Self-Inspections for Audits, Pre-inspections

About Inspect

Inspect is a cloud-based inspection solution that provides a way to complete inspections, including self-assessments. These can be completed on either of two platforms:

1. Inspect mobile app available for Apple or Android
2. Inspect desktop

Installing the Inspect Mobile App

For iOS Users	For Android Users
1. Navigate to the App Store	1. Navigate to the Google Play Store
2. Search for “RSS Inspect”	2. Search for “RSS Inspect”
3. Select **Get**	3. Select **Install**
4. Launch the application	4. Launch the application
5. Login with your campus credentials	5. Login with your campus credentials

Performing an Inspection on a Mobile Device

1. Launch the app on your mobile device
2. Select **Start Inspection**
3. Choose a checklist from the drop-down and a party (or subject) to inspect
   - In the search field, type the subject of your inspection (department, building, lab group, etc.)
   - If an inspection has already been started on your device, you have the option to continue
4. Select **Let’s go!**
5. If this is the first time performing this inspection select the three-dot menu in the top right
6. Select the three-dot menu in the top right
7. Choose **Select Categories**
   - Choose the categories you want to inspect
   - Best practice: unless working on a collaborative report, select all categories
   - Select **Done**
8. To create a finding for a question, select **X**

- “Public Comments” are visible to you as the inspected party. “Private Comments” are visible to anyone who contributed to the self-inspection as an inspector and any program administrators.
- To add an image, select the camera icon in the “Images” field and take a picture that will be automatically associated.
    i. To associate a photo that’s already on the device to a finding, select the photo icon and select the photo(s)
- If the checklist is tied to building and room data, select the location of the finding from the **Location** drop-down
- If the finding was corrected during your self-inspection, select the toggle next to “Corrected On Site”
- Enter the “Action Plan” for the finding
- Select **Save** in the upper right corner

9. Complete all checklist questions for accurate reporting
    - You can set all remaining unanswered questions to **compliant** or **N/A** by selecting the three-dot menu at the top of the page or the three-dot menu beside each category
10. Select **Save** in the upper right corner
11. From the homepage, select **Submit/Edit Inspection**
12. Use the three-dot menu beside your report to **Submit as Draft** or **Submit as Completed**. Submitting as a draft will allow you to further edit on the desktop version
    - To continue editing an inspection, select **Edit Inspection**
    - You can also delete a draft by selecting **Delete**

Editing a Report on Desktop

Reports can be edited while in **Draft**, **Pending Upload**, and **Ready for Review** statuses.

1. From the Inspect homepage, select **Inspection Reports**
2. Select a report status (you can remove other statuses by selecting the x by their name)
3. To search for a report by other parameters, select **Advanced Search**
4. Select **Search** and choose a report
    - To make changes to an existing finding, select the three-dot menu to the far right of the finding
    - Select **Edit Incident**
    - Make any changes to the incident form and **Save**
5. To record a new finding, select the **X** beside a checklist question
    - Fill out the incident form and **Save**

6. To answer remaining unanswered questions, select the three dots to the far right of the category or in the top right corner for the entire checklist
7. When all checklist questions have been completed, select **Send** to submit the inspection

Performing an Inspection on Desktop

1. Login to https://app.riskandsafety.com/inspect/
2. Select the **Start Inspection** button
3. Choose a checklist from the drop-down and a party (or subject) to inspect

Note: Enter your name in the search field to quickly find the subject of the inspection (building, lab group, department etc.)

4. Select **Let's Go!**
5. Select **X** to create a finding
    - "Public Comments" are visible to you as the inspected party. "Private Comments" are visible to anyone who contributed to the self-inspection as an inspector.
    - Adding images is also available
    - If the checklist is tied to building and room data, select the location of the finding from the **Location** drop-down
    - If the finding was corrected during your self-inspection, check the box next to "Corrected On Site"
    - Enter the "Action Plan" for the finding
6. Select **Save**
7. Complete all checklist questions for accurate reporting
    - You can set all remaining responses to compliant or N/A by selecting the three-dot menu at the top of the page or the three-dot menu beside each category
8. Select **Submit**