is divided into several sections, each with a title and a value, separated by horizontal lines. The sections are: 'Action Required' with the value 'Paint in no go areas needs to be refreshed.', 'Date For Completion' with the value '11/04/2018', 'Current Status' with the value 'Not Started', 'Change Status' with a dropdown menu showing 'Not Started' and a small triangle icon, 'Comments' with an empty text area, and 'Not Reassigned' at the bottom.

Field	Value
Action Required	Paint in no go areas needs to be refreshed.
Date For Completion	11/04/2018
Current Status	Not Started
Change Status	Not Started
Comments	
Not Reassigned	

Corrective Action

Make Status Underway

Tap the Status field & change from *Not Started* to *Underway*.

Tap the comments field.

Enter a *comment*.

To save the change, **tap** the *tick*.



Note: Comments are required whenever a status change is made.

The image displays two side-by-side screenshots of a mobile application interface for managing corrective actions. Both screens show a form for a specific corrective action identified by the number 'I-10779-4014'. The form includes fields for 'Action Required', 'Date For Completion', 'Current Status', 'Change Status', 'Comments', and 'Not Reassigned'. In the left screenshot, the 'Current Status' is 'Not Started', and a dropdown menu is open showing options: 'Not Started' (selected), 'Underway', and 'Completed'. In the right screenshot, the 'Current Status' has been changed to 'Underway', and the 'Comments' field is active, showing a keyboard with the text 'Work started|'. A blue bar at the bottom of each screen indicates the status bar.

Left Screenshot:

- Header: I-10779-4014
- Action Required: Paint in no go areas needs to be refreshed.
- Date For Completion: 11/04/2018
- Current Status: Not Started
- Change Status: Not Started
- Comments: (empty)
- Not Reassigned: (empty)

Right Screenshot:

- Header: I-10779-4014
- Action Required: Paint in no go areas needs to be refreshed.
- Date For Completion: 11/04/2018
- Current Status: Not Started
- Change Status: Underway
- Comments: Work started|
- Not Reassigned: (empty)

Corrective Action Progress Update

A standalone comment can also be added whenever an update, such as a brief progress report, needs to be carried out.

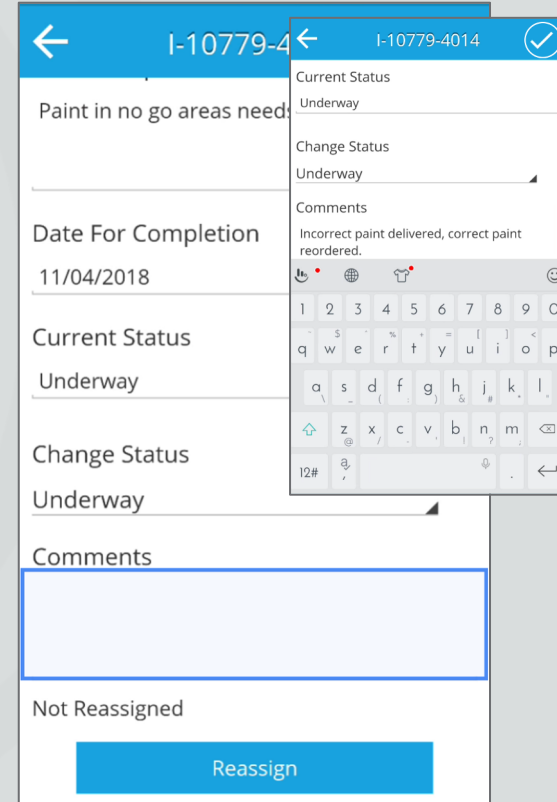
Tap the *comments* field.

Enter a *comment*.

To save the change, **tap** the *tick*.



All these updates are recorded against the corrective action within the Vault Enterprise system.



The screenshot displays a mobile application interface for managing corrective actions. The main screen shows a form with the following fields:

- Paint in no go areas need:** A text input field.
- Date For Completion:** A date input field showing 11/04/2018.
- Current Status:** A dropdown menu showing 'Underway'.
- Change Status:** A dropdown menu showing 'Underway'.
- Comments:** A text input field with a keyboard overlay.

A secondary screen is overlaid on the right, showing the same form with a 'Reassign' button at the bottom.

Corrective Action

Reassign

If a corrective action needs to be reassigned to a new worker, this can also be done.

Tap the *Reassign* button.

Enter the new workers name into the *name* field and smart search functionality will zero in on the person required.

Tap to select.

REASSIGN:
THIS OPTION IS ONLY
AVAILABLE IF CONFIGURED
THAT WAY BY YOUR
SYSTEMS ADMINISTRATOR.

The image displays two screenshots of the DAMSTRA mobile application interface, illustrating the 'Reassign' functionality for a corrective action.

Left Screenshot (Initial State):

- Title Bar:** I-10779-4
- Description:** Warehouse shop floor lat guard replaced.
- Date For Completion:** 10/05/2018
- Current Status:** Not Started
- Change Status:** Not Started
- Comments:** (Empty text field)
- Bottom Section:** Not Reassigned, with a prominent blue **Reassign** button.
- Search Overlay:** A search bar labeled 'Name' is active, showing a list of workers: Abuzar, Jethan (General All Rounder), Admas, George (Loader), Atwell, Rhonnie (A.M. Picker / Packer), and Beggs, Robert.

Right Screenshot (After Reassignment):

- Title Bar:** I-10779-4015 (with a checkmark icon)
- Description:** Warehouse shop floor lathe #4 needs safety guard replaced.
- Date For Completion:** 10/05/2018
- Current Status:** Not Started
- Change Status:** Not Started
- Comments:** (Empty text field)
- Reassigned to:** Lawrence, Steve (highlighted in the list)
- Bottom Section:** The **Reassign** button is still present.
- Search Overlay:** The search bar now shows 'Ste' and the list of workers includes Lawrence, Steve (Accountant), Ryan, Stewart (A.M. Picker / Packer), and Steadman, Russell (A.M. Picker / Packer).

Corrective Action

Reassign cont.

Once the new worker has been selected:

Update the comments field

Tap the *tick* to Save



The Corrective action will be reassigned in the Vault Enterprise system and no longer appears on your Notify home page

Reassign:

This option is only available if configured that way by your systems administrator.

Note:

For this selection to include workers from across all sites your system admin must configure this 'Global' feature within **Settings > Options and Preferences > 'Global Corrective Controls'**.

Note:

For this selection to include Contractors and Other Person Types your system admin must configure these 'Global' features within **Settings > Options and Preferences > 'Contractor for controls / Corrective Actions'** and **Other Person Types for Controls / Corrective Actions'**.

← I-10779-4 ← I-10779-4015 ✓

Warehouse shop floor lat guard replaced.

Date For Completion
10/05/2018

Current Status
Not Started

Change Status
Not Started

Comments
Reassigned as not my area

Reassigned to: Lawrence, Steve

Reassign

Corrective Action Sign Off

Once the corrective action has been completed it should be signed off:

This is done as another status update with an appropriate comment.

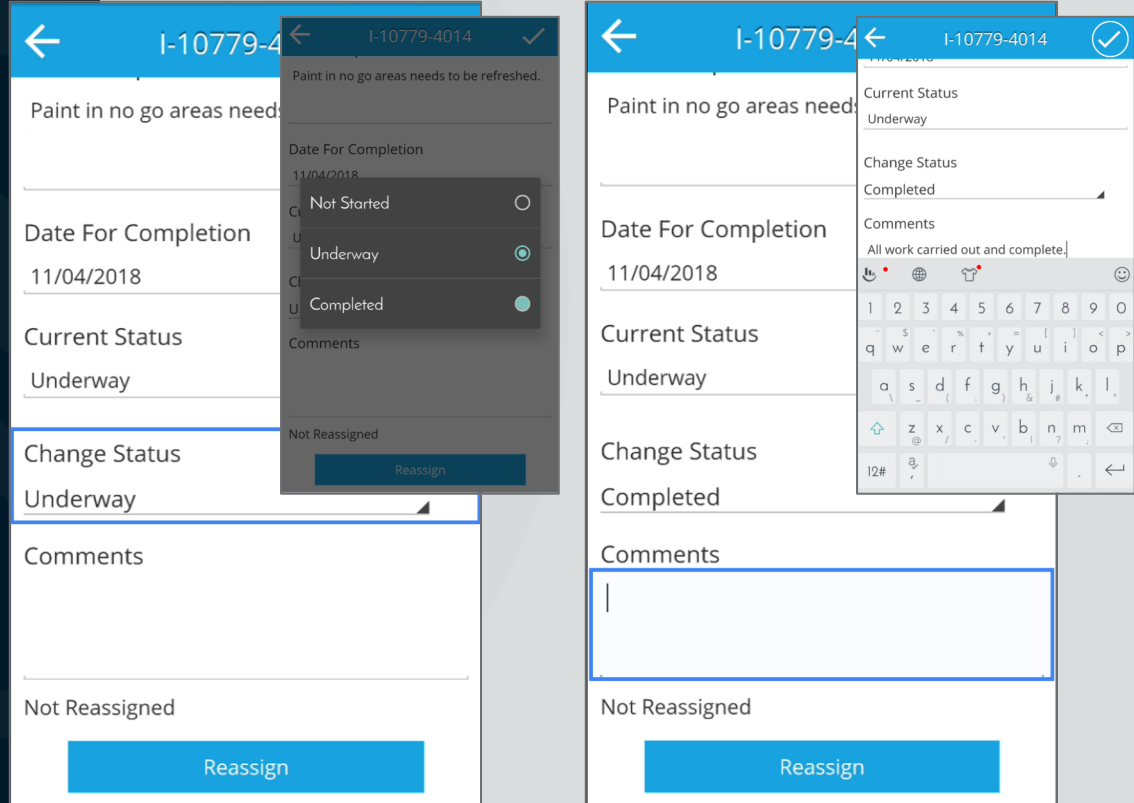
Tap the Status field & change from *Underway* to *Completed*.

Enter a *comment*.

To save the change, **tap** the *tick*.



The Corrective action is now signed off in the Vault Enterprise system and no longer appears on your Notify home page.



The image displays two screenshots of a mobile application interface for managing corrective actions. The top screenshot shows the 'I-10779-4014' form with the status 'Underway'. A modal menu is open, showing options: 'Not Started', 'Underway' (selected), and 'Completed'. The bottom screenshot shows the same form with the status changed to 'Completed'. The 'Comments' field is now active, and a keyboard is visible. The 'Reassign' button is at the bottom of the form.

Form Fields and Options:

- Title:** I-10779-4014
- Description:** Paint in no go areas needs to be refreshed.
- Date For Completion:** 11/04/2018
- Current Status:** Underway (changed to Completed)
- Change Status:** Completed
- Comments:** All work carried out and complete.
- Buttons:** Reassign

