

Inspection Checklist–Design Template

Two pages. Fill in one inspection, at one site, before you build anything in the app. Use it with the guide Rolling Out an Inspection App.

Inspection (for example, monthly plant room and roof walk)

Site and owner

Pilot start (DD/MM/YYYY)

1. Is this the right inspection to move first?

- ☐ It repeats on a fixed cycle (weekly or monthly is best).
- ☐ More than one person does it, so you can compare answers (3 or 4 inspectors).
- ☐ It happens at one site you can reach, with one template.
- ☐ The paper version already annoys the people who fill it in.
- ☐ It has no special rules of its own. Vehicle pre-starts, ticket-checked plant and regulator forms wait for a second pass.

2. Rewrite each paper question

No.	Paper wording	One thing seen, measured or tried	Pass standard (goes in the instruction field)	Photo on a fail?	N/A only when
1	Roof access	Roof hatch opens, closes and latches	Moves without force and latches fully shut	Yes	No roof hatch at this building
2	Racking OK?	Base uprights in this aisle	No visible impact damage on any upright	Yes	Aisle has no racking
3					
4					
5					
6					
7					
8					

Check each row: could two inspectors give different answers? Words like adequate, satisfactory and good condition fail the test. Number the questions in walking order, in the question text (1. 2. 3.), because the app lists them alphabetically otherwise. If the walk takes more than about 20 minutes, split it into two templates.

3. Write the priority rule before the first walk

Priority	What it means	Make safe by	Fix by	Owner
High	Injury or serious damage is possible now	Same day	7 days (example)	
Medium	A control is weakened but nothing is exposed	Not needed	30 days (example)	
Low	Housekeeping or wear, no exposure	Not needed	Next planned works	

The days shown are examples. Replace them with your own. Then write down who may change a priority and who may close a High.

4. Define what closed means

- ☐ A comment says what was done.
- ☐ The date of the action is recorded.
- ☐ A physical fix has a photograph of the result.
- ☐ Partly done is not closed.
- ☐ A weekly 15-minute review of failed and incomplete items, with the person who owns the site. Day and time: _____
- ☐ Open items from the paper binder loaded before the first walk.

5. Baseline, then read at day 30 and day 90

Number	Paper baseline	Day 30	Day 90	Notes
Scheduled inspections done in the app	n/a			
Done on schedule				
Failed items per inspection				
Failed items with an owner and a due date				
Days from raised to closed, by priority				
Repeat findings (same item, same site, within 90 days)				

Expect failed items per inspection to rise in the first month. Judge the trend after 60 days against your own paper baseline.

6. Thirty days, in this order

- ☐ **Week 1: prepare.** Pick the inspection, rewrite the questions, number them by route, write the priority rule, load the open paper items.
- ☐ **Weeks 2 and 3: paper beside the app, 2 weeks.** Inspectors walk with phone and paper and compare. Each mismatch is a question to rewrite. Run the first weekly review in week 3.
- ☐ **Week 4: app only, then measure.** Stop the paper on a named day: _____. Read the numbers at day 30, edit the template, decide whether to widen.

7. Keep with a person, not the app

- ☐ Whether an item is a fail.
- ☐ Whether a High has actually been made safe.
- ☐ Whether to accept a risk or close an action without a fix.
- ☐ Who may change a template or its pass standard.

From the guide at www.complyflow.com/blog/rolling-out-an-inspection-app. A practical aid, not legal advice. The CSV version uses the three columns the ComplyFlow template upload takes: Category, Question, Instruction, with each question numbered in walking order.