

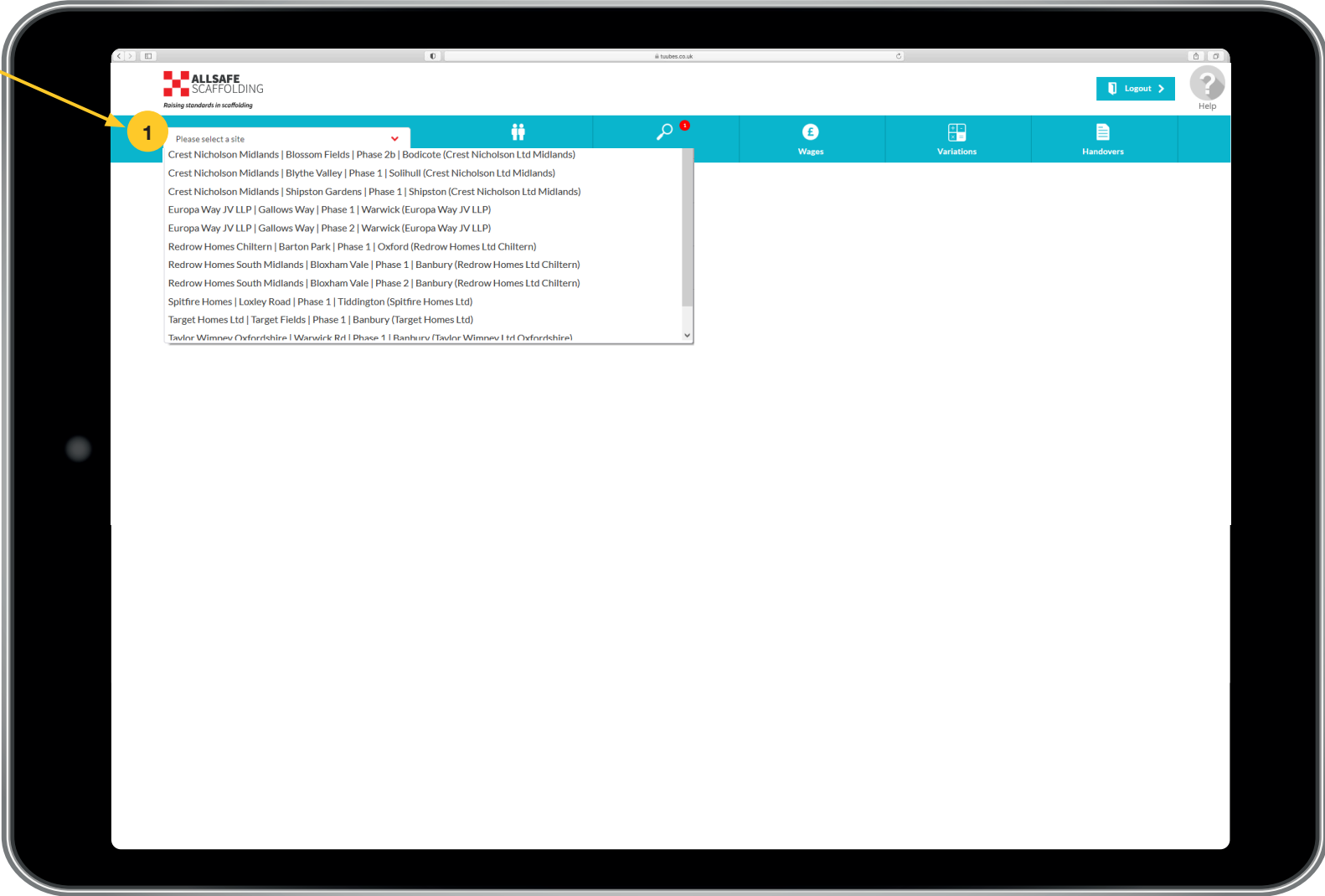


# Contract Managers completing an Inspection

# WEEKLY INSPECTION – FIND THE SITE

Step 1

Select Customer and site address from the drop-down menu



# WEEKLY INSPECTION – PAPERWORK/ ADMINISTRATION

Step 2

Select Start Inspection

Step 3

Answer each question one by one and select the camera icon, take a picture as proof of the questions answered

Step 4

Select camera and take a picture of the Site entrance

Please take the best site picture that is possible like the entrance of the site with the show homes, flags, name of site etc

Step 5

Select the Site Agent and Assistant Site Agent from the drop-down menus

Step 6

Once checked select Save

Question	Yes / No	Image
Has the RAMS been signed?	<input checked="" type="radio"/> <input type="radio"/>	
Are the RAMS in date?	<input checked="" type="radio"/> <input type="radio"/>	
Has the Harness registration been signed?	<input checked="" type="radio"/> <input type="radio"/>	
Have the scaffolders signed in & out?	<input checked="" type="radio"/> <input type="radio"/>	

Site Image (Optional)

Site Agent (Optional)

Assistant Site Agent (Optional)

Inspection Date: 25/07/2022

Last Inspection: 10/07/2022

Note !

It is easier taking a picture straight from your tablet

The camera icon will also turn green once a picture has been uploaded

# WEEKLY INSPECTION – ADDING ISSUES

**Step 7**

Start scaffold Inspection by inspecting All Plots, as below or selecting each plot one by one from the drop-down menu

**Note !**

The start of this weeks Inspection has now been saved

**Step 8**

Default is to inspect all plots however, if the inspection is not possible, please choose one of the drop-down menu and select Save

**Step 9**

Using the slide bar find the issues you would like to report

**Step 10**

Select the **ADD** to raise an issue

The screenshot shows the ALLSAFE Scaffolding software interface. At the top, there's a navigation bar with 'All Plots' selected in a dropdown menu. Below that, a table displays inspection data for five plots. The table has columns for 'Plot', 'Inspection Status', 'Ground Condition', 'Other - Site Issue', 'Caps on touching tubes', 'No damage to property', 'Doorways clear', 'Window Reveals', 'Doorways Clear/understung', 'Other - Scope', and 'Birdcage dest'. The 'Inspection Status' column has a dropdown menu open, showing options: 'Inspect', 'In Progress', 'Unsafe', 'No Access', and 'Scaffold Complete'. The 'ADD' button is highlighted in the 'Other - Site Issue' column for plot 1. A success message 'The inspection has been saved successfully' is displayed above the table.

Plot	Inspection Status	Ground Condition	Other - Site Issue	Caps on touching tubes	No damage to property	Doorways clear	Window Reveals	Doorways Clear/understung	Other - Scope	Birdcage dest
1	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
1	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
2-3	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
2	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
3	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
4	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD
5	Inspect	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD	0 ADD

# WEEKLY INSPECTION – ADDING ISSUES

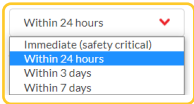
**Note !**

Tuubes populates :-


Issues type, Question, Plot And Date

**Step 11**

Select from the drop-down menu below the Action Required timescales, default is set at 24 hours to resolve



**Step 12**

Select camera icon and take a picture of the issue  
The icon goes green once a picture has been added 

**Step 16**

Finally Select Add Issue to save

**Step 13**

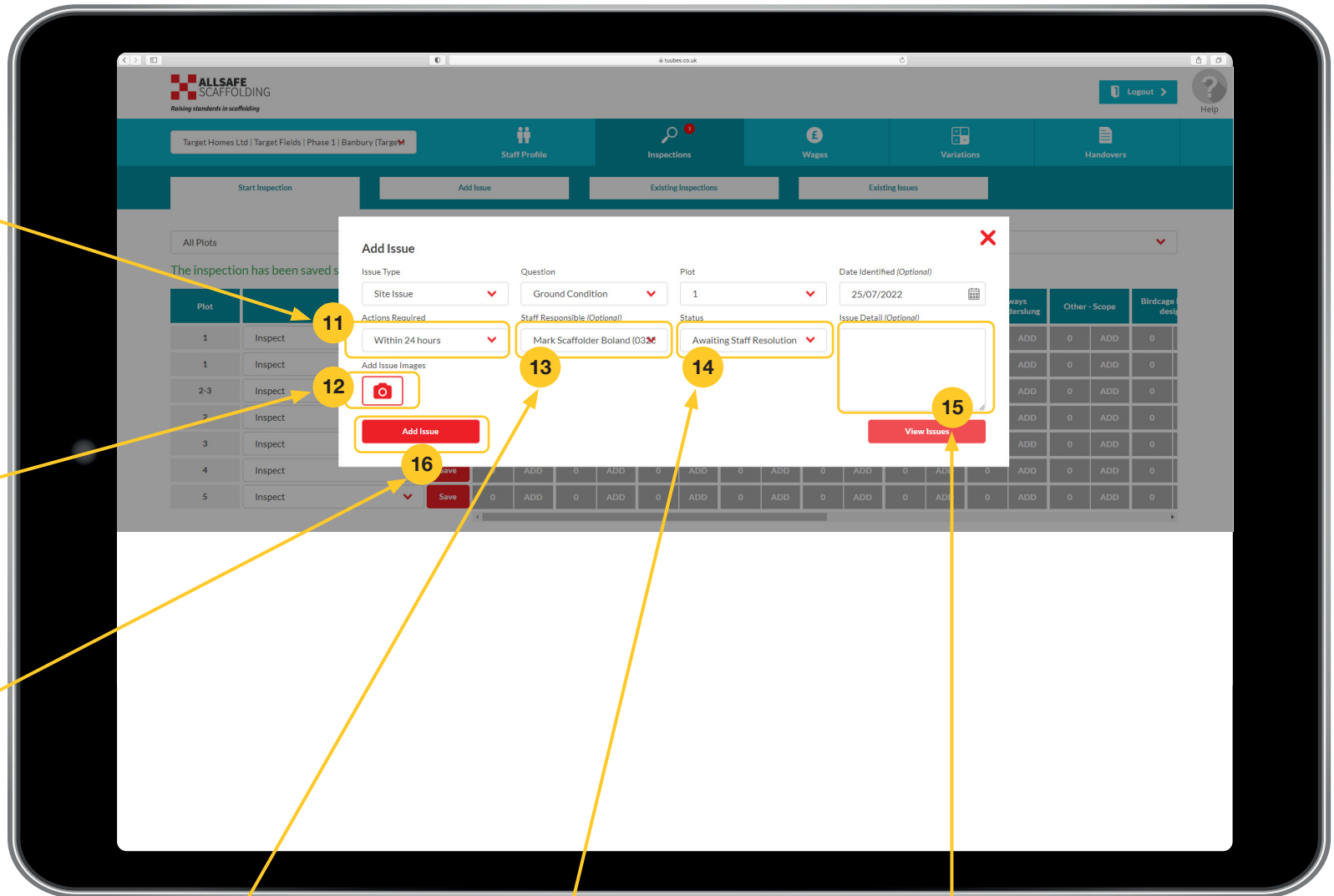
The Staff Responsible will default with the scaffolder who booked the work in or manually select the staff who needs to take the action to rectify the issue

**Step 14**

Defaults to awaiting Staff Resolution however, contract manager can take this action on himself by selecting Awaiting Review from the drop-down menu

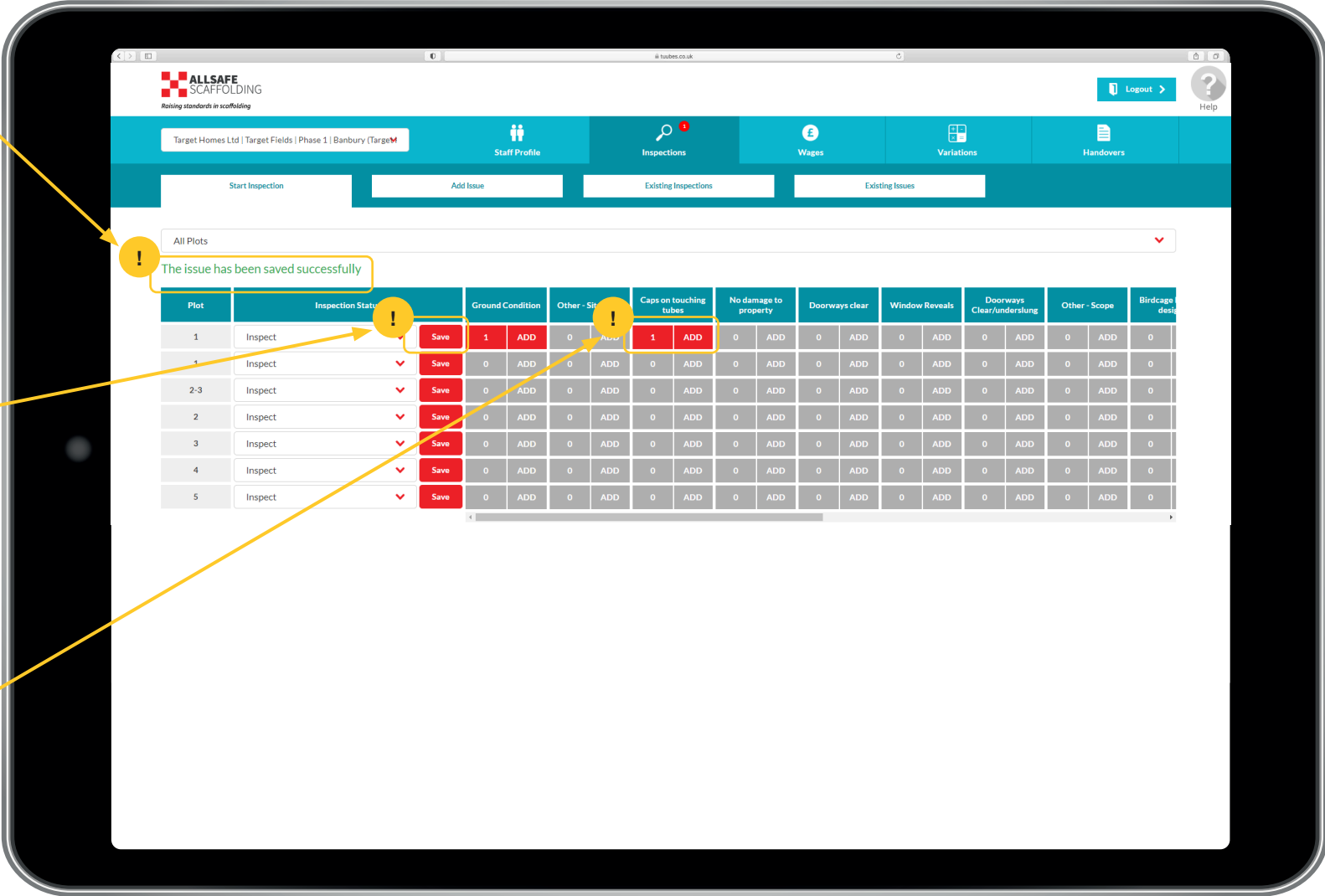
**Step 15**

Please write details as it helps everyone throughout the business



# WEEKLY INSPECTION – ISSUE HAS BEEN SAVED

**Note !**  
 Message that the issue has been saved and you can now add the next



**Note !**  
 Once you have inspected a plot select **Save** and the plot will disappear

Repeat inspection process from step 1 until no plots are visible

**Note !**  
 The box now turns red with the number of issues, you can add more issues by selecting **ADD**, which in turn, will increase the number of issues recorded

## Note !

### Good News

At the bottom of the inspection page there is space to add good news that we would like to capture within the inspection

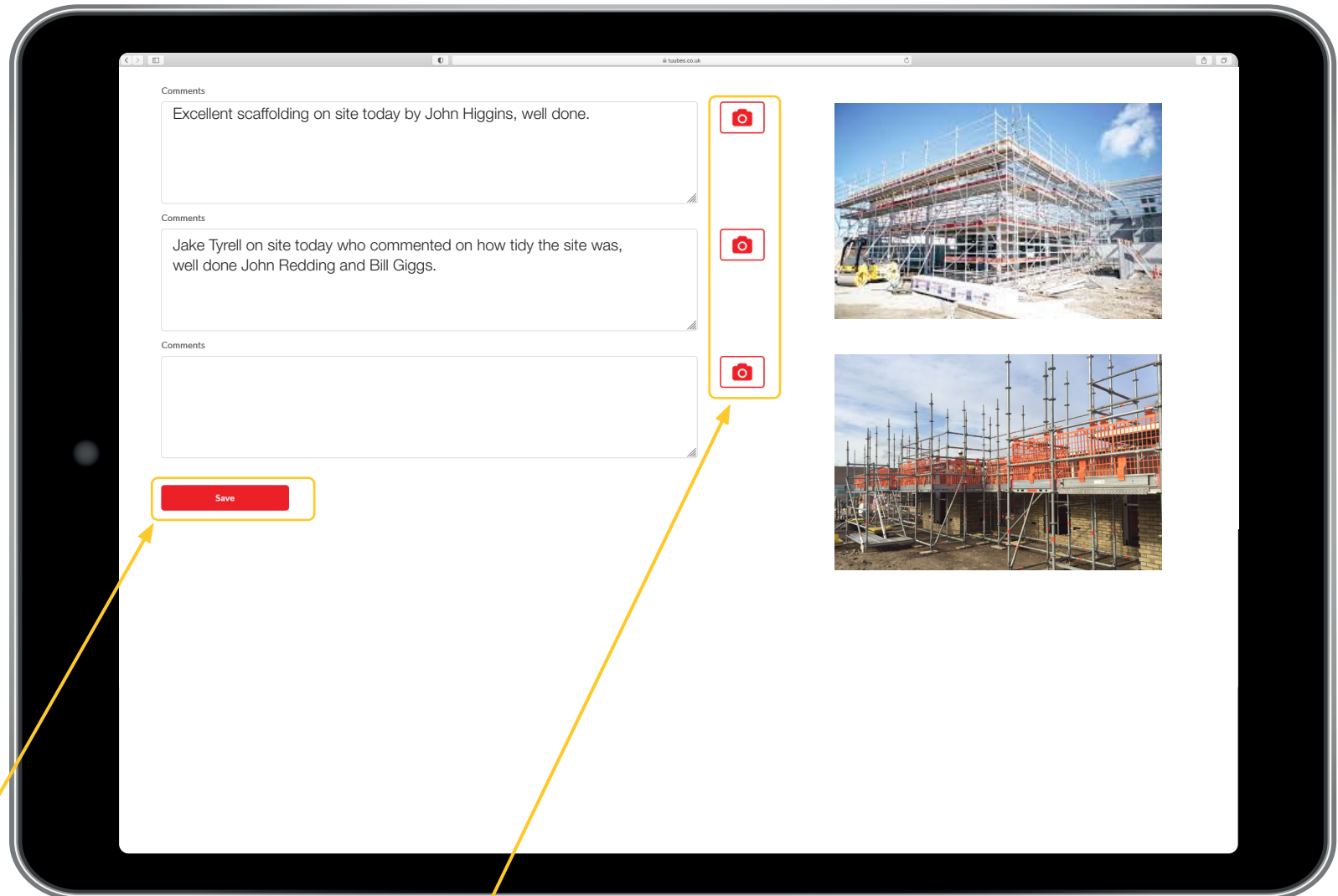
It could be the scaffolding team that scored 100% with our contracts manager comments and a picture of the guys

It could be a message from the customers site agent on **Allsafe Scaffolding** and a picture of site agent with our team

If could be an award that **Allsafe** has been given for that particular site, contractor of the month etc

It could be for a site that has improved, and the contracts manager would like to highlight it internally or externally

Please use this and share how you have used it with the rest of the **Allsafe Team**



### VERY LAST ACTION

Once you have completed these good new stories, please select the **Save** Icon to finish your site inspection

### AND PLEASE REMEMBER

A picture paints a thousand words

Please use the picture icons for your good news stories



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*Raising standards in scaffolding*