MY Compliance - MY Audits

1. Sign in to the App – your Username is your email address

2. Click on Download Audits

15:08

Sign In

MY Audits

Username

Password

Sign In

App Version: 2.4.5 (20416)

14:32

Home

Download Audits

Select which Audits to keep on your device to be run off-site.

Run Audits

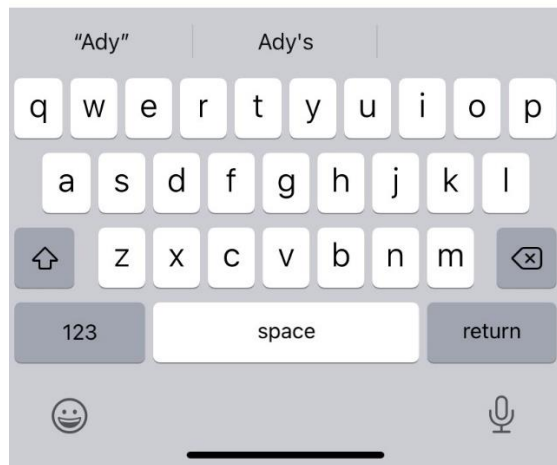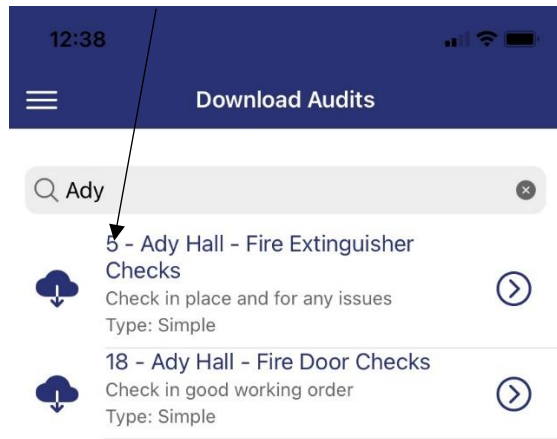Select an Audit to run from your list of downloaded Audits.

Contact
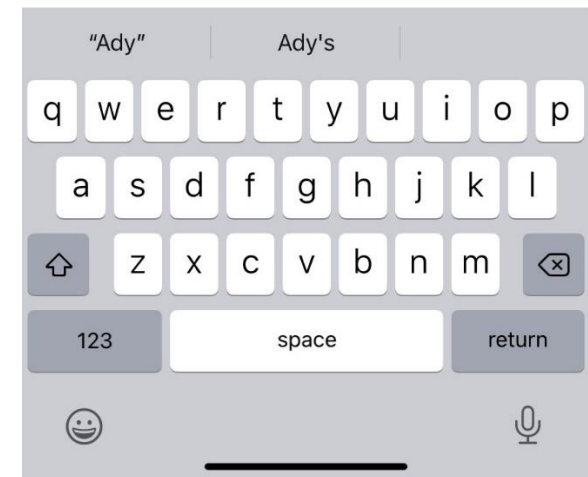
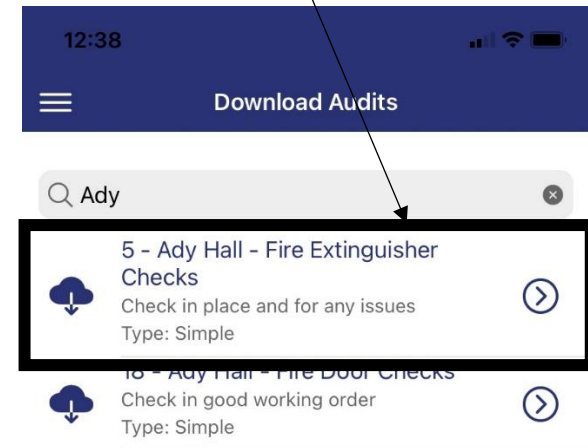View contact information for MY Compliance Management
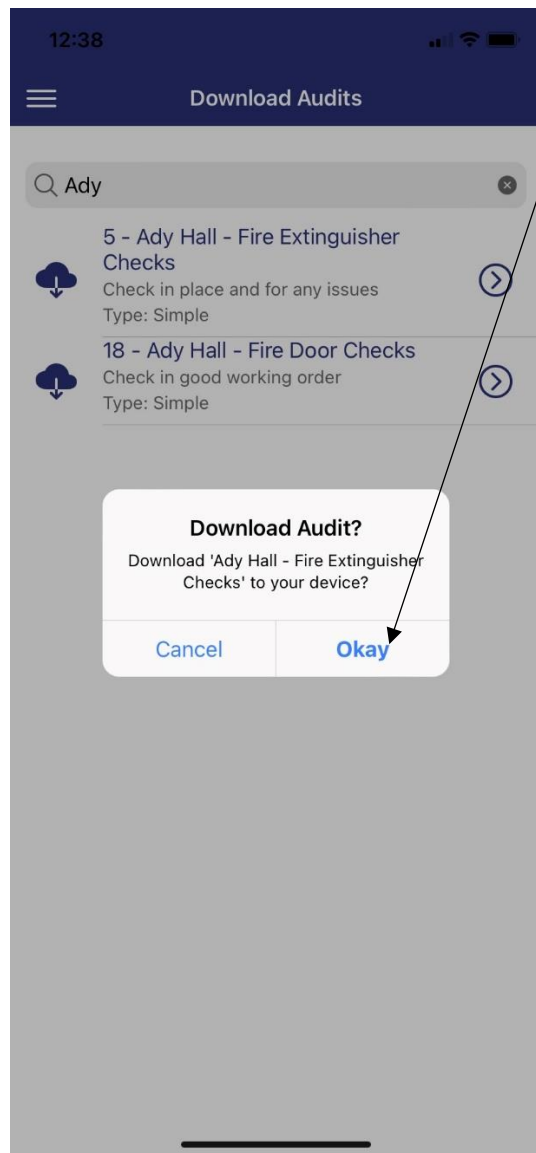
Log Out

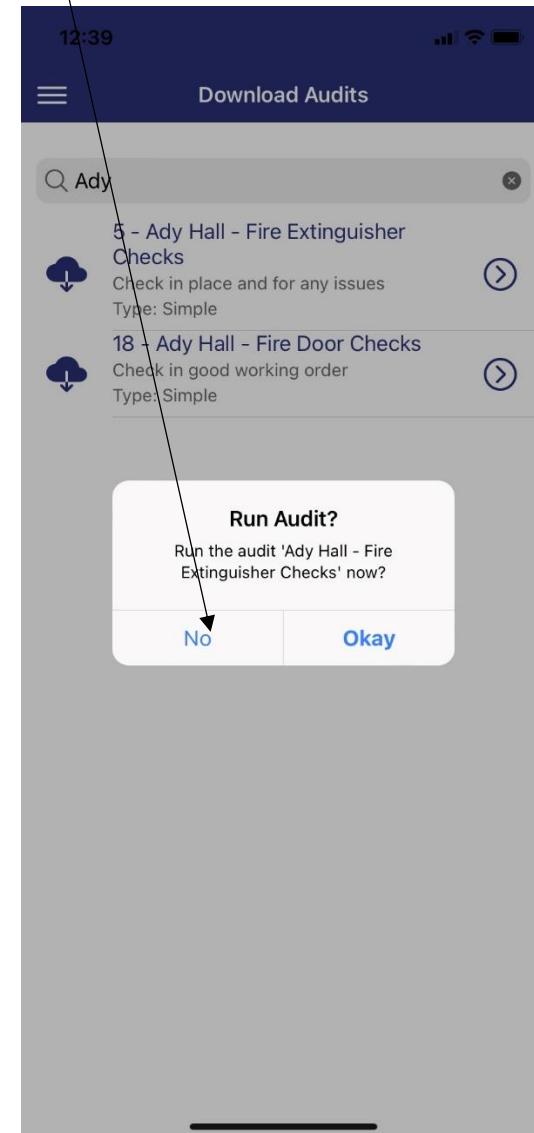3. Type your name in the search box

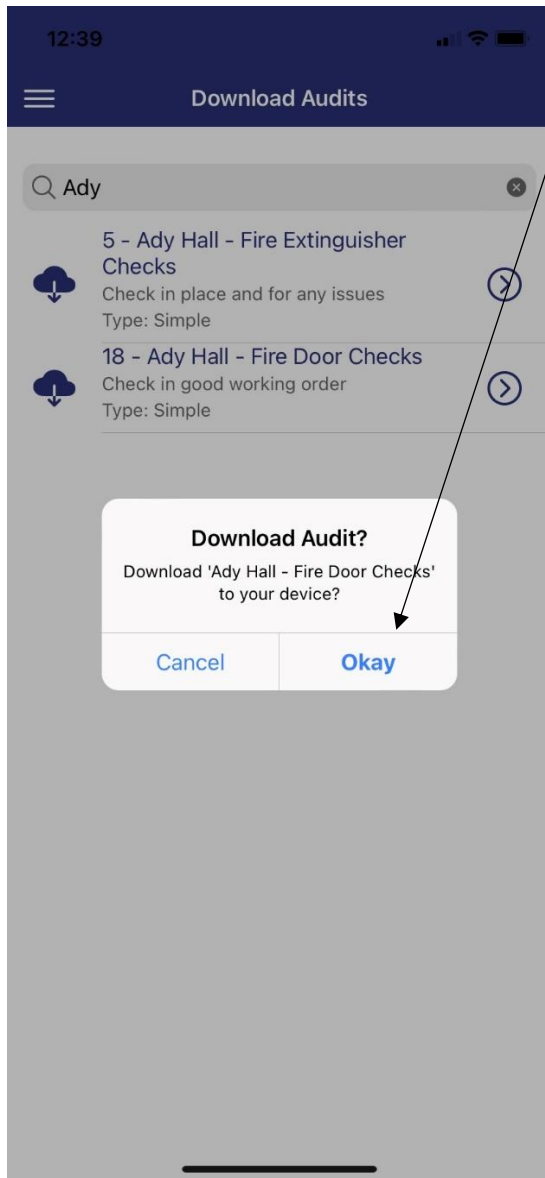4. Click anywhere in the section, of the first audit available

5. You will be asked if you want to Download the Audit?
   Check it is the correct audit and if it is, click Okay
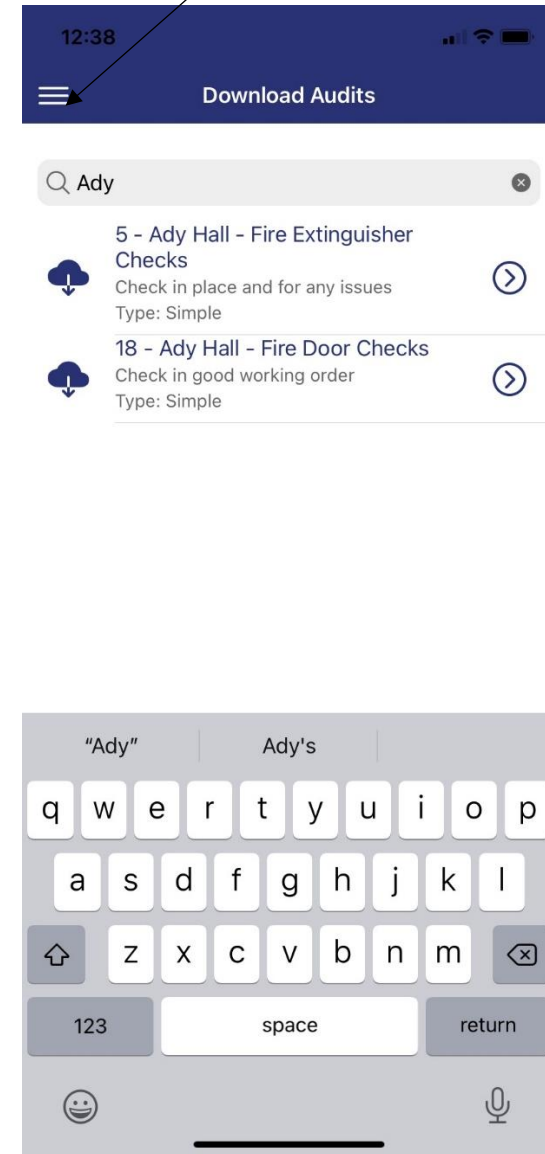   If it is not the correct audit, click Cancel

6. You will be asked if you want to run the audit,
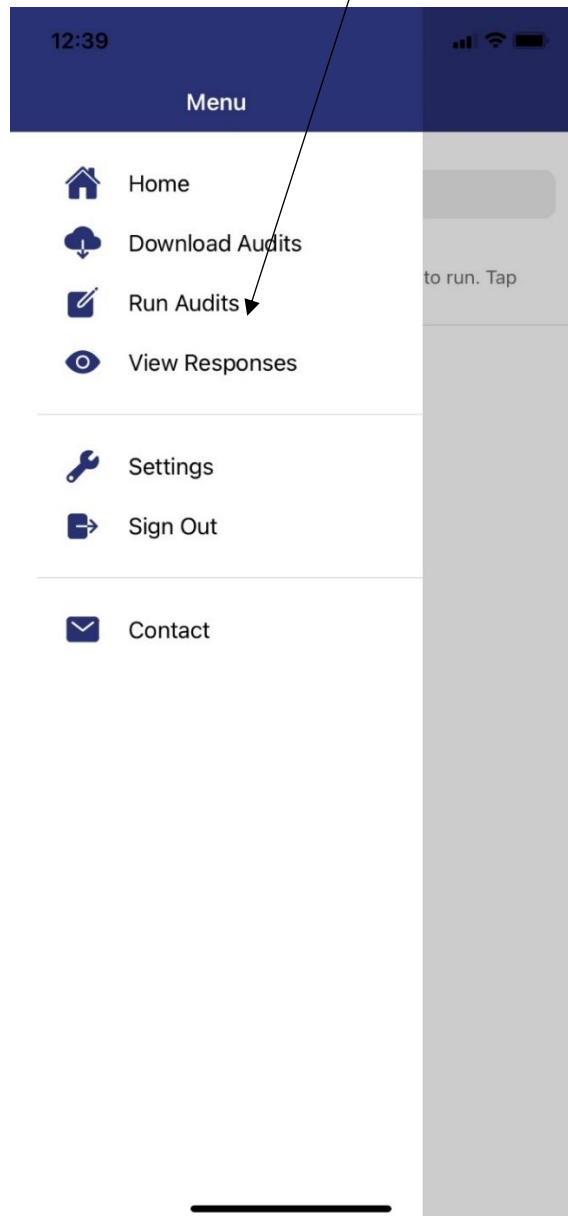   at this stage say No

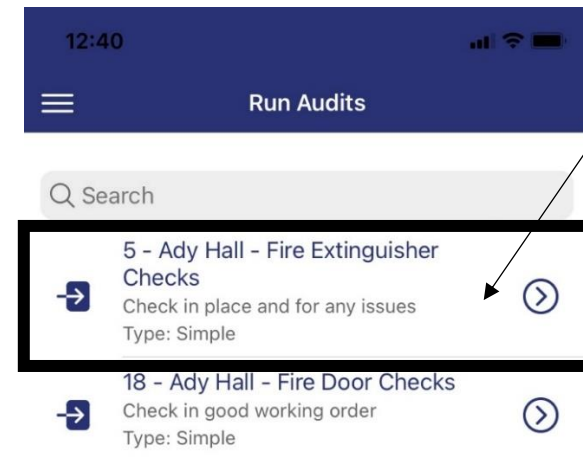7. Continue by downloading all of your audits

8. Once you have downloaded all of your audits click on the three lines

9. Click Run Audits

10. Click on the audit you want to run, anywhere in the section

11. Click on Run Audit

12:40

Run Audit: Ady Hall - Fire E...

Ady Hall - Fire Extinguisher Checks - Type: Simple
Check in place and for any issues

Responses (0)

No Responses for this Audit.

Back Remove Update Run Audit

12. Click Next

13:40

Simple Audit: Ady Hall - Fir...

Details	Criteria	Summary

Details

Details:

Check in place and for any issues

Audit Date:	27 May 2022 13:40
Status:	Open

Notes

Back Next

13. You will then see all of the Items that you have to check.
In this example the first Fire Extinguishers is E1
Go to the location for E1 and check it is in place, click on Response
for that extinguisher.

14. Answer the question(s) given.
In this example it is asking 'Check in place'

If the extinguisher is not there, click Failed
If the extinguisher is there, click Passed

Work your way through all of the items you need to check, when you
have finished them all, click Next

15. On this screen you can add an Action if you have found something of concern. For example, the extinguisher is there but is not attached to the wall, or it has no signage.

Actions are then forwarded to a Fire Officer who will investigate the issue and take any required action. You will be informed by the system of the notes that the Fire Officer adds to the Action.

Click on Add Action

16. The Action Title must be the Fire Extinguisher Number and ideally its location.
Action Details – describe what the issue is
Click on a reasonable due date – if it is a major H&S risk give it is a short amount of time, if it is a minor issue give it a week.
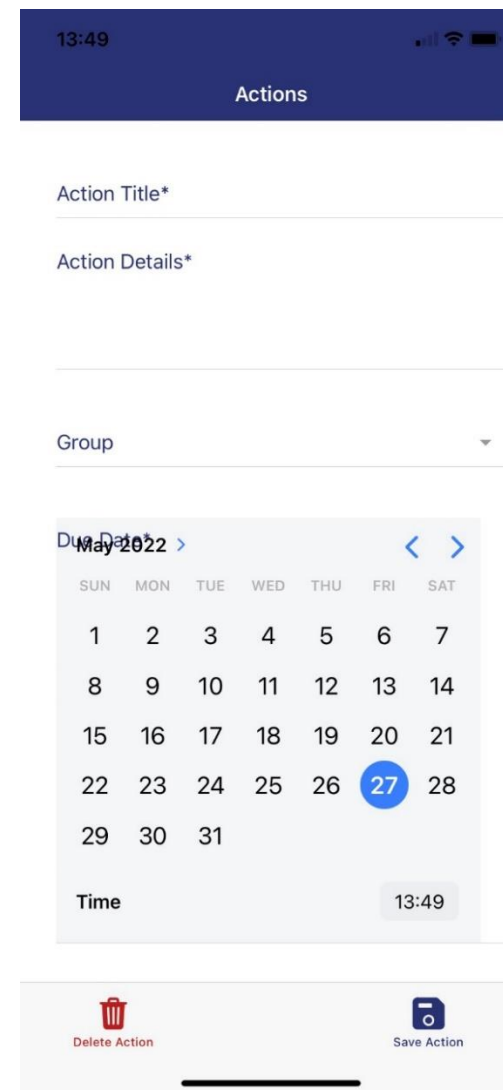
17. Scroll down the screen and Assign the issue to one of the Fire Officers – from the drop down menu choose either Ian Warne, Clare Crouch, Dan Sawyer or Sarah Newman

They will be informed by the system that an Action has been assigned to them.

18. You can add an image at this stage if you feel it helps to show the issue. Click on Add Image

19. You can use a photo from the camera, or take a photo at that time
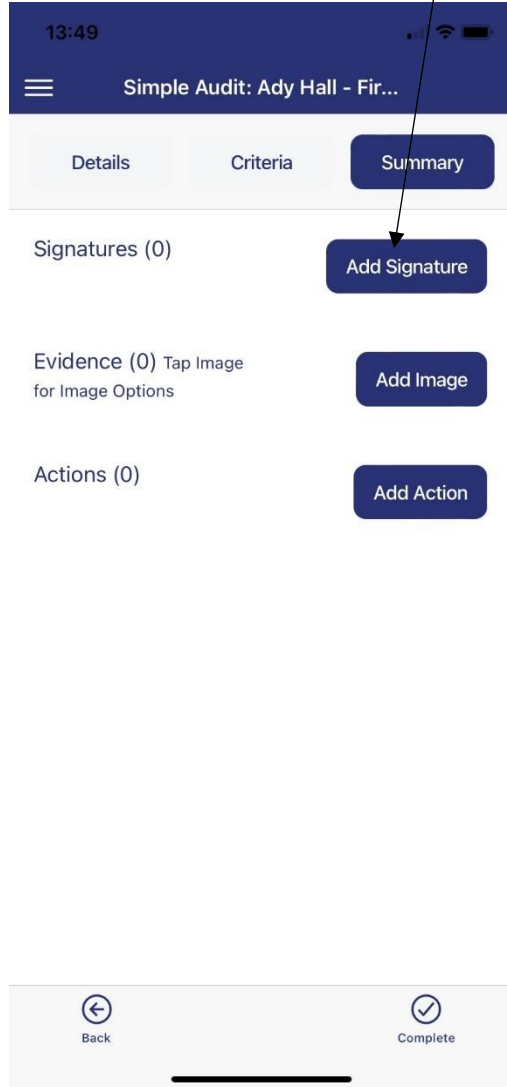

20. Once you have completed all of these steps, click Save Action

21. Finally, you have to sign the audit to confirm you have completed it and it is finished

Click Add Signature

22. Complete the screen
Signed in the capacity of – Fire Warden (FW)
Name – Your name (or initials)
Sign here – use the screen to add your signature (or initials)

Then click Save

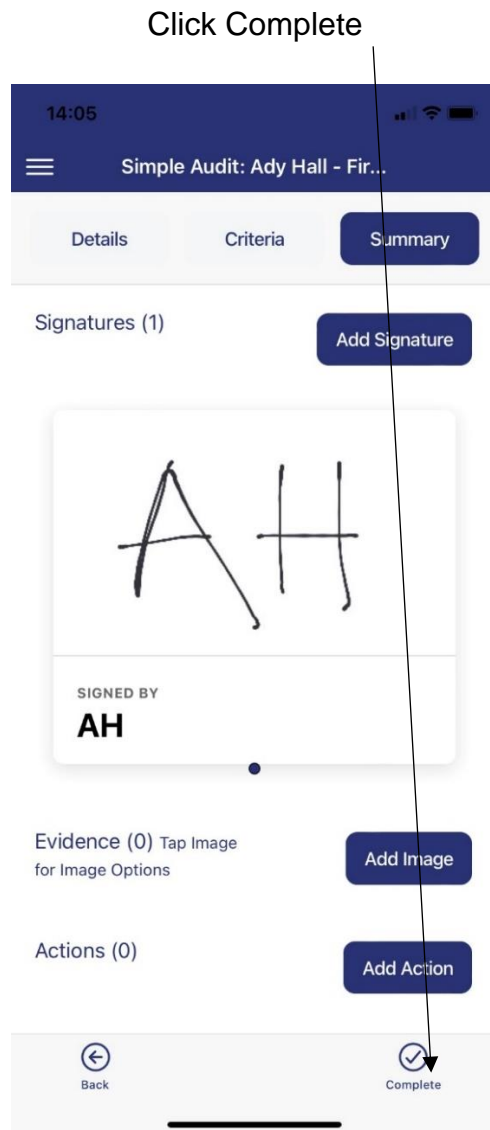23. Once you have completed all of the above you will be able to complete and upload the audit (you must have completed all the questions in the Criteria screen).
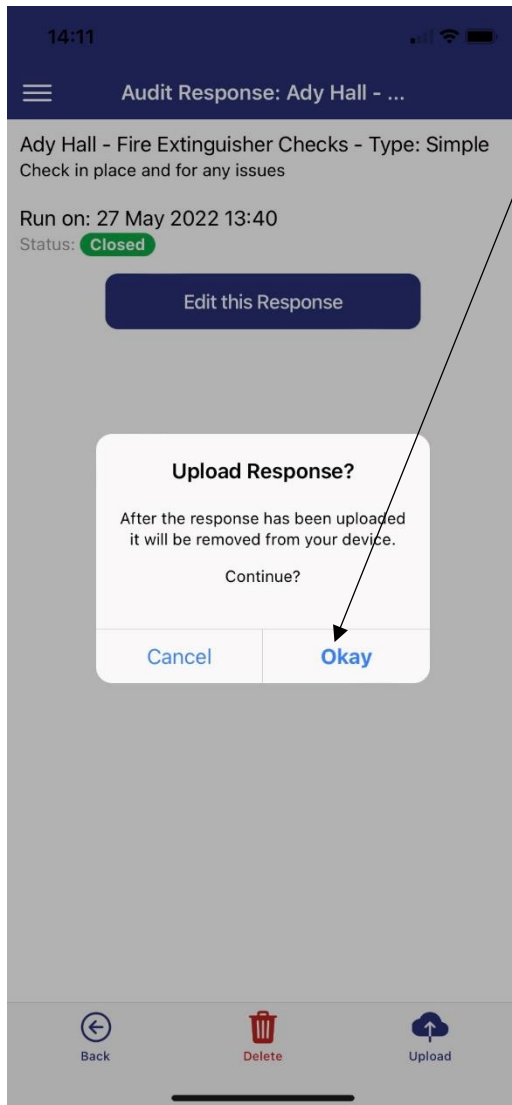
Click Complete

24. At this stage, click Edit this Repsonse if you need to make any changes to the audit. This takes you back to the previous screens
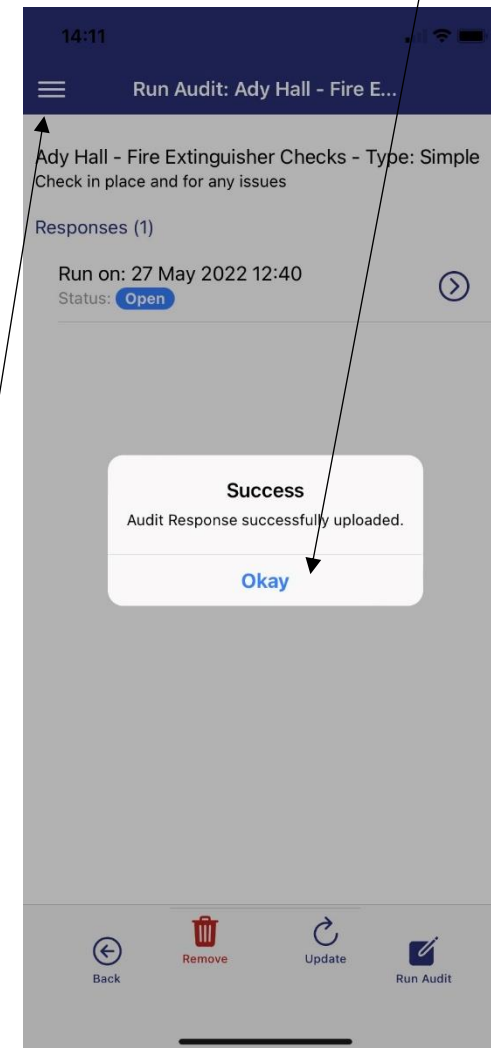
Once everything is correct and completed, upload the audit by clicking Upload

25. You will be asked if you want to upload – once you have uploaded this audit will no longer be available on your device. So only upload if you are confident you have finished it.
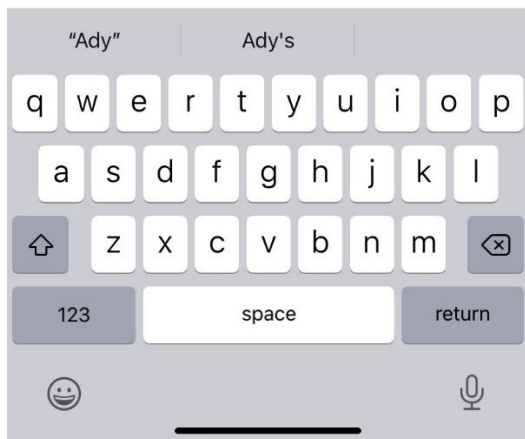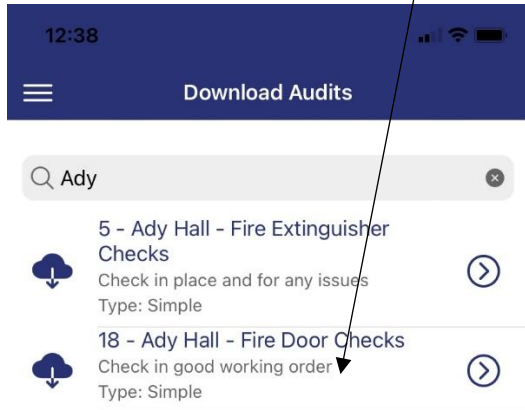

26. Once you upload you will be given a success response. Click Okay

Then click the three lines to return to your audit options.

27. Select the next audit you have to do and follow the same process again.

Repeat until you have completed all of your audits.

If you log out of the App, you will delete any downloaded Audits and have to download them again the next week.

If you don't log out, you will be able to go straight to Run Audits next time, and instructions from No. 10 will apply.