



Inspection Tracking

FacTS™ Inspection Tracking was designed to accommodate both regulatory and operational improvement inspections. When used in conjunction with the Standard Operating Procedures and other features of EHS Management Suite, Inspection Tracking gives the user the tools needed to effectively implement an inspection program.

CREATING INSPECTION FORMS

The Inspection Form activity allows the user to prepare a checklist of items to be investigated. In keeping with Quantum's commitment to being the most open and flexible Environmental Management System on the market, the inspection portion of FacTS was designed to allow the user to define all inspection forms, and the questions to ask or parameters to check. The user can create an unlimited number of forms and associate an unlimited number of items to each form.

RECORDING INSPECTION RESULTS

Once Inspection Forms and Questions have been defined, it is time to record the results of the inspection. Results can be entered into the inspection form field(s) using hand-held RF units, or manually recorded on a system-generated printout of the blank inspection form and then keyed-in to the system.

As the form is chosen, the user is prompted to enter the Date and Time for the inspection. After those are entered, the Inspection Type is selected. This serves as a "filtering" tool, determining which options are available to the user. For example, if the inspection is of a container, then the field for Container ID is displayed and the user enters the ID of the container that is being inspected. Similar functionality is available for Employees, Equipment, Facilities, etc.

Once you have entered the information about the time and type of inspection, the user is then prompted for a response to each question or item as determined by the form and questions defined earlier. These results can be printed out in a form very similar to the original hard copy inspection form that may have been used. This enables consistency of information presentation and can prevent any concerns about incomplete inspections. After the inspection results have been stored, you can schedule any corrective actions that may be necessary. If corrective actions are required, users can either generate a "work order to correct the problem" or log a violation as an incident.



Unlike the work order, corrective actions associated with an incident can not be closed until all activities are completed and signed off.

SCHEDULING INSPECTIONS

The **Master Activity Schedule** activity allows the user to define the frequency (e.g. daily, weekly, one time only) of each activity or task (e.g. commissioning, inspection), who can perform these tasks, and when the activities are to be initiated. The activities can be scheduled on either a routine (e.g. daily, monthly, annually), event-driven (e.g. spill, accident), or ad hoc basis. For example, the commissioning/decommissioning of accumulation sites could be initiated on either an ad hoc or user-requested basis.

STANDARDIZING INSPECTIONS

The **Standard Operating Procedures** (SOP) feature of FacTS allows the user to develop company-specific policies or action plans that are stored as a text document on the system. Furthermore, the activities that would prompt employees to utilize these policies or procedures are also defined.

Inspections can be included as Standard Operating Procedures, which ensures that inspections are carried out in an organized and consistent manner. This is especially useful when going through certification processes such as ISO 9000 and 140001.



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