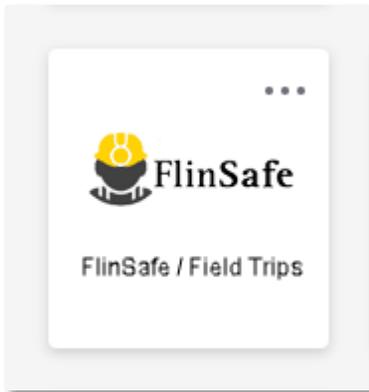


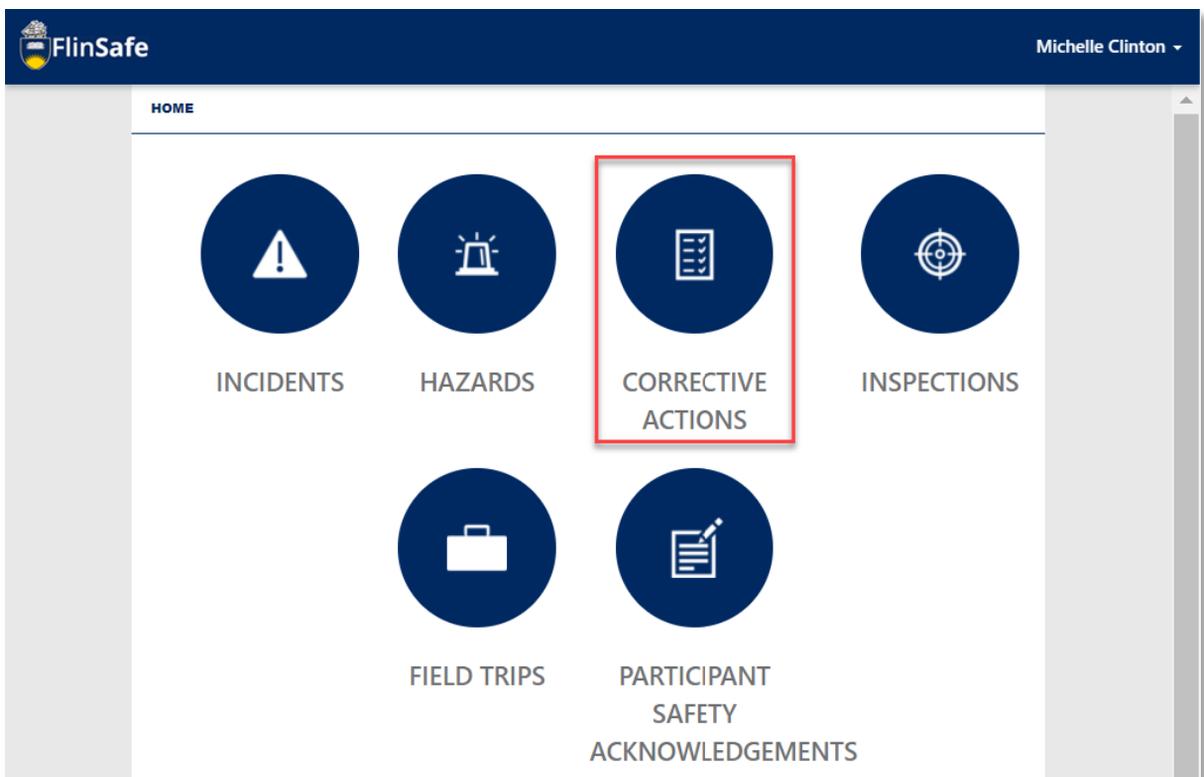
Corrective Actions can be completed outside of an incident, hazard or inspection report. This guide show the process.

Completing Corrective Actions

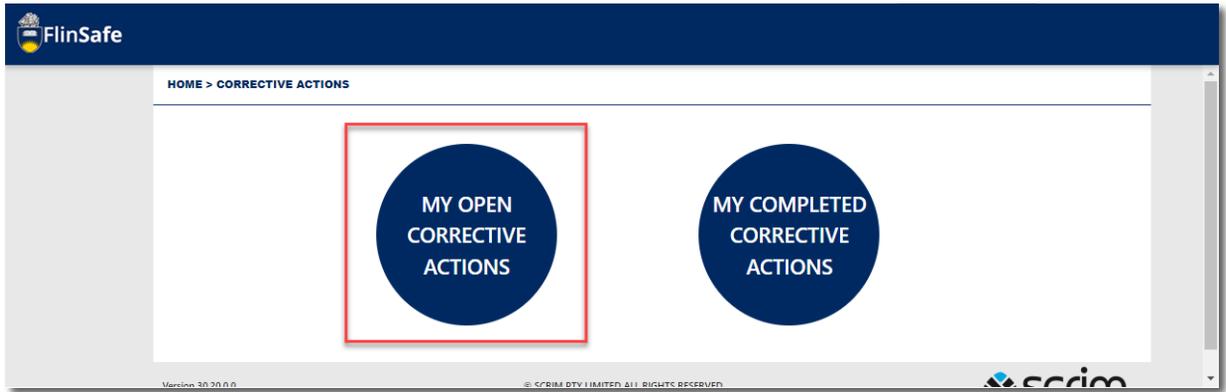
1. Select **FlinSafe** From your Okta Dashboard.



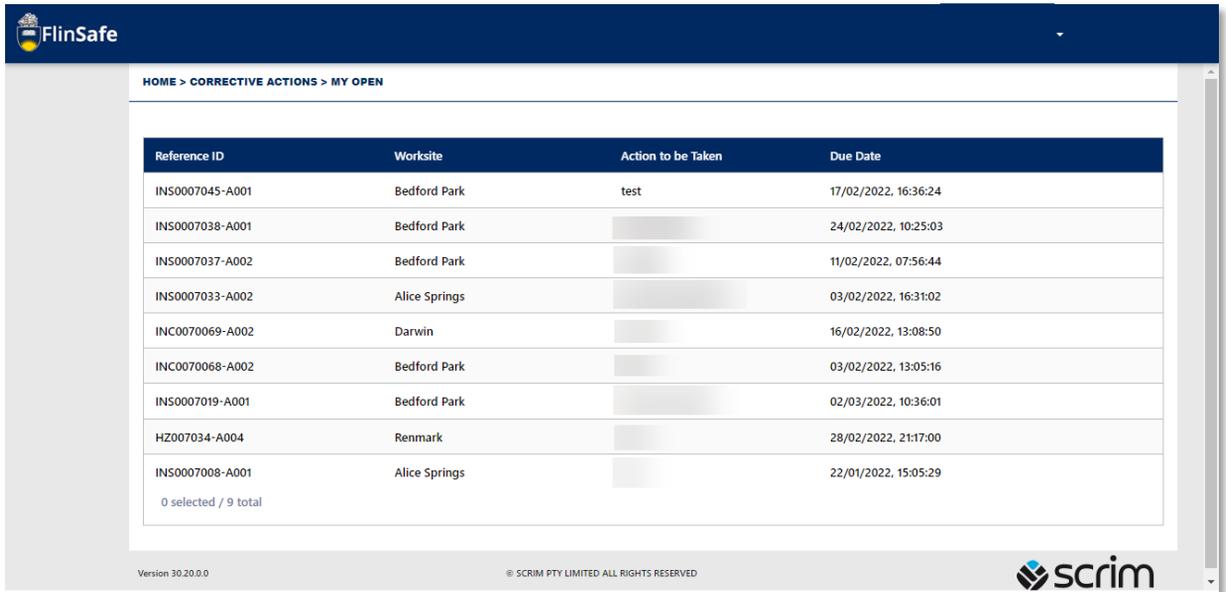
2. Select **Corrective Actions**.



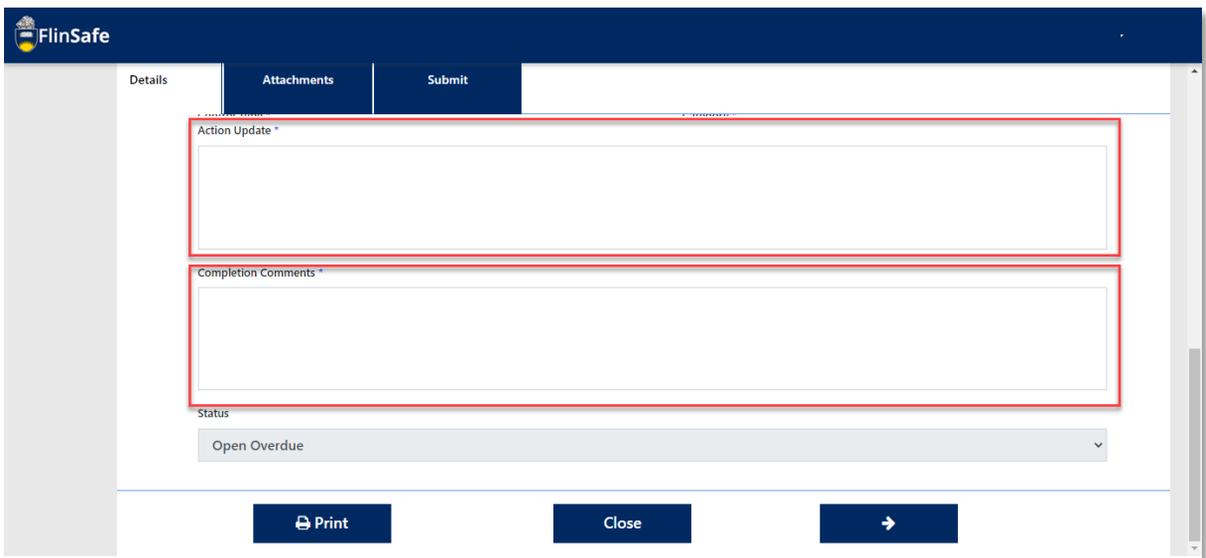
3. Select *My Open Corrective Actions*.



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.

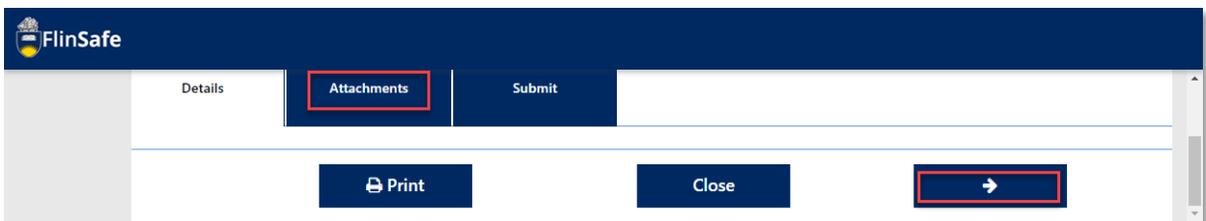


- Once opened, the Corrective Action only will appear, no detail of the incident, hazard or inspection will show. If you require information from the originating report please navigate out to the home screen and open the relevant area.
- Complete **Action Update** and **Completion Comments**.



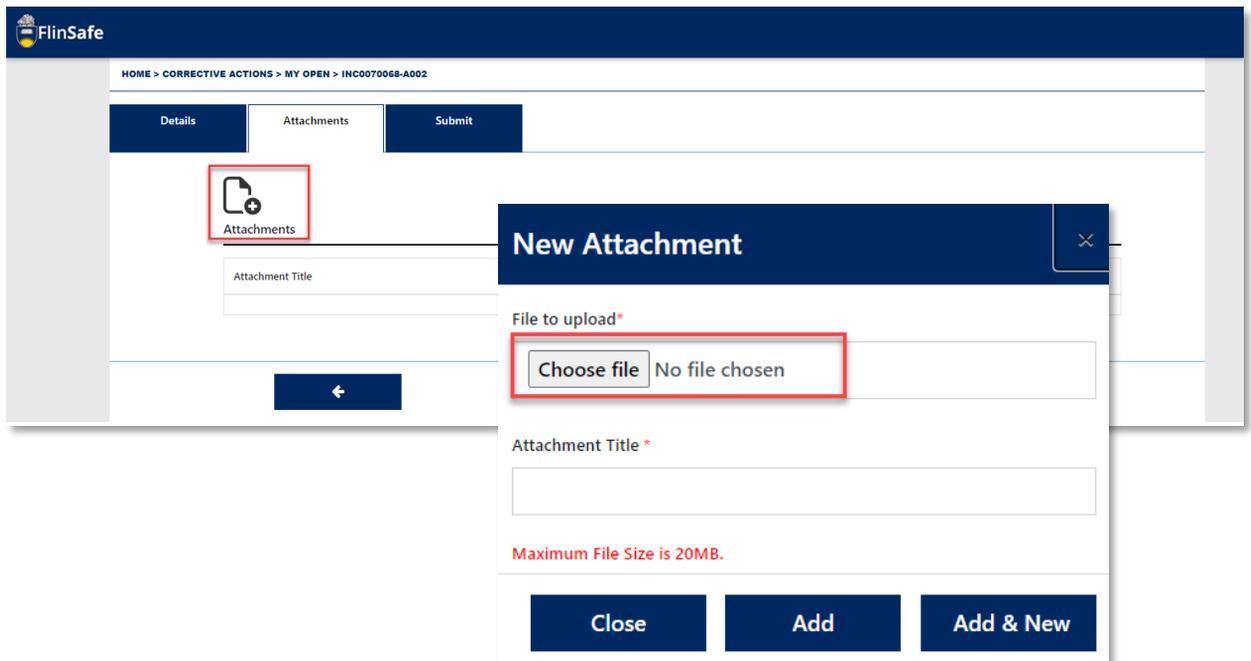
The screenshot shows the FlinSafe web interface. At the top, there are three tabs: 'Details', 'Attachments', and 'Submit'. Below the tabs, there are two text input fields: 'Action Update *' and 'Completion Comments *', both of which are highlighted with red rectangular boxes. Below these fields is a 'Status' dropdown menu currently set to 'Open Overdue'. At the bottom of the interface, there are three buttons: 'Print', 'Close', and a right-pointing arrow button.

- Select the next arrow or click on Attachments.



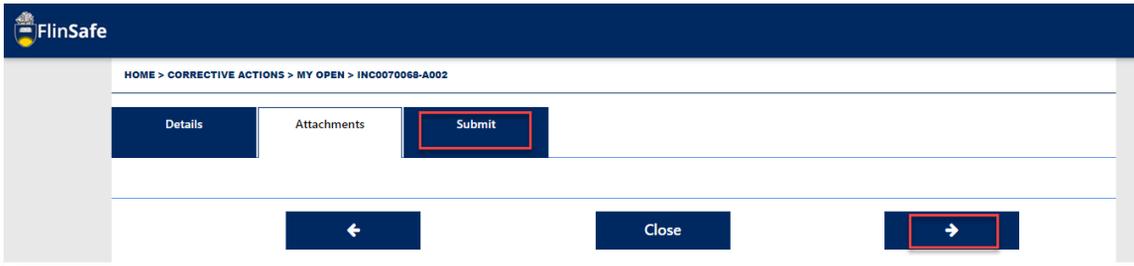
This screenshot shows the same FlinSafe interface as the previous one, but with the 'Attachments' tab selected and highlighted with a red box. Additionally, the right-pointing arrow button at the bottom right is also highlighted with a red box.

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.



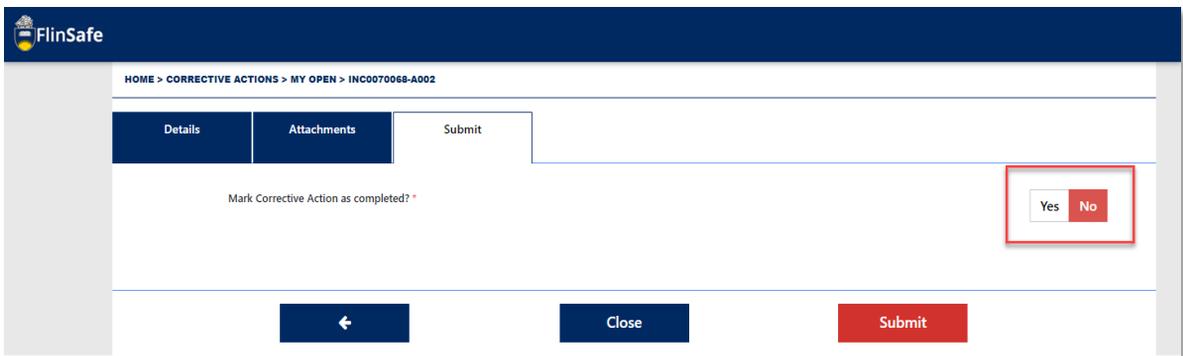
9. Select **Add** if there is only one document to attach or it is the last of the series, otherwise, click **Add & New** until all attachments are done.

10. Select the next arrow or click Submit.



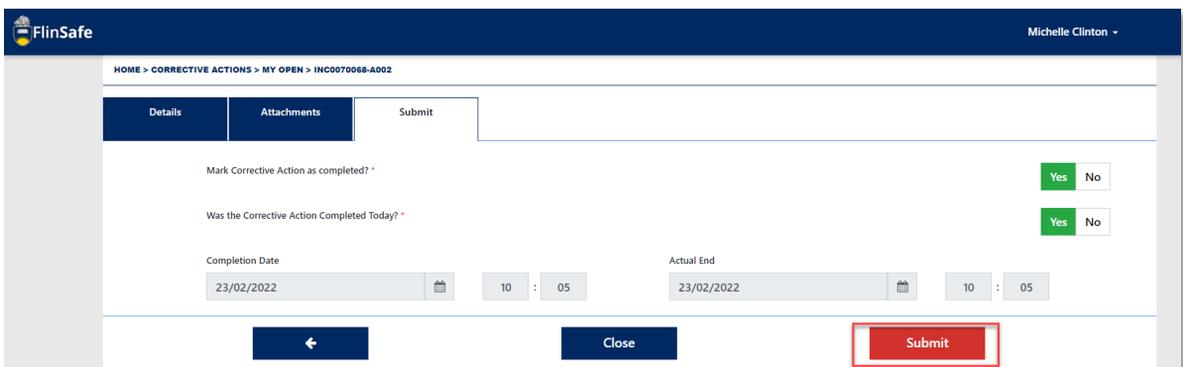
The screenshot shows the FlinSafe interface with a dark blue header. Below the header, the breadcrumb trail reads "HOME > CORRECTIVE ACTIONS > MY OPEN > INC0070068-A002". There are three tabs: "Details", "Attachments", and "Submit", with "Submit" highlighted by a red box. At the bottom, there are three buttons: a left arrow, "Close", and a right arrow, with the right arrow highlighted by a red box.

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



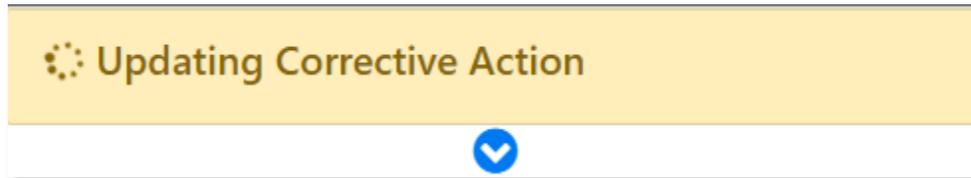
The screenshot shows the FlinSafe interface with the breadcrumb trail "HOME > CORRECTIVE ACTIONS > MY OPEN > INC0070068-A002". The "Submit" tab is selected. The question "Mark Corrective Action as completed?*" is displayed. To the right of the question is a "Yes No" button, with the "Yes" button highlighted by a red box. At the bottom, there are three buttons: a left arrow, "Close", and "Submit".

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**.

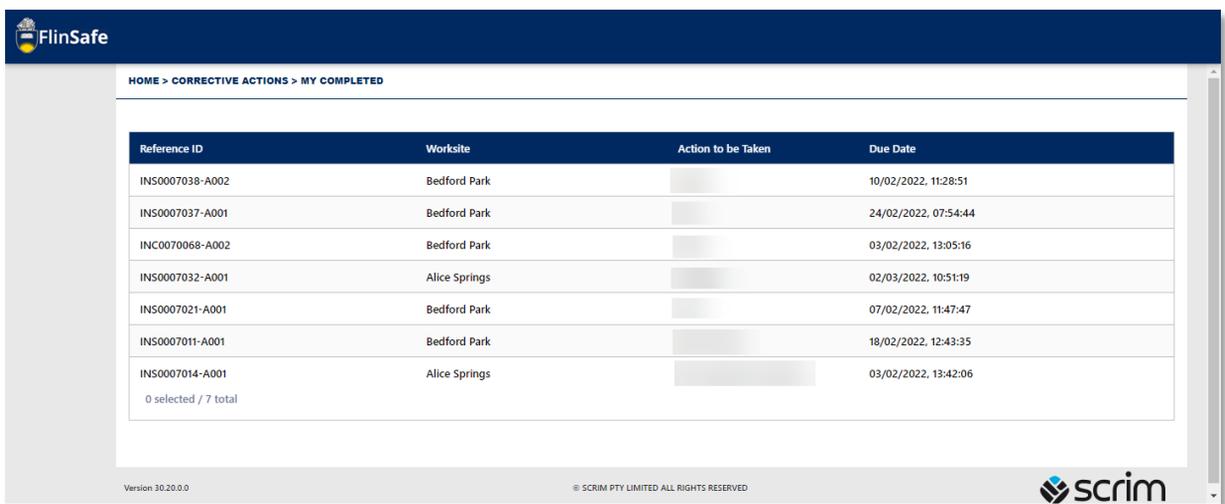


The screenshot shows the FlinSafe interface with the breadcrumb trail "HOME > CORRECTIVE ACTIONS > MY OPEN > INC0070068-A002". The "Submit" tab is selected. The question "Mark Corrective Action as completed?*" is displayed with "Yes" and "No" buttons. Below it, the question "Was the Corrective Action Completed Today?*" is displayed with "Yes" and "No" buttons. There are two date fields: "Completion Date" and "Actual End", both showing "23/02/2022". At the bottom, there are three buttons: a left arrow, "Close", and "Submit", with the "Submit" button highlighted by a red box.

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.



Reference ID	Worksite	Action to be Taken	Due Date
INS0007038-A002	Bedford Park		10/02/2022, 11:28:51
INS0007037-A001	Bedford Park		24/02/2022, 07:54:44
INC0070068-A002	Bedford Park		03/02/2022, 13:05:16
INS0007032-A001	Alice Springs		02/03/2022, 10:51:19
INS0007021-A001	Bedford Park		07/02/2022, 11:47:47
INS0007011-A001	Bedford Park		18/02/2022, 12:43:35
INS0007014-A001	Alice Springs		03/02/2022, 13:42:06

0 selected / 7 total

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This ends the process.