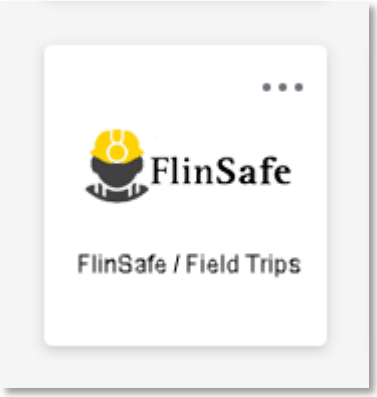
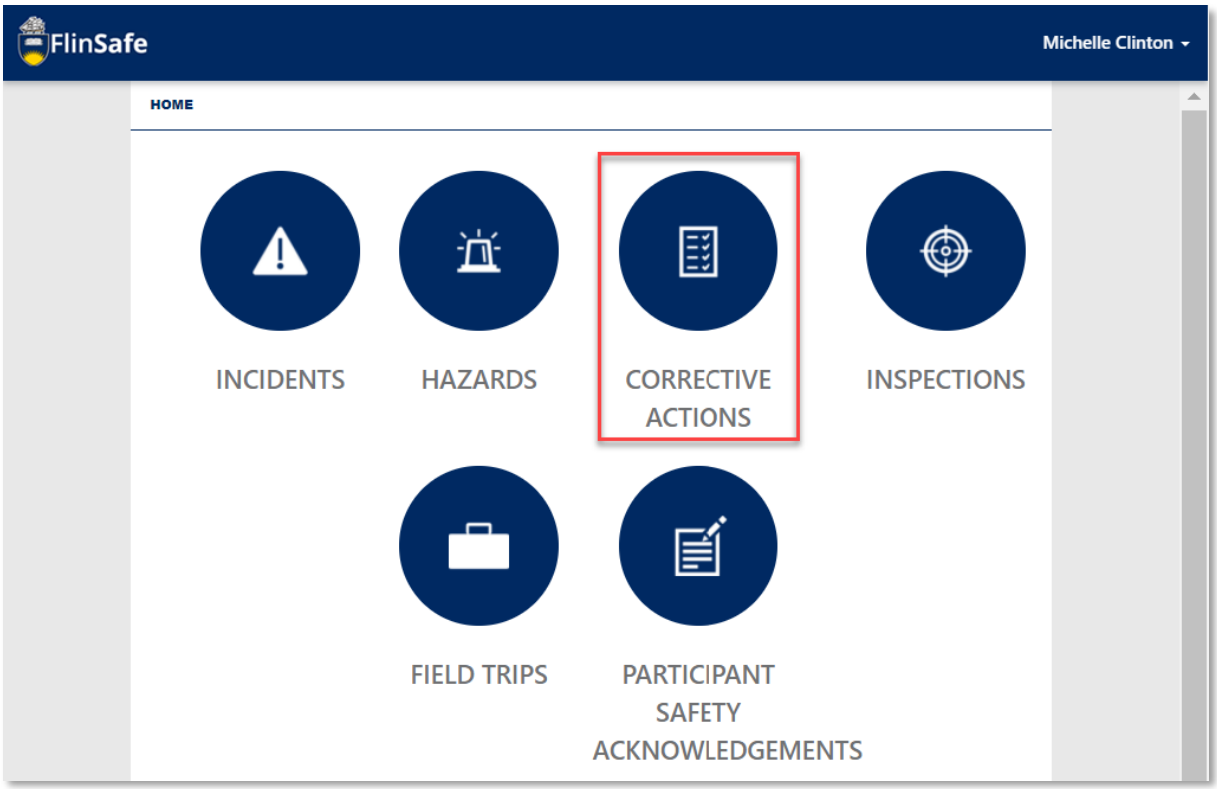
Corrective Actions can be completed outside of an incident, hazard or inspection report. This guide show the process.

Completing Corrective Actions

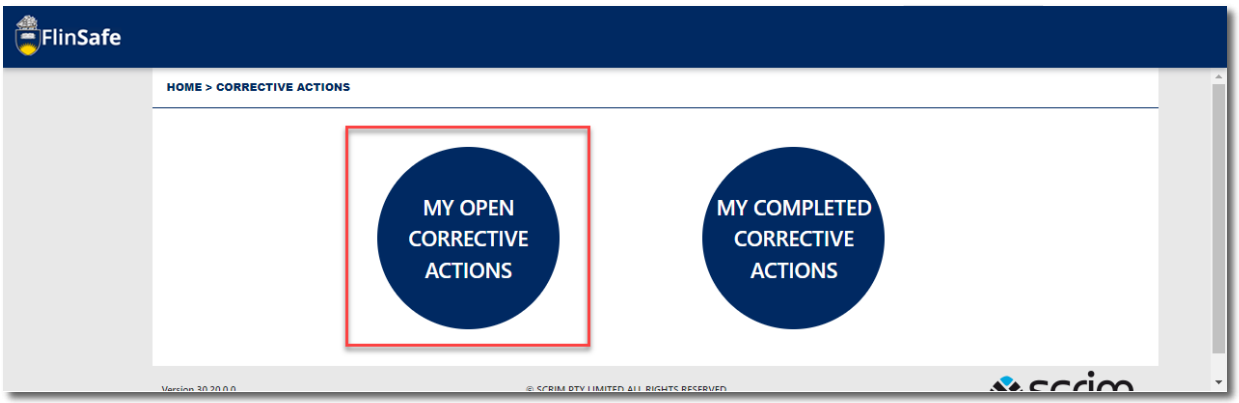
1. Select ***FlinSafe*** From your Okta Dashboard.



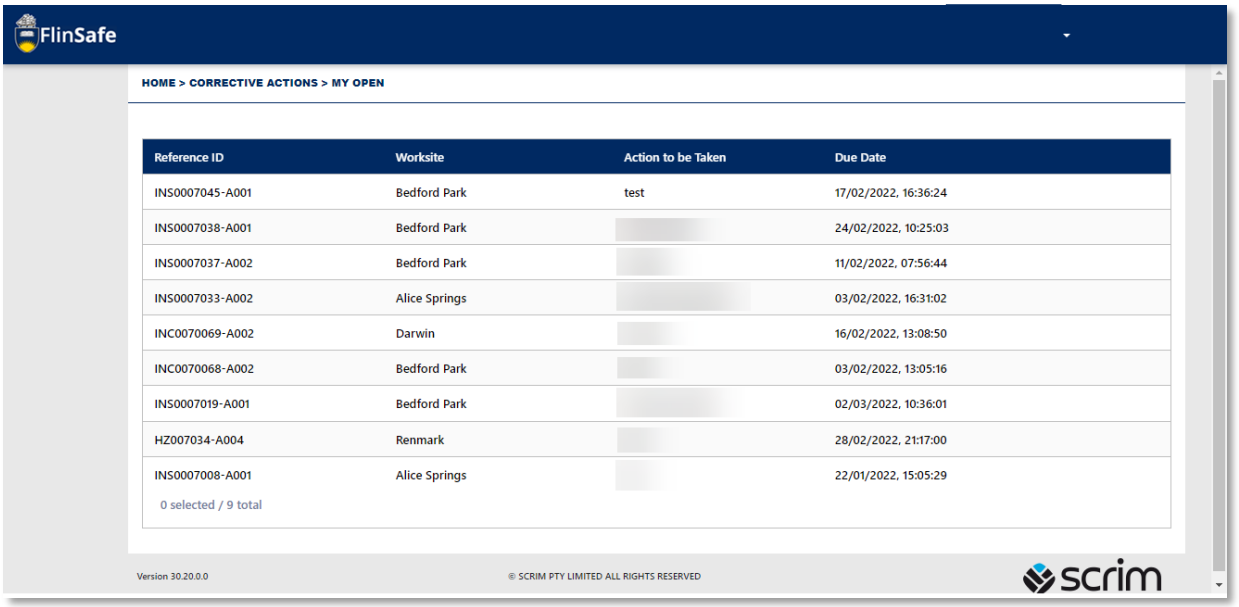
2. Select ***Corrective Actions***.



3. Select ***My Open Corrective Actions***.

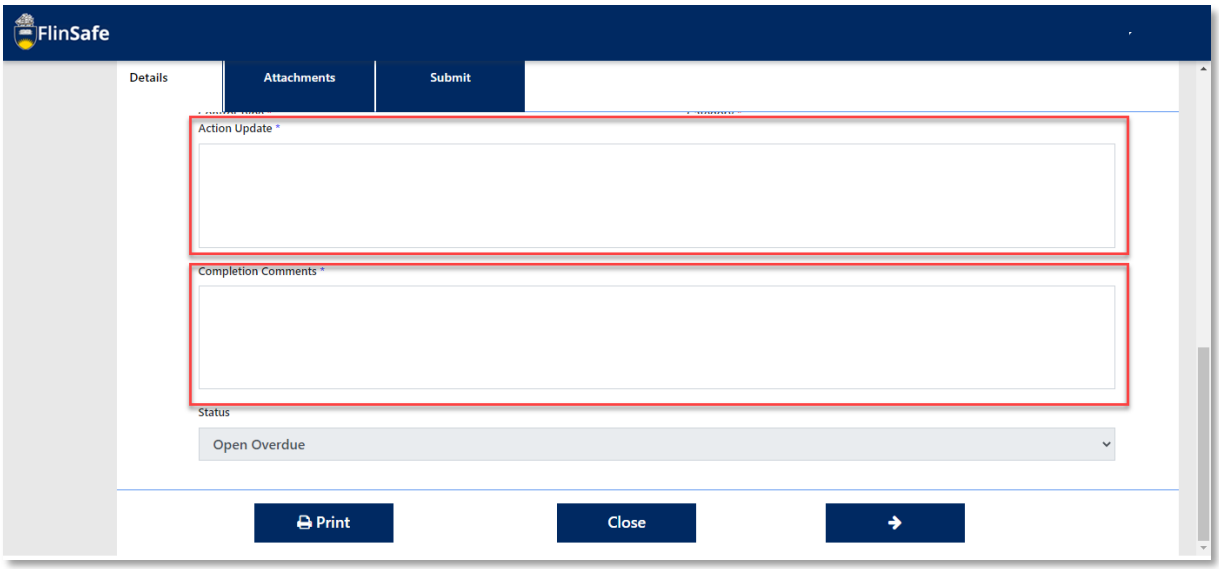


4. A list of your open corrective actions will appear. Note the reference ID will show if it is for a hazard, incident or inspection.
Select the corrective action you wish to do.

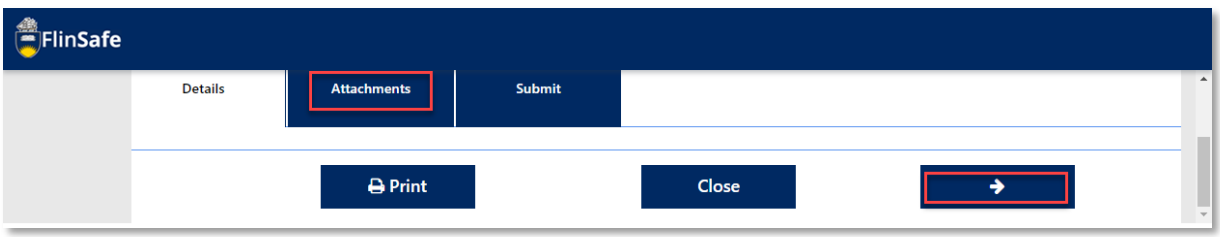


5. Once opened, the Corrective Action only will appear, no detail of the incident, hazard or inspection will show. If you require information from the originating report please navigate out to the home screen and open the relevant area.

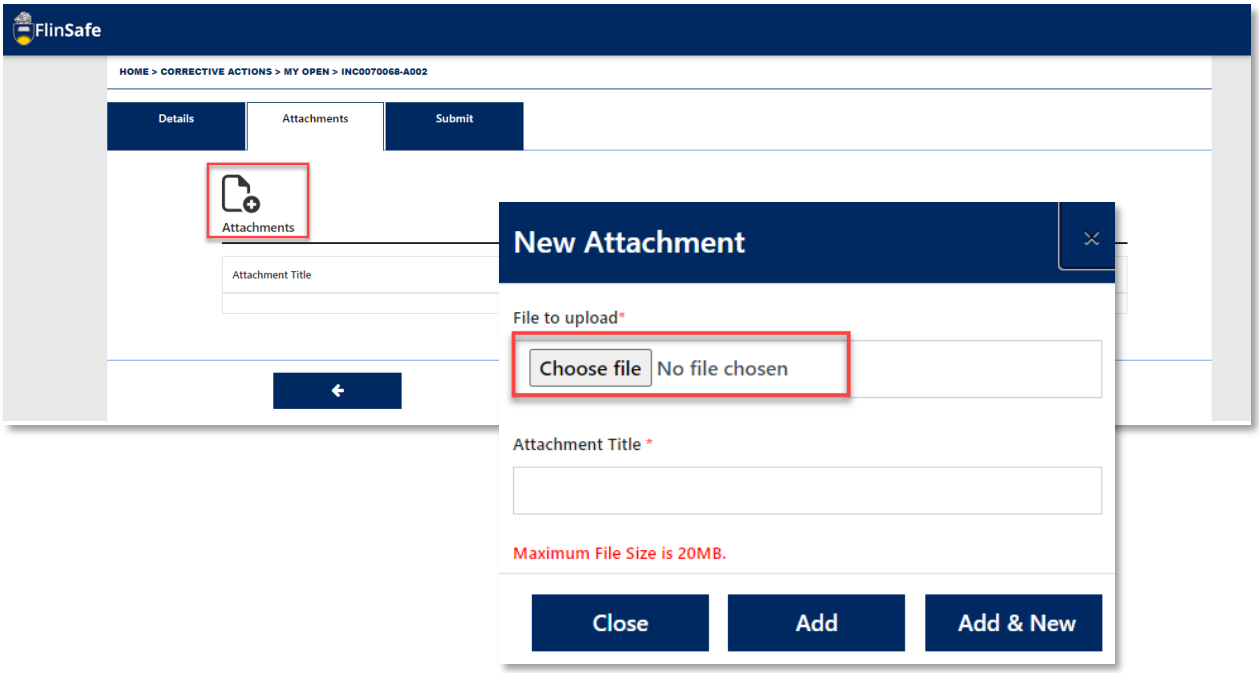
6. Complete ***Action Update*** and ***Completion Comments***.



7. Select the next arrow or click on Attachments.

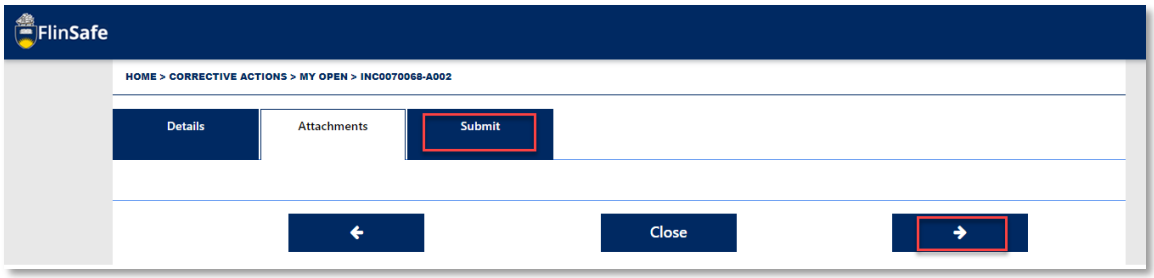


8. Click on the ***Attachments*** icon to add any images or documents relating to the corrective action. Note: A pop up window will appear, you'll need to choose the file you want from that stored on your device.

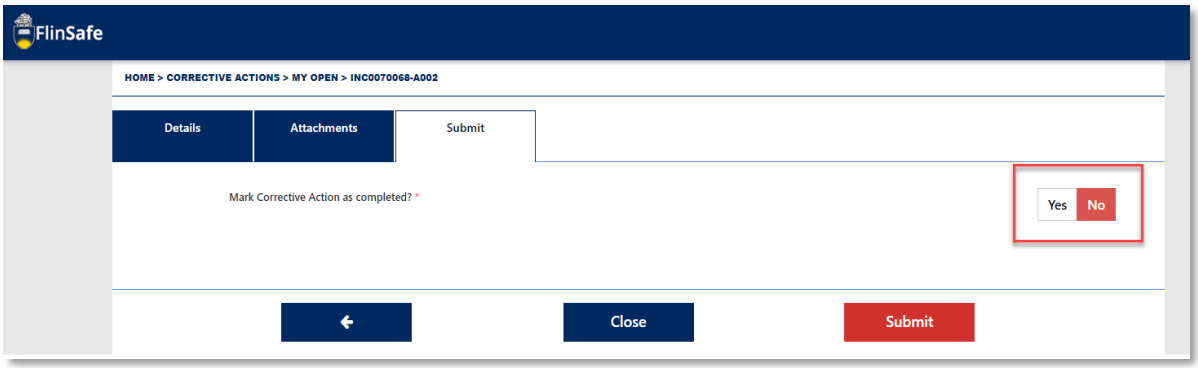


9. Select ***Add*** if there is only one document to attach or it is the last of the series, otherwise, click ***Add & New*** until all attachments are done.

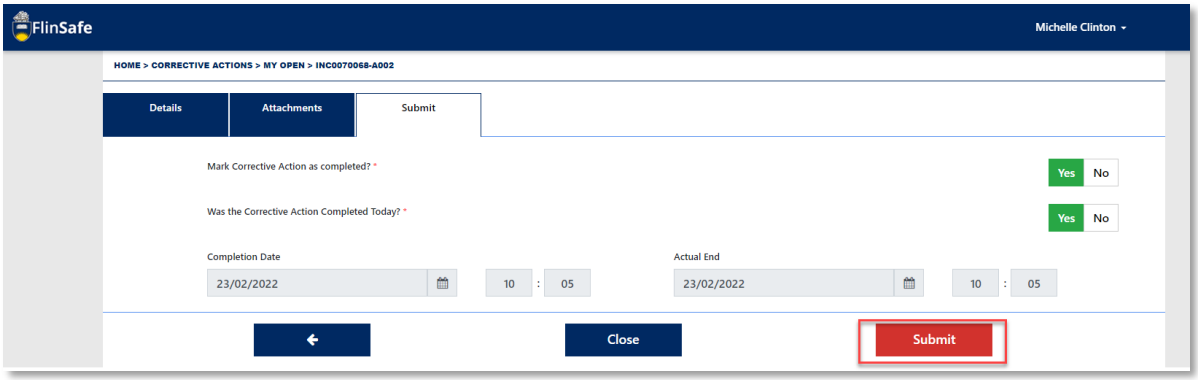
10. Select the next arrow or click Submit.



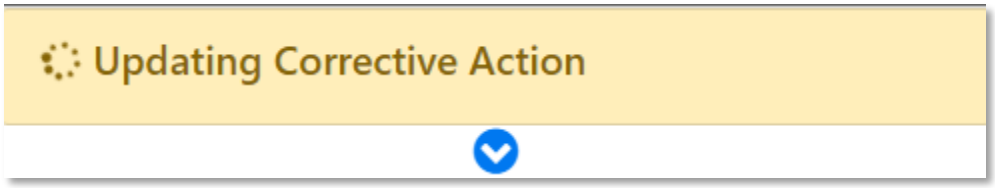
11. Select ***YES*** to ***Mark Corrective Action as completed***.



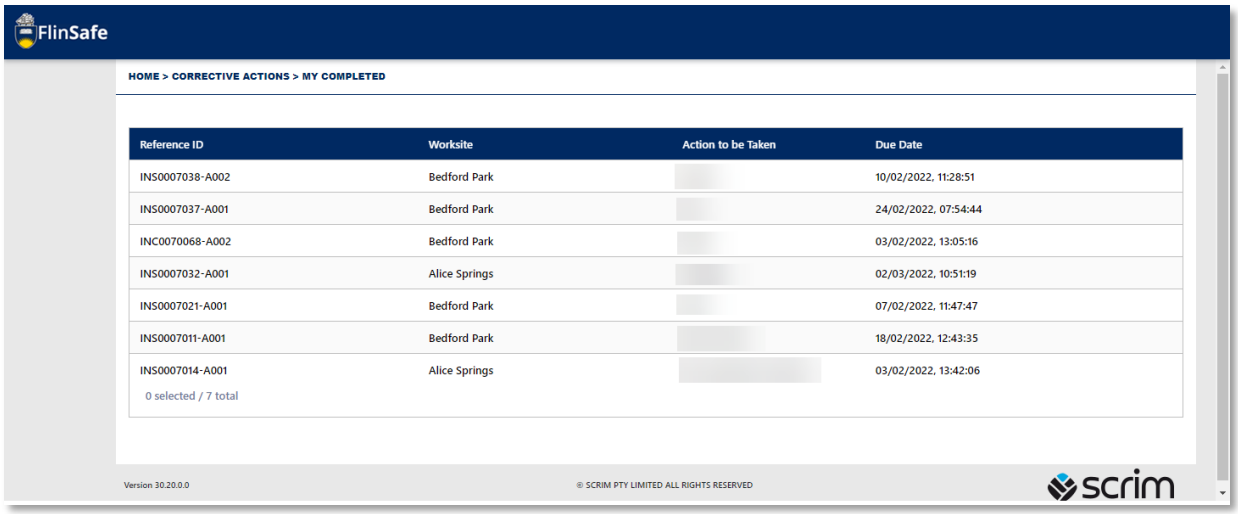
12. A new question will appear – ***Was the Corrective Action Completed Today?*** If the Corrective Action was completed previously, change the ***Actual End*** date. *Note: no future dates can be entered*. Then click ***Submit***.



13. Once submitted, the Updating Corrective Action pop up will appear. If there are any errors, it will show here.



14. You'll be taken to Home > Corrective Actions > My Completed once the Corrective Action has been successfully completed.



This ends the process.