Inspection Reports: Responsible Person Tutorial

Logging in to Inspect

1. Select the inspection report link from the email notification. By default, you'll be taken to the inspection report
   OR
2. Log in to the RSS Inspect solution at https://app.riskandsafety.com/inspect using your credentials
3. Select **Inspection Reports**
4. Select the desired report from the list

Reviewing an Inspection Report

By default, only non-compliant items are displayed. To view all findings, select **View All Responses** in the blue banner. This banner contains information about the inspection report. If the following information is not accurate, contact your Inspect Program Admin or Inspector named on the report:

- Building/department/unit/facility that was inspected
- Checklist Name
- Current Managers
  - Responsible Persons who have access to the Inspection Report and are responsible for resolving non-compliant findings
- Inspection Contributors
  - Inspectors or Admins who contributed to the Inspection Report
- Inspection Date
  - Date of Inspection
- Report Sent Date
  - Date when this Inspection Report was sent to the Responsible Person/Managers
- Status
  - Status of the Inspection Report
    - Sent to RP – Inspectors submitted the report to the Responsible Person for review. Responsible Persons are responsible for resolving the findings.
    - Done – The inspection report is completed, and all non-compliant findings have been resolved.
    - If done, the report will have a Done Date listed.

Resolving Findings

Areas of the report which require a response have a red line along the left-hand side of the section and have a status of “Not Resolved” on the right. To see only these findings on your report, select **View Findings Only** (if not already selected).

1. To respond to a finding, select the three-dot menu to the right of the finding
2. Select the desired action from the following options:
    a. **Mark As Ready for Verification**
    b. **Mark As In Progress**
    c. **Mark As Resolved**
3. Enter Comments, Tracking #, Resolution Date, and attach images and documents (if applicable)
4. Select **Save**

Note: If a finding has been marked as “Ready for Verification”, it will be reviewed. If the inspector or administrator has further questions on the information you provided, they can respond and send the finding back to “Not Resolved” so you can provide more information.

Starting a Discussion

For questions on an individual finding, you can start a discussion with the Inspectors and Administrators in your organization.

1. To the right of a finding, select the three-dot menu
2. Choose **Start a Discussion**
3. Enter comments
4. Select the desired recipient(s) under “Add People”
5. Select **Send**

Note: All named people on the comment will be sent an email notification with a link to the discussion. The Inspector or Administrator’s responses will display on the finding. You may have to select “More…” to see the full conversation.