

How to respond to a Category/Inspection Items

You have received an email from rmslosscontrol@memun.org, which is titled:

“Report for (member name) – (type of survey) (date of visit)”

The email provides a link which allows you to update the status of category/inspection items.

The procedure is as follows:

To respond to the items: **“Click here to respond to action items below”**.

Report Information

Report Name: Property Survey
Customer:
Location: Property Survey Of Wastewater Treatment Plant
Inspector: Daniel Whittier
Report Sender: Dwhittier@memun.org
Msg ID: 5138-695980
Inspect Date: 01-31-2019

PLEASE NOTE: Issue(s) were identified during the above referenced inspection that require 'Corrective Action'. Please click the link below to document action taken or planned.

[Click here to respond to action items below](#)

Category/Inspection Item	Status	Assigned	Cat #
Aisles/Walkways			
Permanent aisles/passageways are not appropriately marked (1910.22)	Open	N	559386
Not all changes in elevation are adequately marked/delineated to minimize trip hazards (Best Practice)	Pending	N	545950

The Corrective Action Tracking Item will open with the details of the Identified Hazard and the category/inspection items.

SAFETY REPORTS

Corrective Action Tracking

Inspection Name: Property Survey
Company:
Location: Property Survey Of Wastewater Treatment Plant
Inspector: Daniel Whittier
Email: Dwhittier@memun.org
Inspect Date: 1/31/2019

Category/Inspection Item	Status	Assignment	Action
Aisles/Walkways			
Permanent aisles/passageways are not appropriately marked (1910.22)	Open	(unassigned)	Update
Not all changes in elevation are adequately marked/delineated to minimize trip hazards (Best Practice)	Pending	(unassigned)	Update

You can respond to each category/ inspection items by clicking on **“Update”**.

Please note the Severity Rating of the Category/Inspection Item.

A Severity Rating of **Critical** should be reviewed and responded to immediately.

A Severity Rating of **Serious** should be reviewed and responded to within 30 days of receiving the report.

The Corrective Action Entry area is where you update the status of the category/inspection items.

Corrective Action Entry

Please document the corrective action taken or planned below.

Action:
 Taken/Complete Requested/Planned

Updated By:

Action Date:

Upload Image or PDF

Select

Add More Pics

*To add more than one image, simply add multiple actions.

Email this update

*The Email Request/Update allows an overview of the Corrective Action request to be sent to the emails below. The email will include just the latest action taken.

Inspector:

Company Contact:

Email CCs:

(one per line)

Click “Taken/Complete” if the category/inspection item has been corrected or click “Requested/Planned” if additional time is needed to address the category/inspection item. Provide a description of the action taken or proposed resolution in the text box.

Enter your name in the “Updated By:” box.

Whenever possible, **please upload a photo** of the correction action.

The “Email this update” box should **ONLY** be checked if responding to a **Critical** or **Serious** category/inspection item.

When complete, click “Submit Updates” repeat steps until all remaining category/inspection items have been addressed.

After clicking “Submit Updates” you will be brought back to the Corrective Action Entry page. You will see the category/inspection items status will be updated from open to closed or pending.

If a category/inspection item needs to be updated again, click **“Update”**, and repeat steps.

Prior responses to category/inspection items from other visits are seen at the bottom of the page under the “Previous Actions” area.

Important

If no updates are made within 30 days, you will receive the “Corrective Action Needed – (type of survey)” reminder email. This should prompt you to update any category/inspection items that have yet to be closed out. You will continue to get reminders every 30 days until the item is marked closed.

If you have any questions on how to update the Corrective Action Entry page, please contact your Loss Control Consultant.