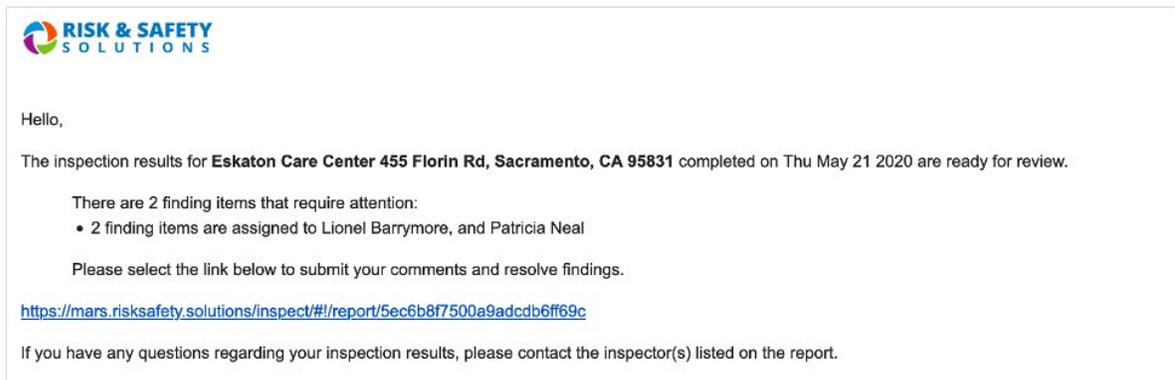


Inspect: Responsible Person Tutorial

Log in to Inspect

- Select the link in the notification email



OR

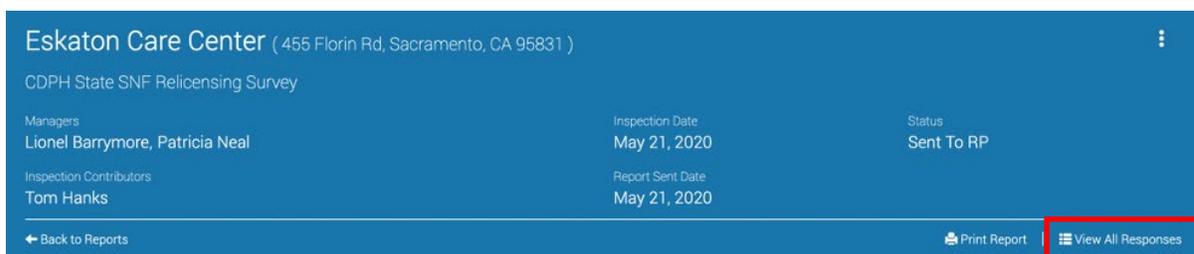
- Login to <https://app.riskandsafety.com/> using your credentials

Review Findings

- Select the **Inspection Reports** button on the Home page



- Select the desired report
- By default, only non-compliant items are displayed. To view all findings select **View All Responses**



Review Findings

- Select ellipsis for the finding

Plans and Preparedness Status

Dept Emer Ops Plan Available **Not Resolved** ⋮

Comments: Emergency Plan not readily available.

Action Plan: Emergency Plan must be at front desk in clearly marked binder

Location: 3424

Tags:

- Select desired action from the following options:
 - o Mark as Resolved
 - o Mark as In Progress
- Enter comments, add images and documents, tags, routing group(s), location and action plan (if applicable)

Resolution: Resolved

Comments:

Tracking #:
work order #, service desk ticket, etc...

Resolution Date:
Mar 24, 2020

Attachments:
Select file or Drag/Drop file here (Max size 10MB/File)

- Select **Save**

Start a Discussion

- For questions on an individual finding, select ellipsis for the finding

Plans and Preparedness Status

Dept Emer Ops Plan Available **Not Resolved** ⋮

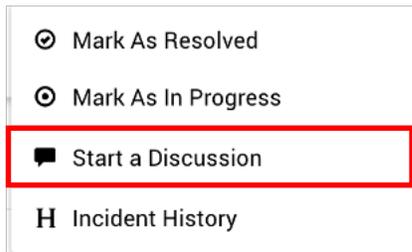
Comments: Emergency Plan not readily available.

Action Plan: Emergency Plan must be at front desk in clearly marked binder

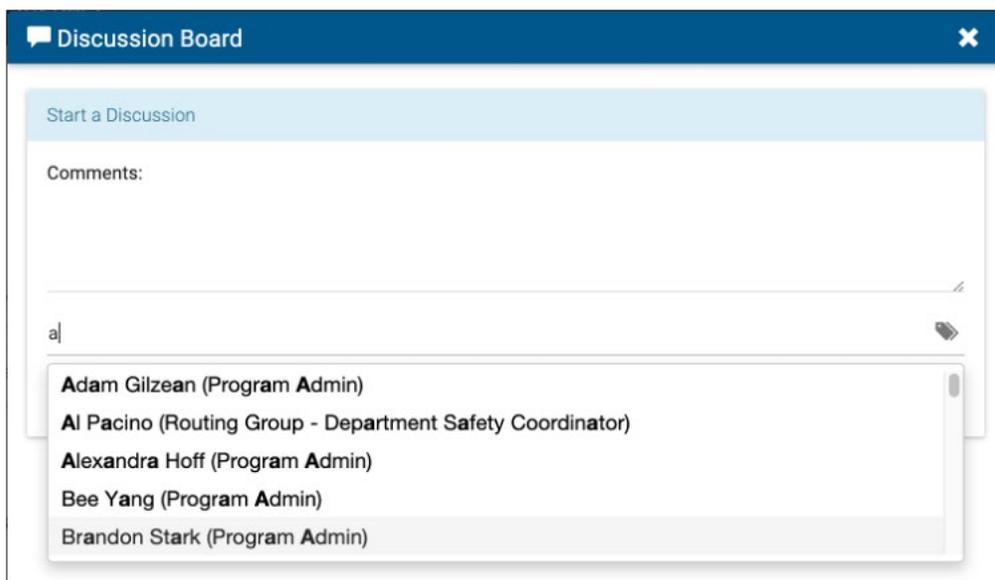
Location: 3424

Tags:

- Select **Start a Discussion**



- Enter comments, and select desired recipient(s) which include inspectors and plan administrators



- Select **Send**