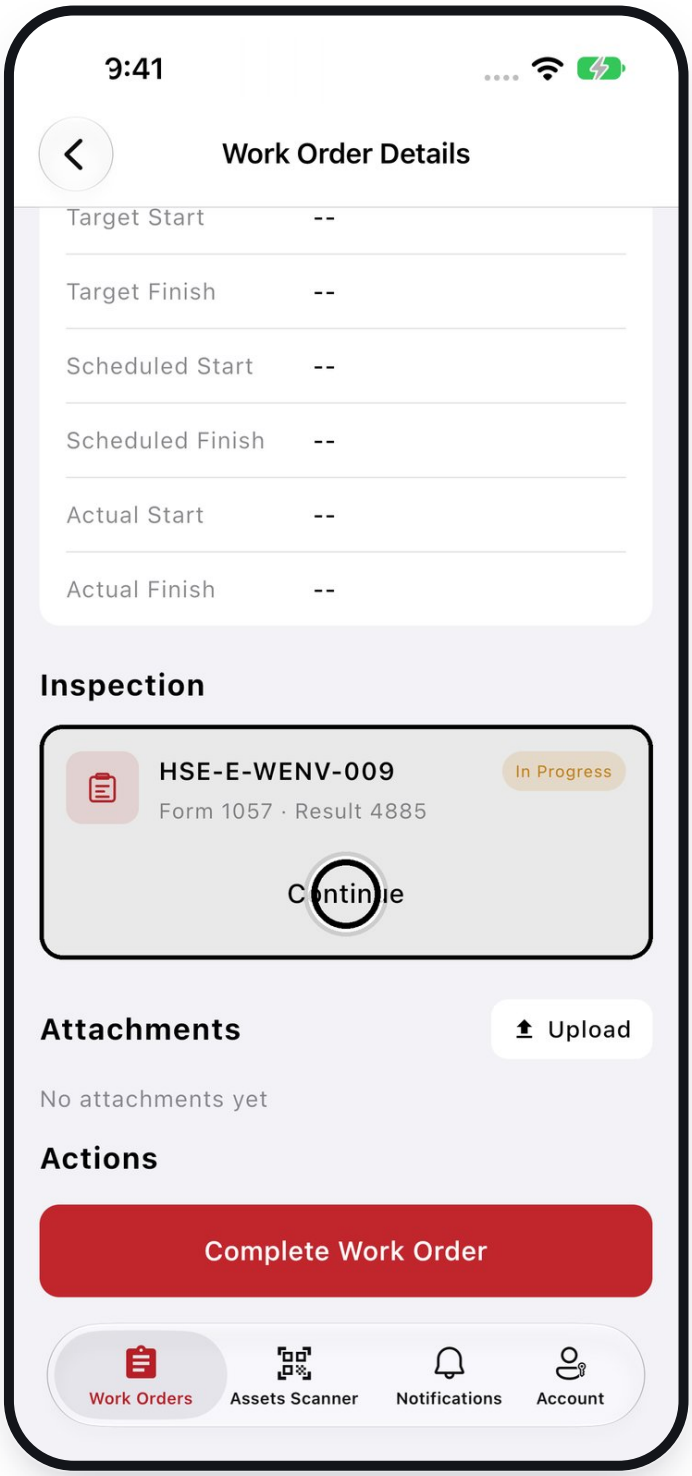
PAINITE
بانيت
لإدارة المرافق
FACILITY MANAGEMENT

HOW-TO GUIDE

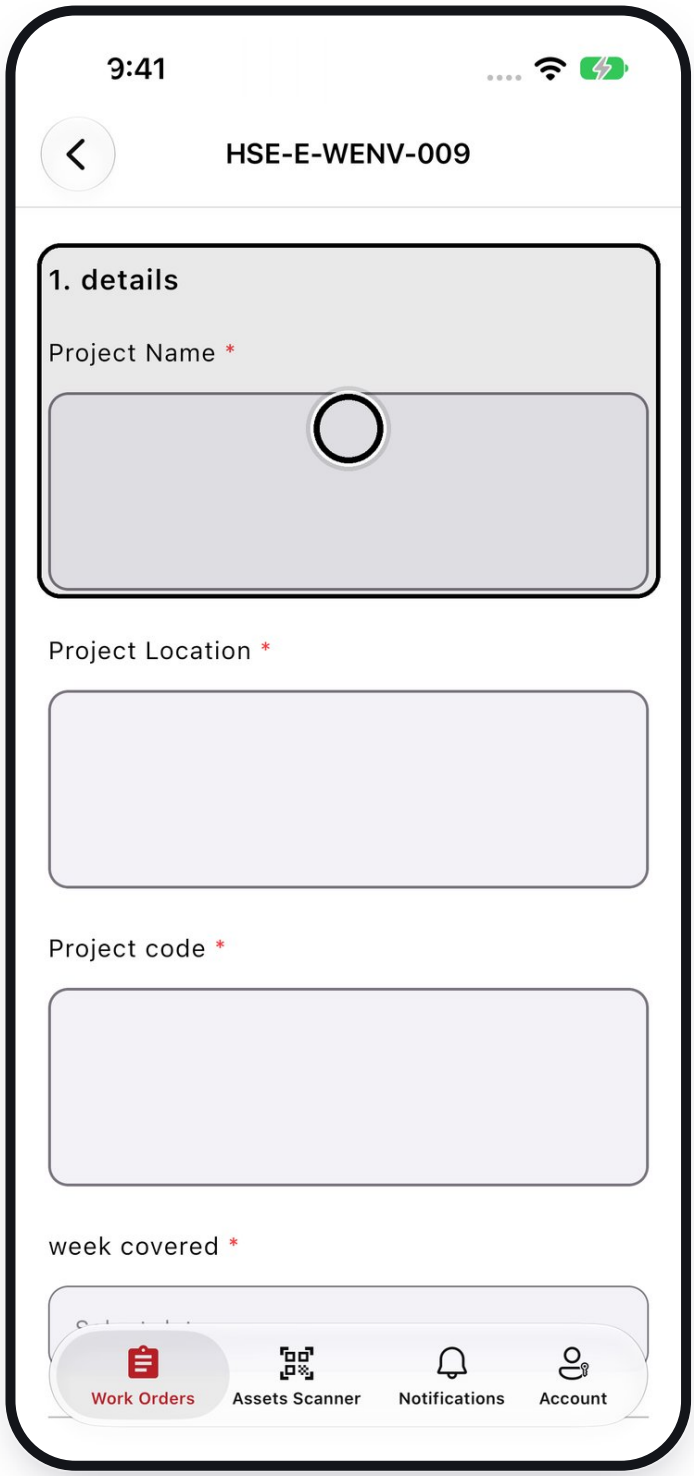
Fill in a safety inspection

Some work orders include a health and safety inspection, such as HSE-E-WENV-009. Open it from the work order and work through each section, from project details to sign-off.



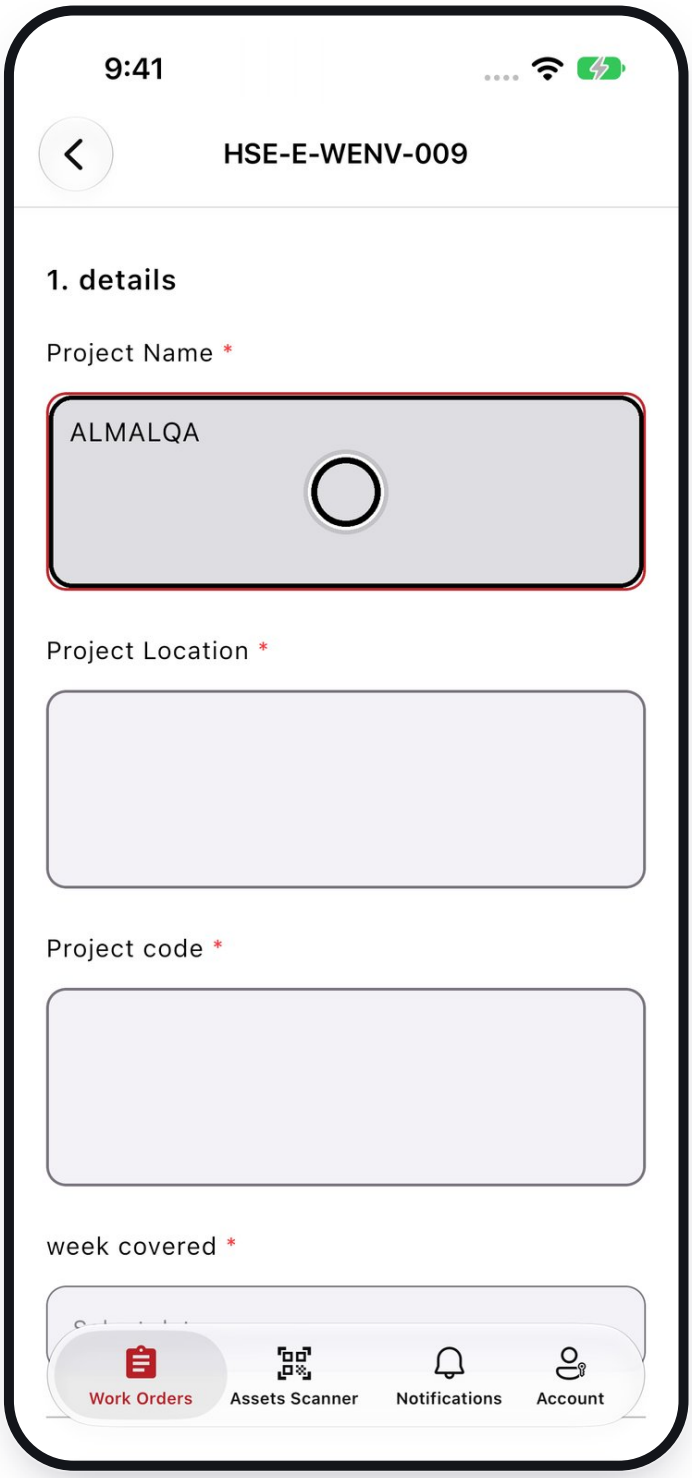
OPEN THE INSPECTION

In the work order, under Inspection, tap Continue.



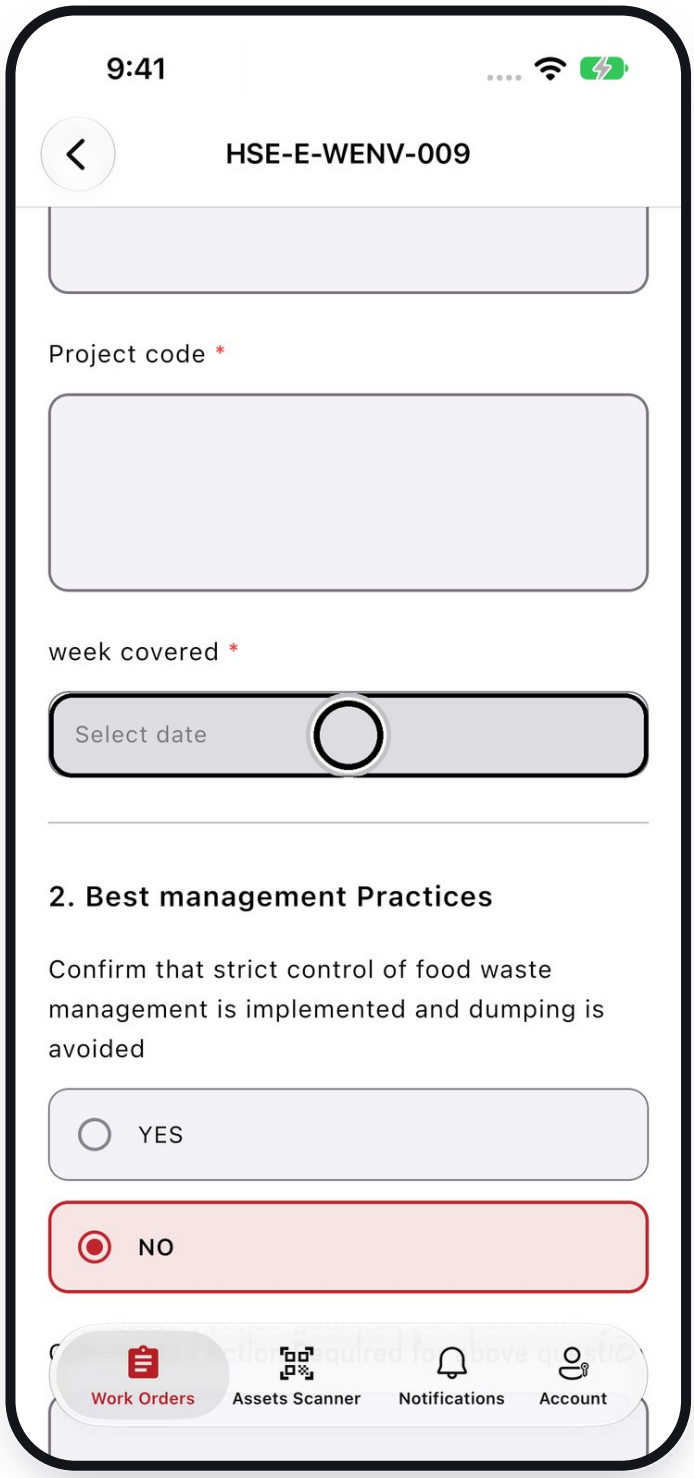
SECTIONS

The form is split into numbered sections. Fields marked with a red asterisk are required.



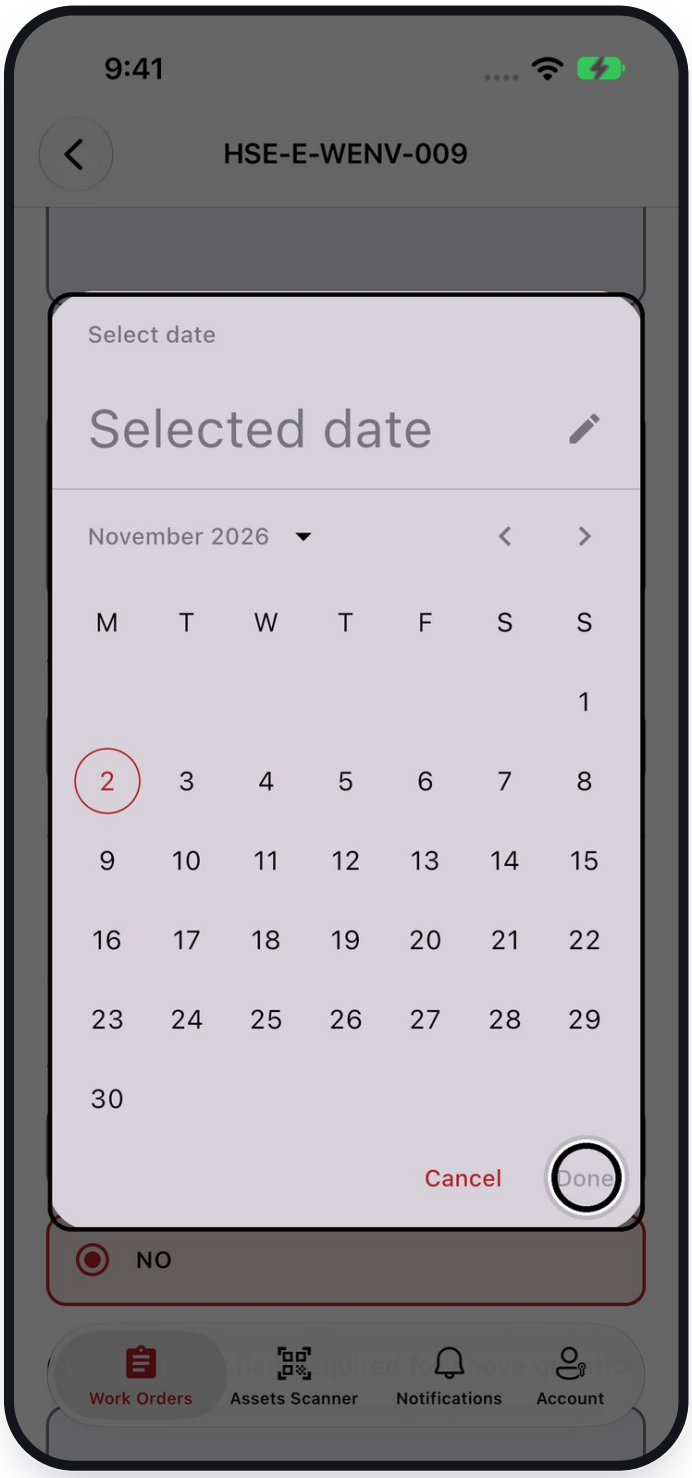
TEXT FIELDS

Tap a text field and type your answer.



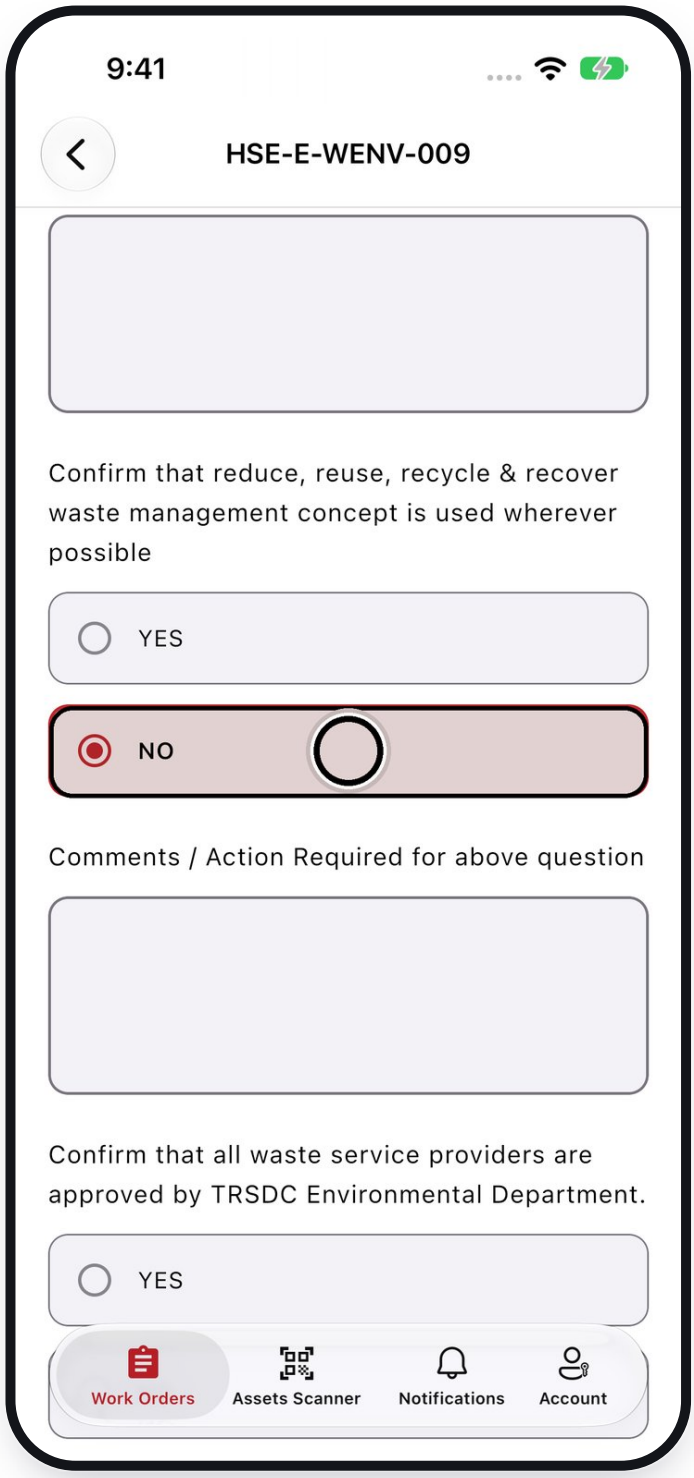
DATE FIELDS

For a date, such as week covered, tap Select date.



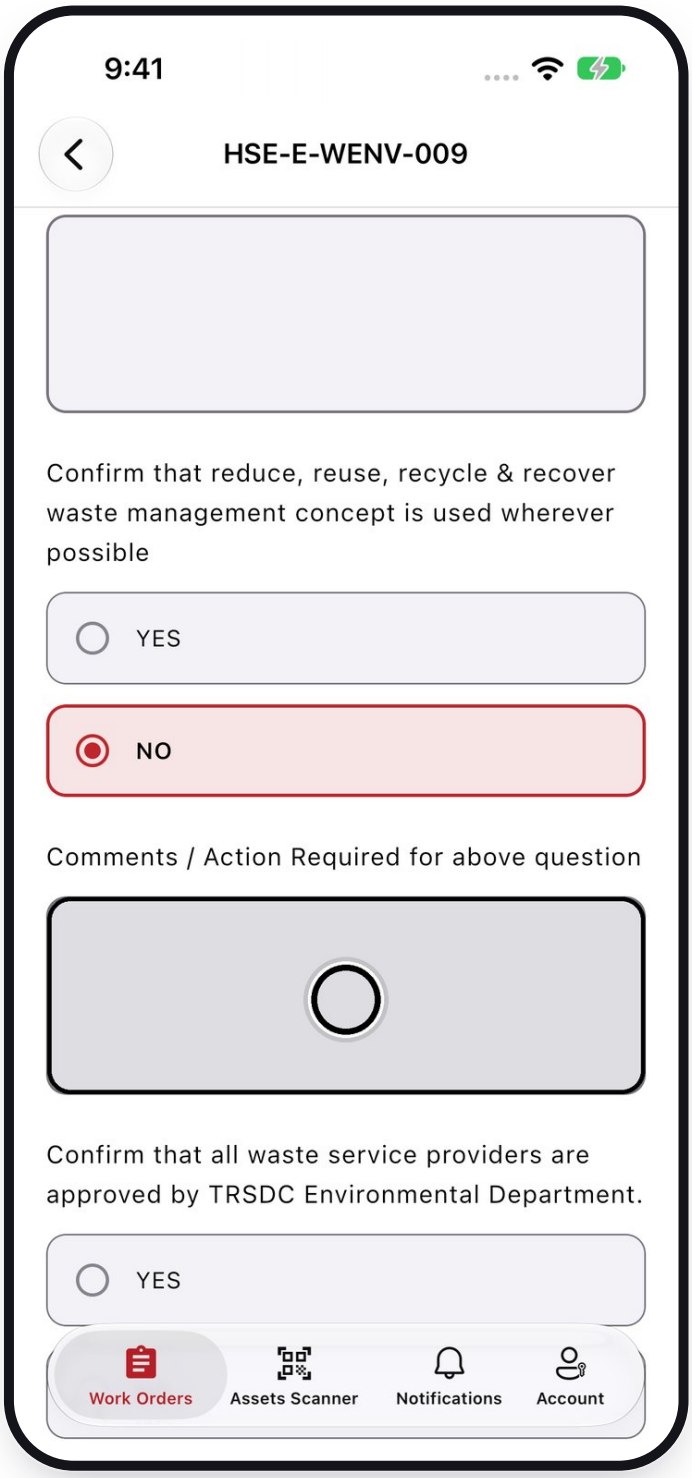
PICK THE DAY

Choose the day on the calendar, then tap Done.



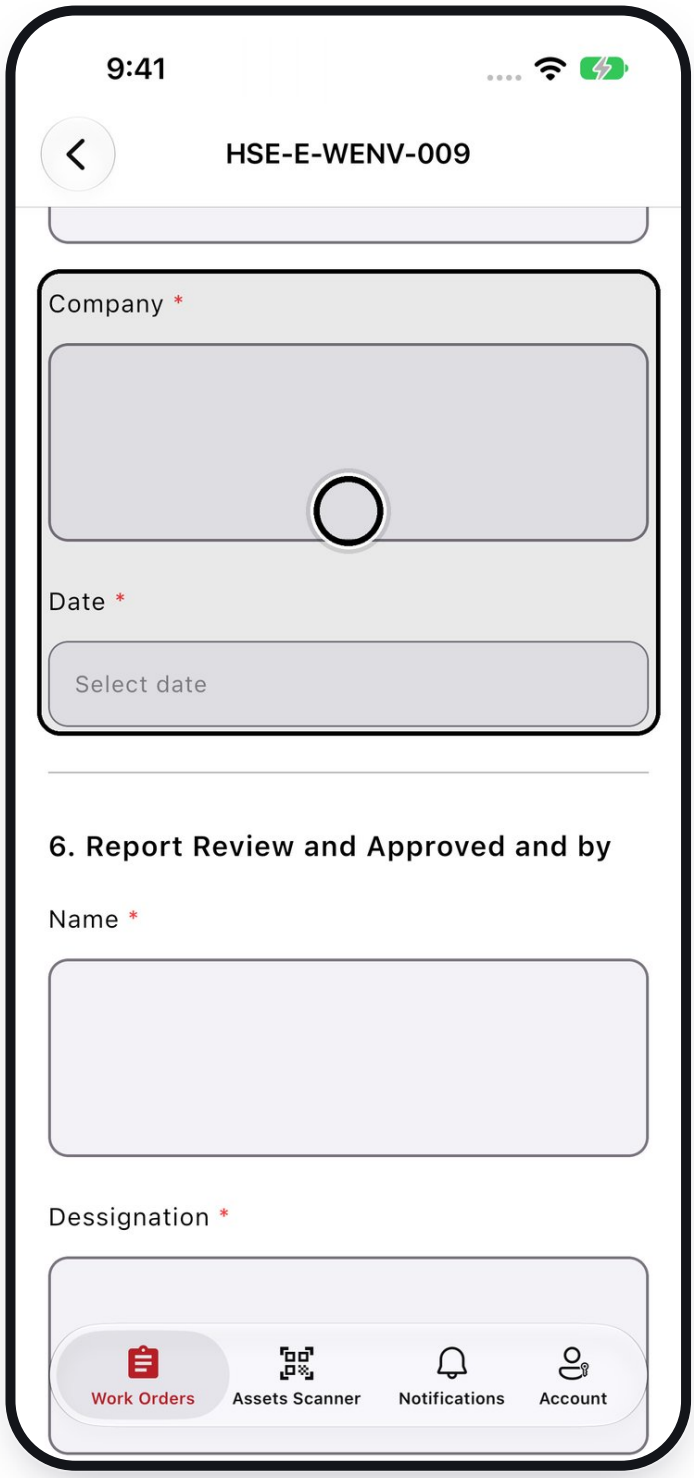
YES OR NO CHECKS

For each check, tap YES or NO.



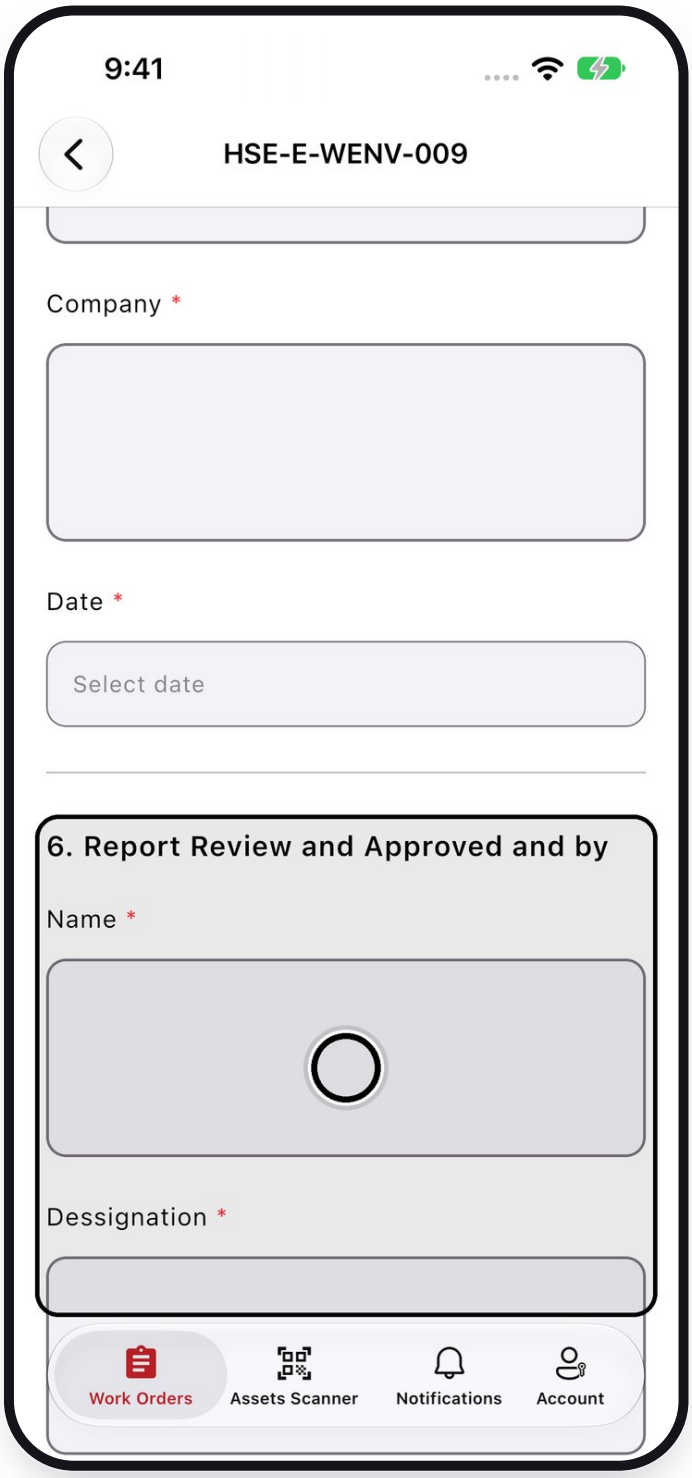
COMMENTS

Use Comments / Action Required to note anything the check needs.



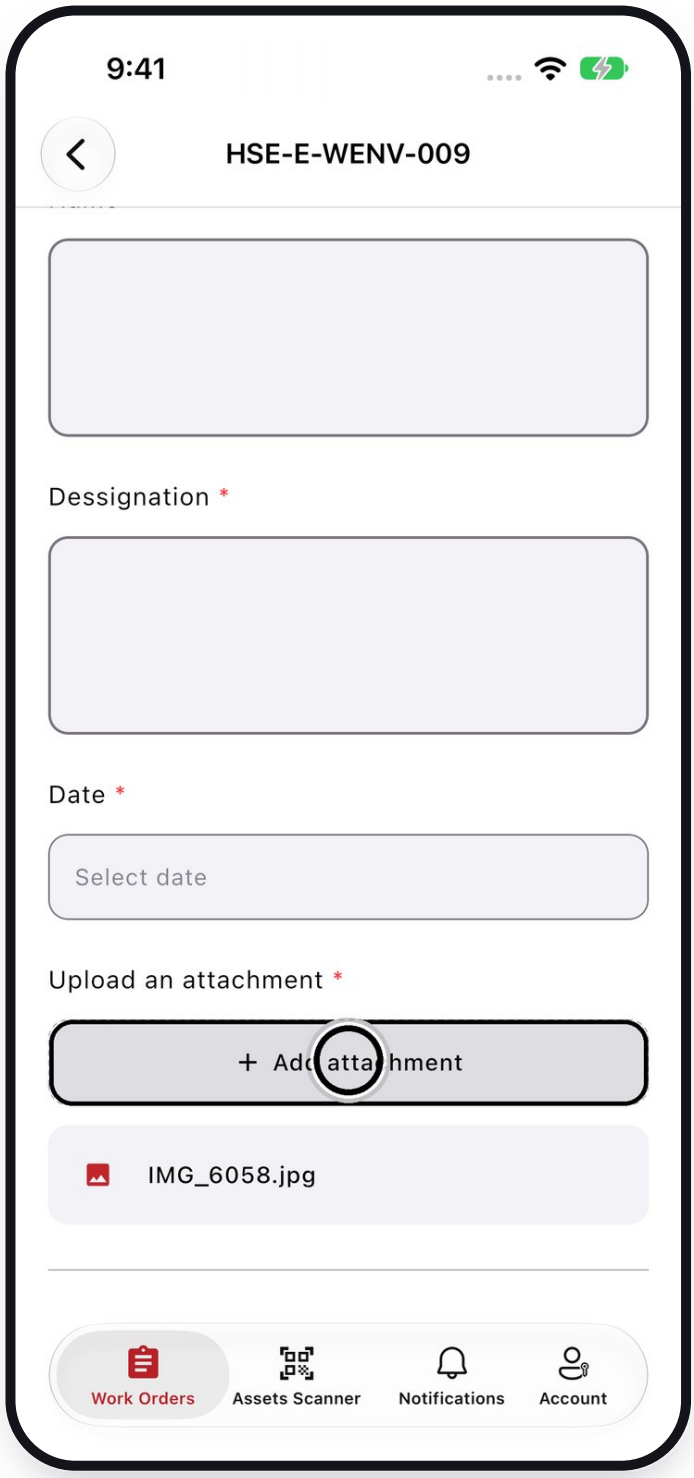
INSPECTOR DETAILS

Near the end, fill in the inspector's details, such as Company and Date.



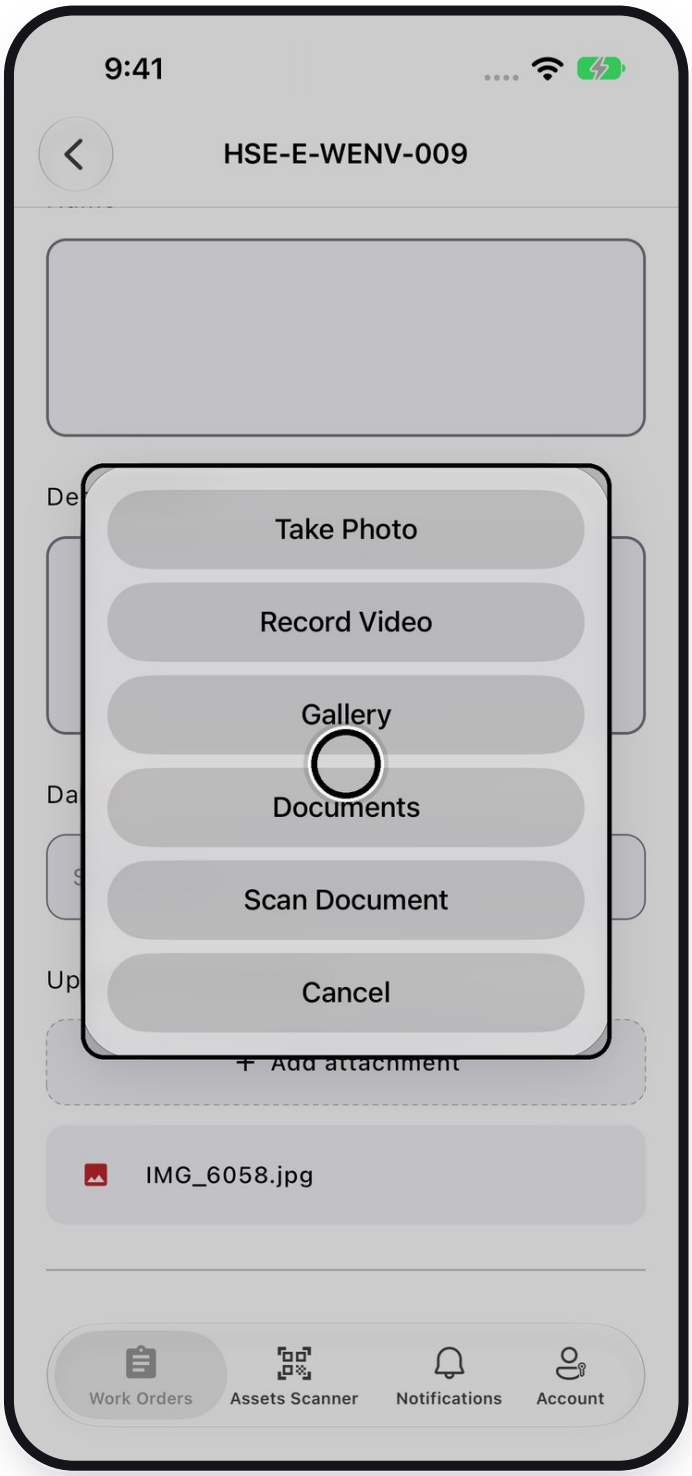
REVIEW & APPROVAL

Then add who reviewed and approved the report, with their Name and designation.



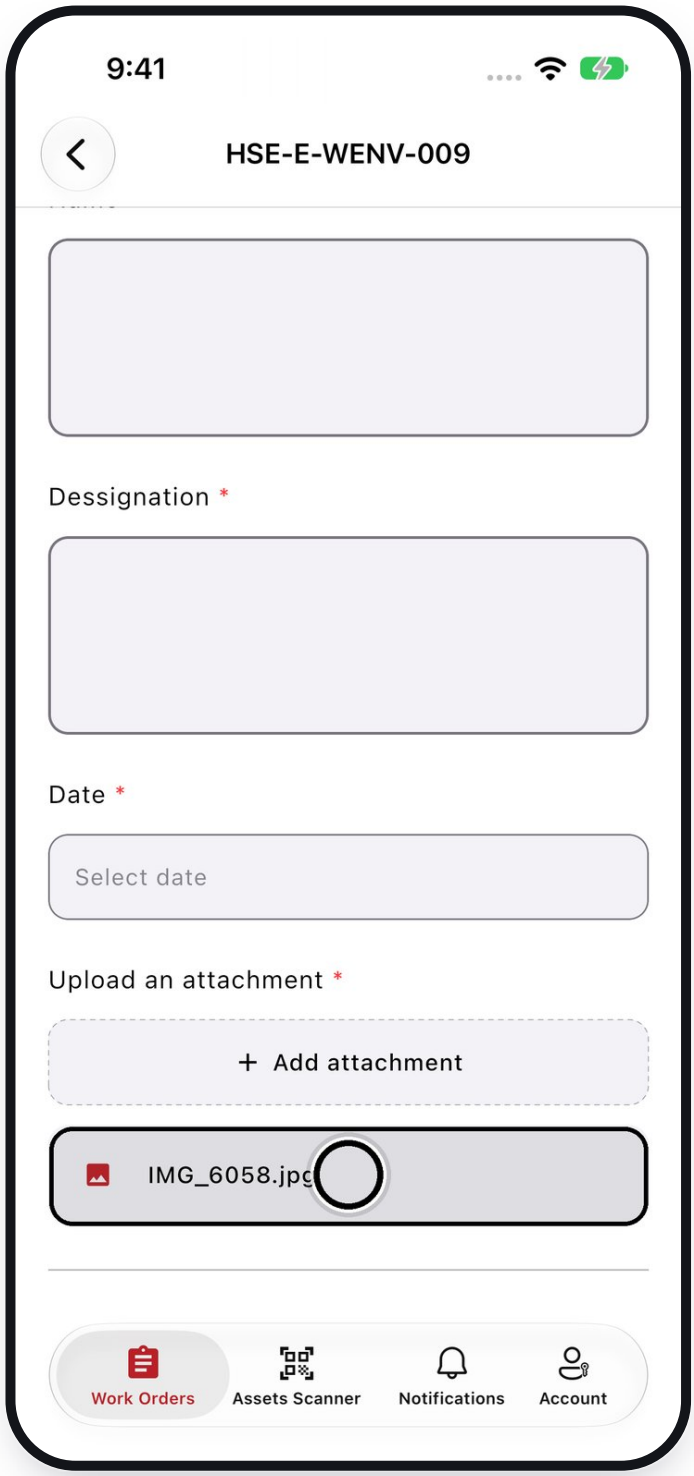
ADD EVIDENCE

To include a photo or file, tap Add attachment.



PHOTOS & FILES

Take a photo or video, pick from your gallery, attach a document or scan one.



ATTACHED

Each attachment is listed under the field.

Your answers are kept

The form keeps what you've entered, so you can leave and come back to finish it.

Required fields Labels marked with a red asterisk must be completed.

Back up a NO Attach a photo of anything you mark as NO.