



D A M S T R A

Update Vehicle
Inspections Record

Safety



[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

Vehicle Inspections

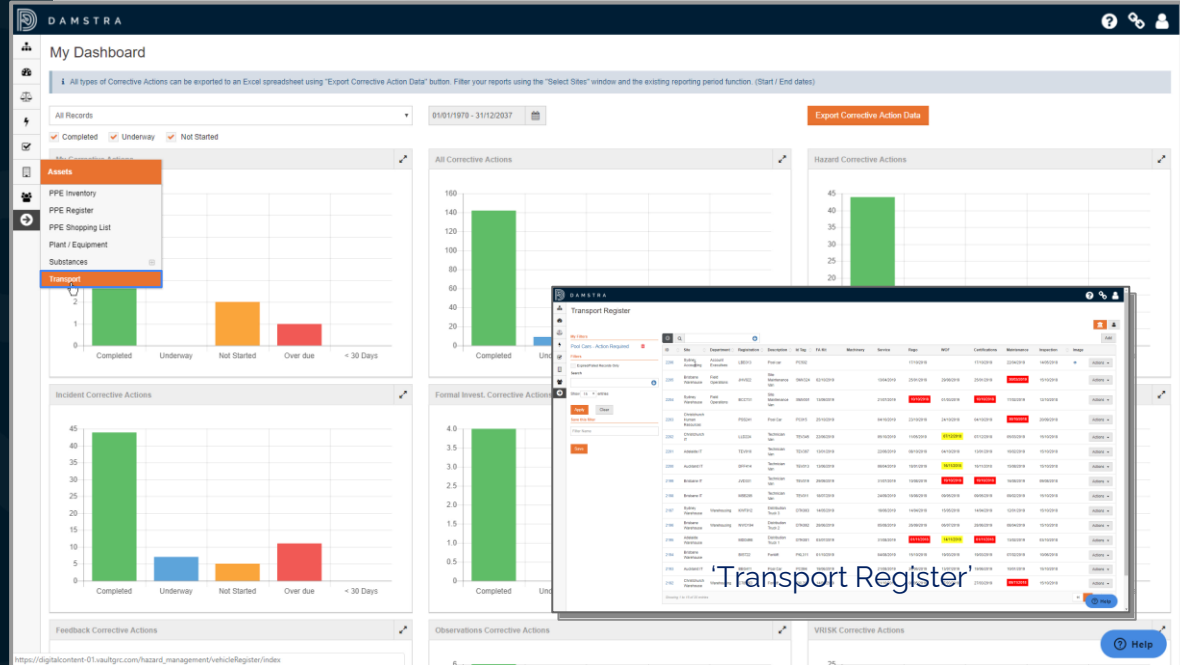
Transport Register

Your Vehicles and other Transport Items may require regular inspection to ensure that they are performing safely and efficiently.

These inspections should be recorded in Damstra Safety so that an auditable trail is available.

Inspections are recorded against the item's record in the 'Transport Register'.

This is found under 'Assets' in the 'Menu Bar'.



Vehicle Inspections

Edit Item

Find the item in the Register, then
click 'Actions', then 'Edit'.

Click the 'Inspections' tab.

The image shows two screenshots of the DAMSTRA web application interface. The top screenshot displays the 'Transport Register' page with a table of vehicle records. The bottom screenshot shows the 'Edit Company Transport - 2206' page, which is the 'Inspections' tab for a specific vehicle.

Top Screenshot: Transport Register

The 'Transport Register' page features a search bar with 'LBB313' entered. Below the search bar is a table with columns: ID, Site, Department, Registration, Description, M Tag, FA Kit, Machinery, Service, Rego, WOF, Certifications, Maintenance, Inspection, and Image. The table contains one entry with ID 2206, Site Sydney Accounting, Department Account Executives, Registration LBB313, Description Pool car, M Tag PC502, Rego 17/10/2019, WOF 17/10/2019, Maintenance 22/04/2019, and Inspection 14/05/2018. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit, and Delete. The 'Edit' option is highlighted.

Bottom Screenshot: Edit Company Transport - 2206

The 'Edit Company Transport - 2206' page shows the 'Inspections' tab selected. The left sidebar contains a 'Site Details' section with fields for Site, Department, Transport Description, Transport Registration, Driver, Responsible, and Category. The main content area displays the following information:

- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → Sydney Accounting
- Department: Account Executives
- Transport Description: Pool car
- Transport Registration: LBB313
- Driver: Employee (Michael Farley)
- Responsible: Fred Martin
- Category: Passenger Car

Below the category field is a photo of a black car. At the bottom, there are fields for 'Make' (CarCo) and 'Date Purchased' (17/10/2018).

Vehicle Inspections

Add Inspection

The register shows details for all previously recorded inspections.

To add a new inspection, **click** 'Add'.

The screenshot displays the DAMSTRA 'Transport Register' interface for 'Edit Company Transport - 2206'. The 'Inspections' tab is active. A table lists inspection records with columns for ID, Date, Person, Findings, Actions, and Status. One record is shown with ID 11342, dated 14/05/2018, performed by Brian Doyle, with 'No problems noted' and a 'Completed' status. An 'Add' button is located in the top right corner of the table area. Below the table, there are 'Save' and 'Cancel' buttons. A 'Help' button is visible in the bottom right corner.

ID	Date	Person	Findings	Actions	Status
11342	14/05/2018	Brian Doyle	No problems noted	None	Completed

Vehicle Inspections

Inspection Details

Fill in the form, completing all relevant fields as you go.

Enter the date of the inspection by typing the date directly into the field, or by **selecting** it from the calendar.

Begin **typing** the name of the Worker carrying out the Inspection. Smart Search will locate the Person as you begin to type.

The screenshot shows the 'Edit Company Transport' form in the DAMSTRA system. The breadcrumb trail is 'Transport Register / Edit Company Transport - 2206'. The left sidebar contains icons for various functions: a person icon, a gear icon, a document icon, a calendar icon, a magnifying glass icon, a list icon, a settings icon, and a help icon. The main form area has tabs for 'Details', 'Governance', 'Equipment Allocated', 'Certifications', 'Maintenance', 'Inspections' (which is active), 'Mileage', 'Running Cost', 'Custom Test Fields', 'Files', and 'Related'. The 'Inspections' tab contains the following fields: 'Date' with a date picker showing '12/11/2018', 'Person' with a dropdown menu showing 'Michael', 'Status' with a dropdown menu showing 'Michael Caine [Geelong]' and 'Michael Carley [Sydney Accounting]', and 'Findings' with a text area. Below these fields are 'Save Inspection' and 'Cancel' buttons. At the bottom of the form is a 'Save' button and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the page.

Vehicle Inspections

Inspection Details cont.

Select the Status of the inspection. This may be 'Not Started', 'Underway' or 'Complete'.

If the inspection is ongoing, it should be updated throughout its progress to completion.

To attach any files that may relate to the inspection, **click** the 'Browse' button and **locate** the file on your Computer.

Note any findings or actions that came out of the inspection, then **click** 'Save Inspection'.

The screenshot shows the 'Edit Company Transport' form in the DAMSTRA system. The form is titled 'Transport Register / Edit Company Transport - 2206'. It has a sidebar with icons for various functions. The main form area contains several fields: 'Date' (12/11/2018), 'Person' (Michael Farley), 'Status' (Completed), 'Findings' (No issues detected, no problems reported in last 12 months), and 'Actions' (None). There are buttons for 'Attach File', 'Inspection Re...', 'Save Inspection', and 'Save'. A 'Help' button is located in the bottom right corner.

DAMSTRA

Transport Register / Edit Company Transport - 2206

Details Governance Equipment Allocated Certifications Maintenance Inspections Mileage Running Cost Custom Test Fields Files Related

Date 12/11/2018

Person Michael Farley

Status Completed

Attach File Inspection Re...

Findings No issues detected, no problems reported in last 12 months

Actions None

Save Inspection

Save

Help

Vehicle Inspections

Edit, Delete

The Inspection is saved and is now visible in the Register.

To edit or delete an existing Inspection, **click** 'Actions', then select the appropriate option.

Once all required updates have been made, **click** 'Save' to return to the 'Transport Register'.

DAMSTRA

Transport Register / Edit Company Transport - 2206

Details Governance Equipment Allocated Certifications Maintenance **Inspections** Mileage Running Cost Custom Test Fields Files Related

Search

Add

ID	Date	Person	Findings	Actions	Status
11343	12/11/2018	Michael Farley	No issues detected, no problems reported in last 12 months	None	Completed
11342	14/09/2018	Brian Doyle	No problems noted	None	Completed

Show 10 entries | Showing 1 to 2 of 2 entries

Save

Cancel

Help

