

HOW TO COMPLETE AN ACTIVE ABC INSPECTION

- 1 Select **Inspections** > **Active Inspections** > select the relevant inspection.
- 2 Ensure **ABC Checklists** have been completed, as required.
- 3 If required, add additional **Attendees** and capture sign off.

The screenshot shows the 'Active Inspections' interface. On the left sidebar, the 'Inspections' menu is expanded, and 'Active Inspections' is selected (callout 1). The main area shows an inspection titled 'Lifting of tanks into place' created by 'Bec Halliwell'. Under the 'Checklists' section, the 'ABC' checklist is marked as 'Complete' with '[1 observation raised]' (callout 2). In the 'Attendees' section, there is a table with one entry: Bec Halliwell, rebhall@bmd.com.au, SME, BMD UAT. An 'Add Attendee' button is visible (callout 3).

Name	Email	Position	Company	Signature
Bec Halliwell	rebhall@bmd.com.au	SME	BMD UAT	

- 4 If required, add **Additional Recipients** to receive a copy of the **Report Type**.
- 5 Select **Complete Inspection** (N.B. Inspection will be locked from editing).

The screenshot shows the 'Complete Inspection' screen. The 'Additional Recipients' section is at the top, with an 'Add Recipient' button (callout 4). Below it is a table for additional information. The 'Submit Inspection' section shows a message: 'Your ABC is automatically saved as a draft, and you can resume at any time from the inspections screen.' At the bottom, there are three buttons: 'CLOSE AS DRAFT', 'SEND INTERIM OBSERVATION', and 'COMPLETE INSPECTION' (callout 5). The 'Report type' dropdown is also visible.

Name	Email	Position	Company