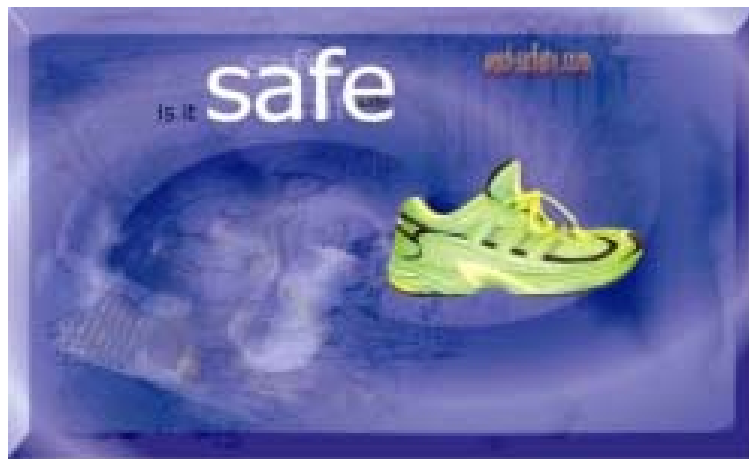


## **Compliance Tracker Database**



## **User Manual**

**Compliance Tracker DATABASE INSTRUCTIONS**

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**Note:**

These instructions refer to the 3<sup>rd</sup> version (Oct 2007) of the Compliance Tracker DATABASE produced by Expert Ease International.

It is strongly advised that you print these instructions, so that you can work alongside them as you learn how the database operates.

Note that information of departments, managers etc. in this manual have been derived from dummy information included in the test versions. The operational version is provided "clean", i.e. without this information. (A demonstration test version is available on CD). As you follow the instructions and enter your own information you will be creating your own examples and how to use the database will become clear.

**Commencement:**

**On opening the database**, you will be asked for your password. Please enter your name and password in the spaces provided and click sign on.

**Users\_Form : Form**

**Sign On** **Exit**

Please enter your user name and (if required) your password. If you are entering a new password it must be at least 4 and not greater than 10 characters long .

To change or enter a new password you must tick the appropriate box then sign on using your existing password.

Enter Name (e.g. John Smith)  
password

Enter Password  
\*\*\*\*

NOTE:- If you are a 'Read Only' user do NOT enter a password

To Change Your Password Select This Box

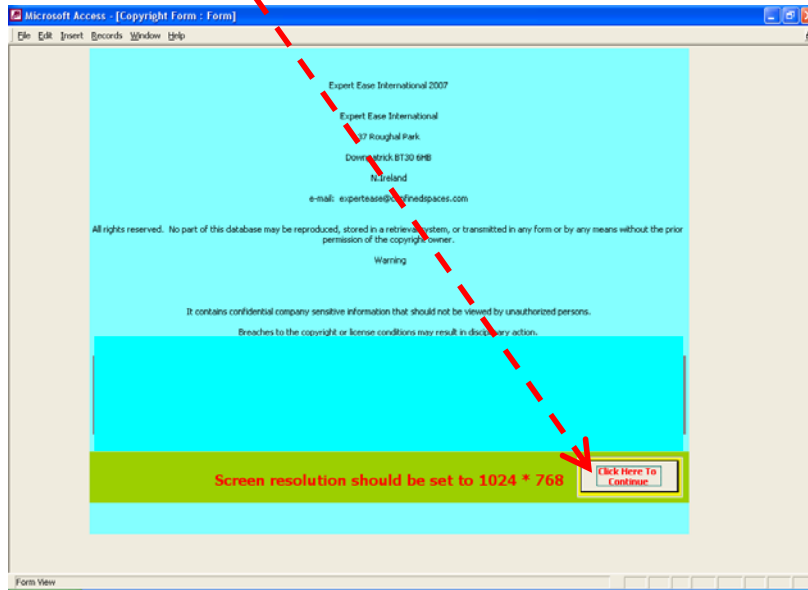
To Add A New User Select This Box

To Delete A User Select This Box

**Password Protection**

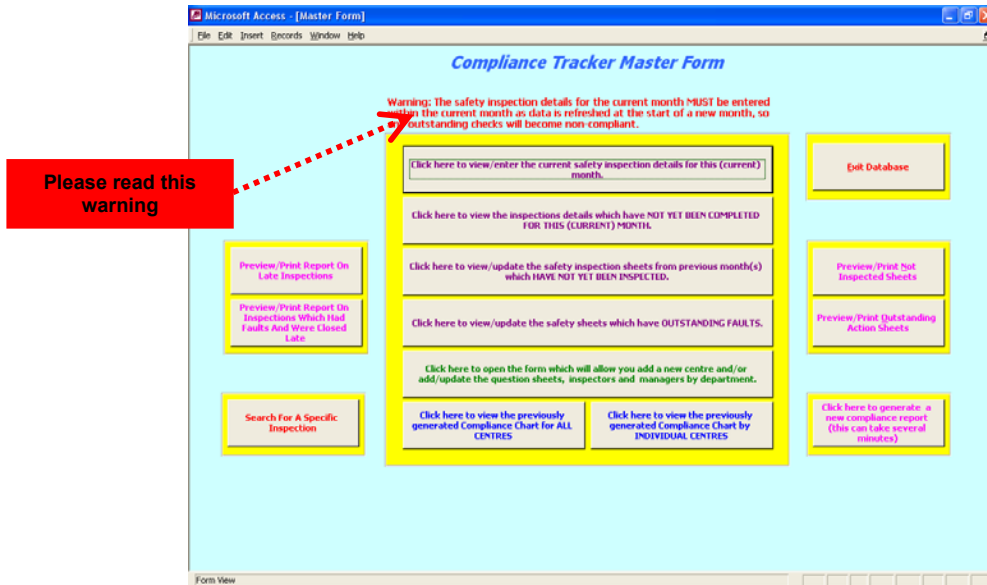
The administrator will arrange passwords for authorised entry to protected parts of the database.

The copyright screen will be displayed. Ensure your screen is set to the resolution 1024\*768 before clicking this button to continue.



### The Main Screen

After the copyright screen has disappeared, you should see the screen shown below.



This is the **Master Form**; this screen contains all the buttons to access the main functions of the database.

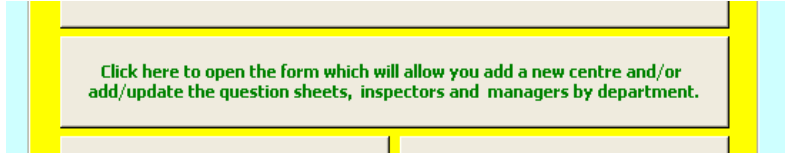
You can see a referral to the warning near the top of the screen; a further explanation may probably help understanding.

A lot of the operations within this database are done automatically so that you, the user, don't have to carry out various mundane functions. One of these functions is to refresh the database at the start of a new month ready for new safety check data to be entered. This doesn't mean that the old data is

lost, it is moved and stored elsewhere. However, if a department's safety checks are not entered within the current month then that department may show up later on a non-compliance report.

### Entering The Core Data

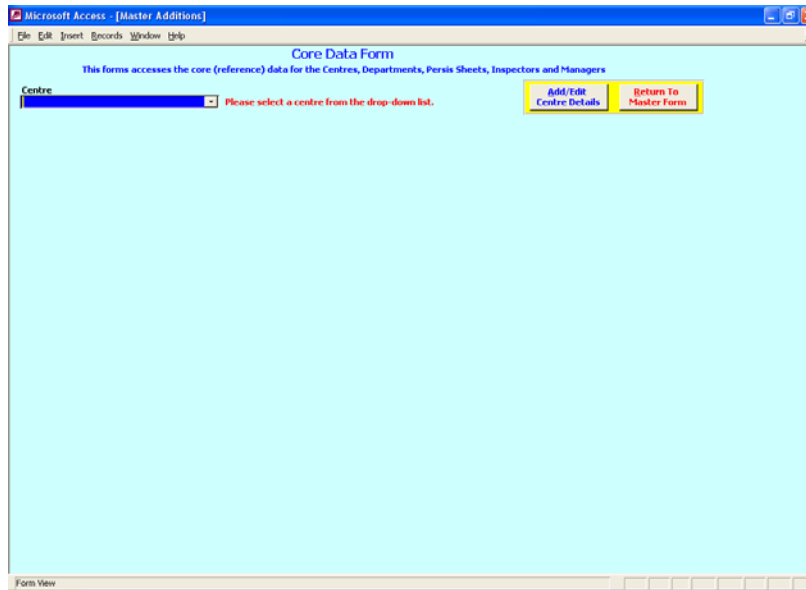
Now click on the button shown below.



This button allows you access to the core data of this database. This core data contains the various Compliance Tracker sheets that each department checks, the managers of each department, the inspectors that do the checks etc.

The good news is, that this area of the database, after entering the core data, need only be accessed occasionally for alterations, for example a Compliance Tracker Sheet may be added or deleted from the checks, or an inspector may move to another department, otherwise this area can be ignored.

After clicking on the button you should be faced with the screen shown below.

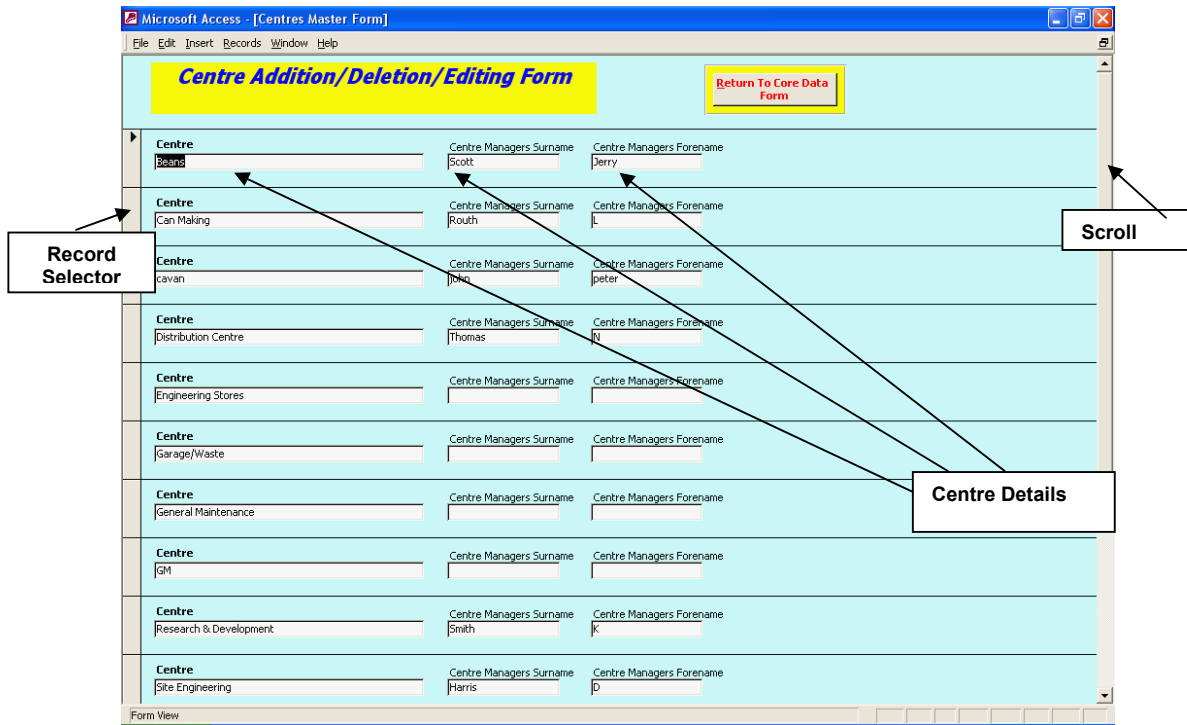


After the Master Form, this screen seems barren, don't worry, it will liven up.

Before doing anything else, click on this button.



You should now see this screen.



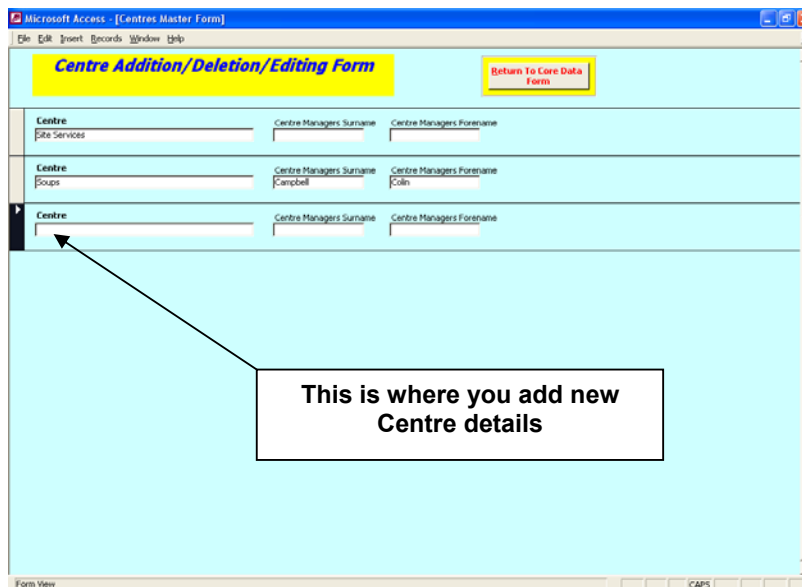
It is in this screen that you will add, delete or alter the details of each Centre. This is the start of entering data into the core. Without the Centre there cannot be any departments etc. so the Centre is the top of the core data list.

As you can see, on the screenshot below some Centres have been entered; remember this is dummy data for demonstration purposes and has not been entered into your database.

### Adding A New Centre

This action is not going to happen very often but you should be aware of how to do it because the method of addition is used throughout this database.

Use the mouse to drag the scroll bar down to the bottom; you should now see the screen below.



You should now see a record selector marked with a \*. It is in this record that you add a new Centre. Using the mouse, click in the box labelled Centre and type in the name of your centre (In the example shown below "MyNewCentre" is used.

...	<b>Centre</b> <input type="text" value="MyNewCentre"/>	Centre Managers Surname <input type="text"/>	Centre Managers Forename <input type="text"/>
*	<b>Centre</b> <input type="text"/>	Centre Managers Surname <input type="text"/>	Centre Managers Forename <input type="text"/>

You will notice that immediately you start typing another record appears below marked with a \*, and



the record you are currently typing in is marked with a ...

This shows you the record you are currently editing.

Having typed in the name of your Centre (e.g. **MyNewCentre**) you can either use the TAB key on the keyboard to move the cursor to the **Centre Managers Surname** box, or use the mouse to click in this box.

Now enter the Centre Managers Surname and then the Centre Managers Forename as shown below.

...	<b>Centre</b> <input type="text" value="MyNewCentre"/>	Centre Managers Surname <input type="text" value="MyMgrsSurname"/>	Centre Managers Forename <input type="text" value="MyMgrsForename"/>
-----	---	---	---

That's all there is to adding a new Centre, don't worry about saving these details, this is done automatically for you.

## Editing An Existing Centre

To edit the details of an existing Centre use the mouse to click in the area of the Centre you wish to edit, in the example shown below I have chosen the Centre name **Distribution Centre** for editing.

The screenshot shows a Microsoft Access window titled 'Centres Master Form'. The window contains a table with columns for 'Centre', 'Centre Managers Surname', and 'Centre Managers Forename'. The 'Distribution Centre' record is highlighted, and a callout box points to the arrowhead in the record selector, stating: 'Notice the arrowhead in the record selector shows the record you are currently editing'.

Centre	Centre Managers Surname	Centre Managers Forename
Can Making	Paul	
Canvan		
Distribution Centre	Thomas	P
Engineering Stores		
Garage/Waste		
General Maintenance		
ISI		
Research & Development	Smith	P
Site Engineering	Price	P
Site Services		

To change the name of the Centre to **Distribution And Packaging** delete the word **Centre**, using the same method as you would normally use in a Microsoft Windows application, and type in the words **and Packaging**

The Centre name should now be the same as the one shown in the example below.

The screenshot shows the 'Centres Master Form' with the 'Distribution and Packaging' record selected. The 'Centre' field contains 'Distribution and Packaging', and the 'Centre Managers Surname' and 'Centre Managers Forename' fields are empty.

Centre	Centre Managers Surname	Centre Managers Forename
Distribution and Packaging		

That's all there is to editing an existing Centre, again don't worry about saving this change, it's done automatically for you.

## Deleting A Centre

Again, it is not envisaged that this operation will be carried out very often (if at all), but the method used is applied elsewhere in the database and therefore should be understood.

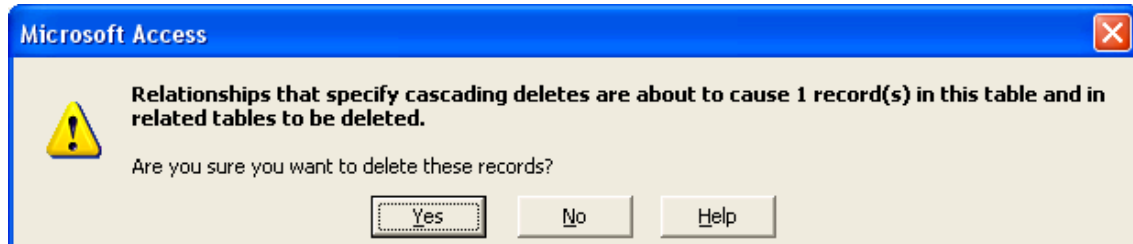
To show how to delete a Centre, once again the **Distribution And Packaging** Centre has been chosen.

Firstly, you must select the Centre you wish to delete by using the mouse and clicking in the **Record Selector** of that Centre as shown below.

You will notice that the record selector turns black to highlight the Centre chosen.

The screenshot shows a Microsoft Access window titled 'Microsoft Access - [Centres Master Form]'. The window contains a form titled 'Centre Addition/Deletion/Editing Form' with a 'Return To Core Data Form' button. Below the title bar is a list of records. Each record has a 'Centre' field, a 'Centre Managers Surname' field, and a 'Centre Managers Forename' field. The record for 'Distribution Centre' is selected, with its record selector turned black. A callout box with a black border and white background points to the record selector with the text: 'Click here with the mouse to select the Centre you are going to delete'. The status bar at the bottom shows 'Form View' and 'CAPS'.

Now press the Delete key on the keyboard and you will see the message shown below.



You now have three options available to you, **Yes**, **No** and **Help**.

- If you select **No** then no deletion will take place and everything will return to as it was.
- If you select **Yes**, then the Centre, and all it's associated details, (Departments, Managers, Inspectors and Inspection Sheets) will be **permanently** deleted.
- If you select **Help**, and understand it, then your knowledge of database structure is complete.

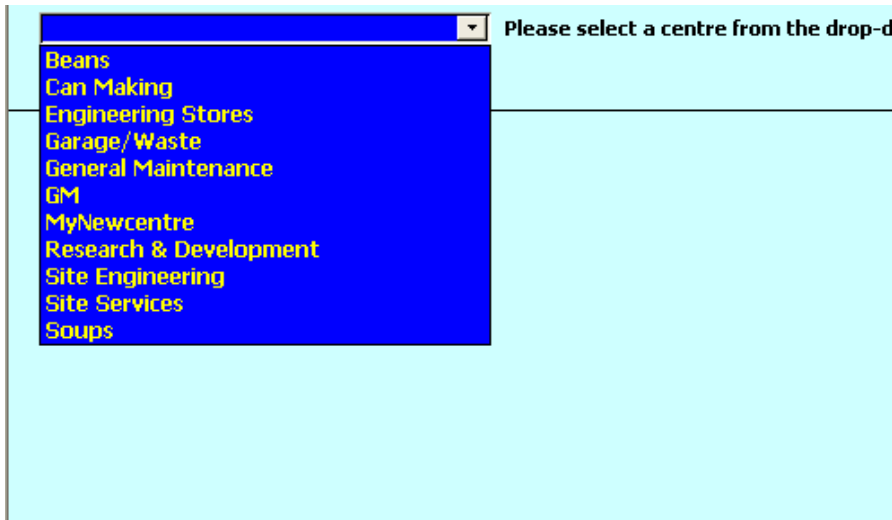
For this example by selecting **Yes**, it will be the last time **Distribution And Packaging** is seen in this database.

You have now learned how to add, edit and delete a Centre (a record) within this database. No apology is made for stressing that this method is used throughout the database and therefore should be thoroughly understood.

Click on the **Return To Core Data Form** button to return to the **Core Data** form.

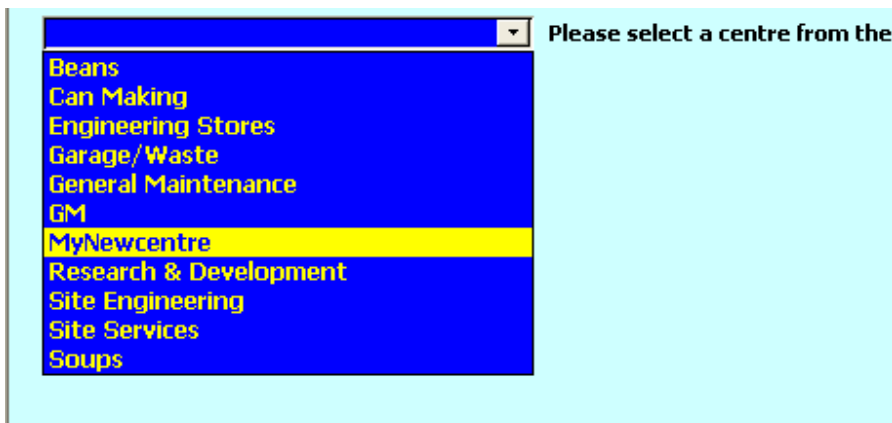
### Selecting A Centre

To select a Centre click on the arrowhead, which is on the right of the blue box, a list of Centres will appear as shown in the example below.

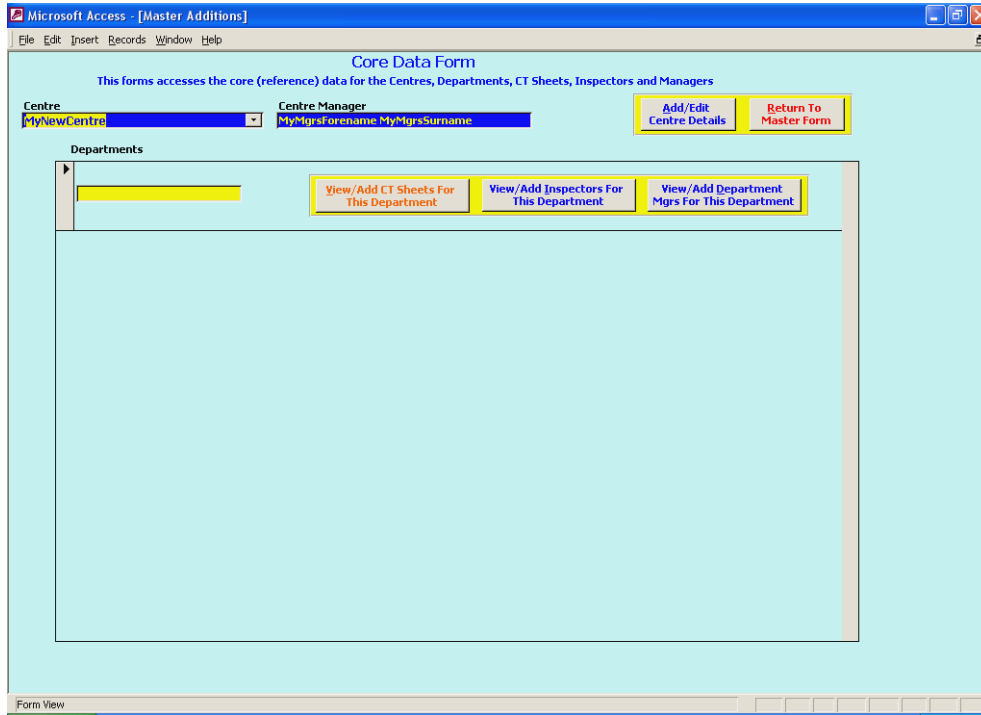


Notice that **MyNewCentre** appears in this list.

Move the mouse pointer down this list and each Centre, as the pointer moves over it, will be highlighted in yellow.

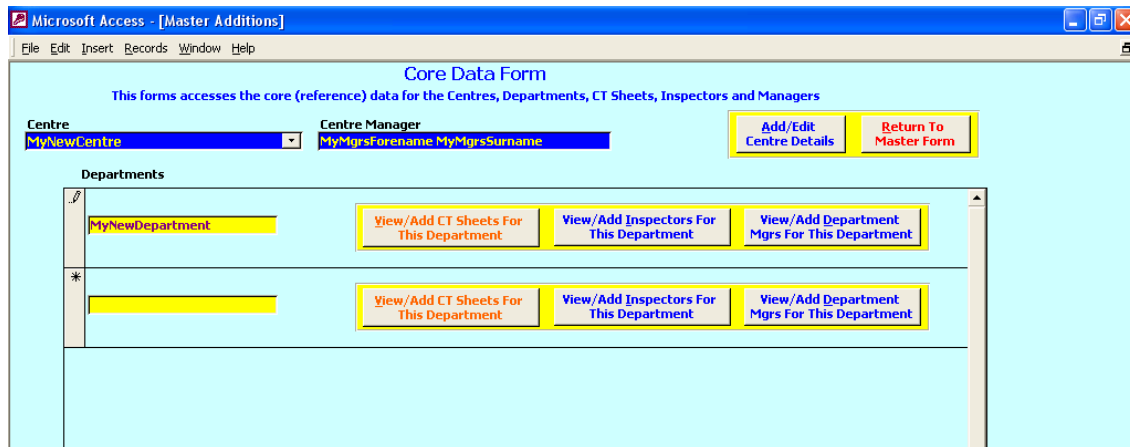


When a Centre (e.g. **MyNewCentre**) is highlighted, click the left mouse button to select it and a screen similar to that shown below will appear.



You will notice that the blue box now contains the name of the Centre you have selected and the Centre Managers name now appears alongside it.

You will also notice that there is no department associated with this Centre, because it's a brand new Centre, so the first thing you have to do is to enter a new department name. Using the mouse, click in the yellow box and type in a department name (e.g. **MyNewDepartment**) as shown below.



This is exactly the same method you used earlier when adding a new Centre. You can also edit and delete a department in the same method as previously explained.

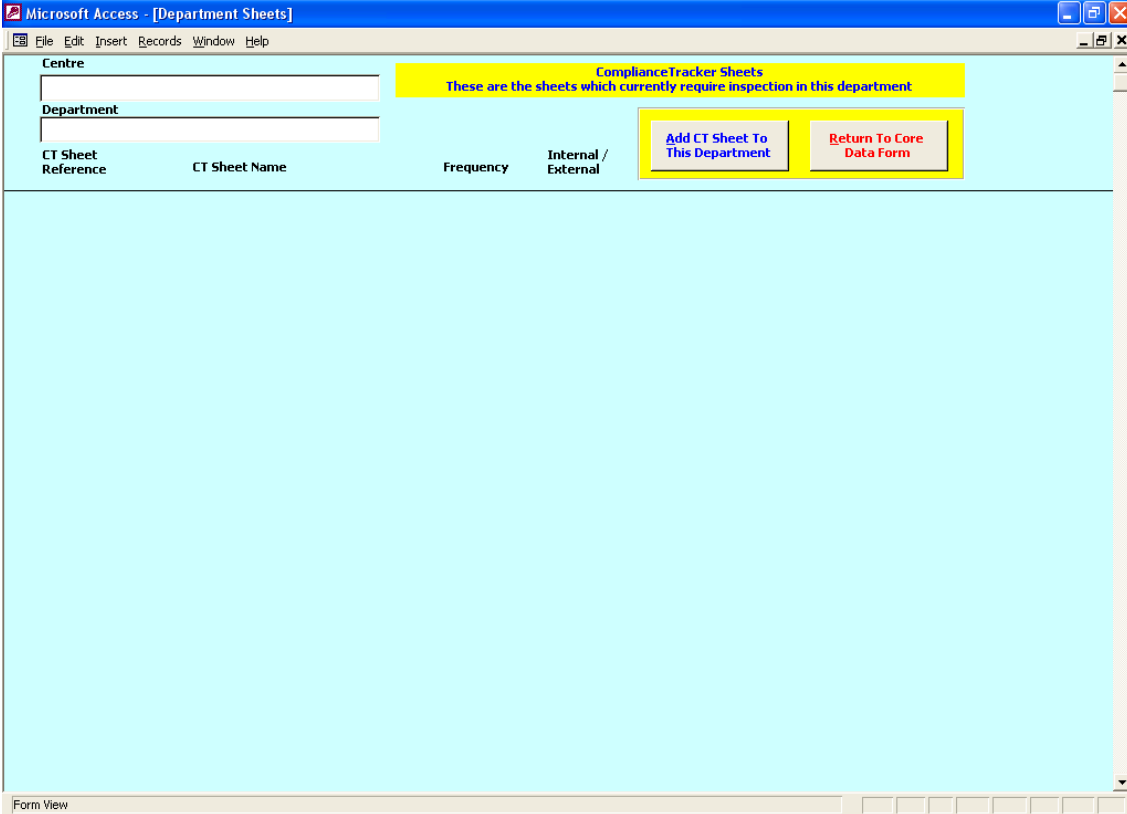
You can also add further Departments at this time if you wish.

## Adding Compliance Tracker Safety Sheets To A Department

Each Department has it's own set of Compliance Tracker safety checks to do either monthly or quarterly. These check sheets are not necessarily the same for all departments, so each department needs it's own set of Compliance Tracker sheets which now need to be added.

On the same line as your new Department, click on the button labelled **View/Add CT Sheets for this Department**.

You should now see the screen shown below.



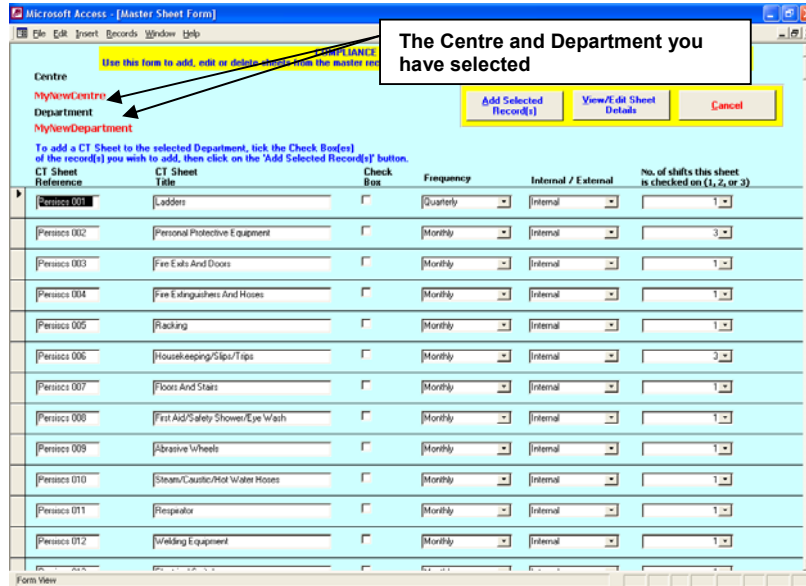
The screenshot shows a Microsoft Access window titled "Microsoft Access - [Department Sheets]". The window contains a form with the following elements:

- A menu bar with "File", "Edit", "Insert", "Records", "Window", and "Help".
- A "Centre" label above a text input field.
- A "Department" label above another text input field.
- A yellow banner with the text "ComplianceTracker Sheets" and "These are the sheets which currently require inspection in this department".
- Two buttons: "Add CT Sheet To This Department" (blue text) and "Return To Core Data Form" (red text).
- A table with the following headers: "CT Sheet Reference", "CT Sheet Name", "Frequency", and "Internal / External".
- The table body is currently empty.
- A "Form View" label at the bottom left of the window.

At the moment it is a blank screen because you still have to add the safety sheets associated with this Department.

Click on the button labelled **Add CT Sheets To This Department**.

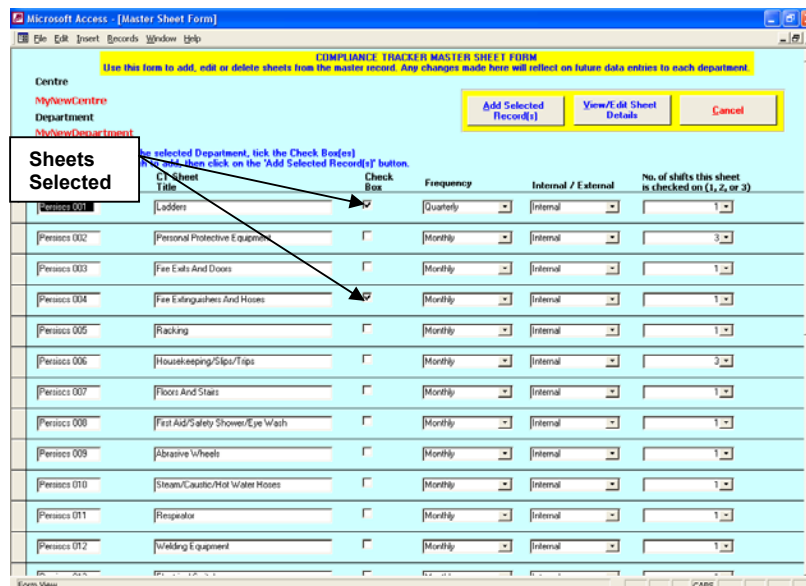
You will now see a screen similar to the following.



The screen shown above is the core screen for the Compliance Tracker Safety Check sheets. This is the **only** place where you can add, edit or delete a sheet. All the Compliance Tracker sheets are contained here.

Select the sheets for addition to your Department by clicking the mouse in the **Check Box**, in the example shown. **Compliance Tracker 001, Compliance Tracker 004, Compliance Tracker 018, Compliance Tracker 019** have been selected.

Remember, you will need to use the Scroll Bar to select some of the sheets not currently in view.



Having selected the sheets now click on the button **Add Selected Records** and you will see the screen similar to that shown below.

Microsoft Access - [Department Sheets]

File Edit Insert Records Window Help

Centre  
MyNewCentre

Department  
MyNewDepartment

ComplianceTracker Sheets  
These are the sheets which currently require inspection in this department

Add CT Sheet To This Department Return To Core Data Form

CT Sheet Reference	CT Sheet Name	Frequency	Internal / External
Persiscs 001	Ladders	Quarterly	Internal
Persiscs 004	Fire Extinguishers And Hoses	Monthly	Internal
Persiscs 018	Office	Monthly	Internal
Persiscs 019	Lighting	Monthly	Internal

Form View CAPS

The four example sheets are now the safety check sheets associated with **MyNewDepartment**.

You cannot change the details of these sheets here, but you can delete a sheet, which may have entered in error, using the same method as explained in **Deleting A Centre**.

### Adding A New Compliance Tracker Sheet

To add, edit or delete a sheet permanently from the database you will have to return to the Master Sheet Form.

Do this by clicking, once again, on the button labelled **Add CT Sheet To This Department**.

Once again you will see the Master Sheet Form.

Using the mouse, slide the Scroll Bar to the bottom of the screen to reveal the record marked with a \*, as shown.

Compliance Tracker DATABASE

User Manual

The screenshot shows a table with the following rows:

Persiscs 017	Gas Cylinders	<input type="checkbox"/>	Monthly	Internal	1
Persiscs 018	Office	<input type="checkbox"/>			1
Persiscs 019	Lighting	<input type="checkbox"/>	Monthly	Internal	1
Persiscs 020	Gas Refuelling Compound	<input type="checkbox"/>	Monthly	Internal	1
Persiscs 021	Chemical Compounds / Rooms	<input type="checkbox"/>	Monthly	Internal	1
*		<input type="checkbox"/>	Monthly	Internal	1

A callout box with the text "Enter new sheet details here." has an arrow pointing to the empty row marked with an asterisk.

Now enter the new Compliance Tracker sheet as shown below, notice that this inspection is done on three shifts so the number 3 is entered in this box.

The screenshot shows the table with the following rows:

Persiscs 100	MyNewSheet	<input type="checkbox"/>	Monthly	Internal	3
*		<input type="checkbox"/>	Monthly	Internal	1

That takes care of the main sheet but now the details of the sheet need to be added, click on the button **View/Edit Sheet Details**, to reveal the screen below, and enter details. In the example shown "Check Pollution Level" has been entered.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Persis\_Sheet\_Details\_Form : Form]". The window contains a form with the following elements:

- A menu bar with "File", "Edit", "Insert", "Records", "Window", and "Help".
- A title bar "Sheet Details".
- A table with two columns: "Name" and "Title". The first row contains "Persiscs 100" and "MyNewSheet".
- A section titled "Details" with a text field containing "Check Pollution Level".
- A button labeled "Return To Main Sheet Form" in a yellow box.
- A row marked with an asterisk (\*) for a new entry.

Normally a sheet would have many details, so more would need to be added. For this demonstration, one suffices, but you should continue until you have entered all the checks for your new Compliance Tracker sheet.

When you have finished, click on the **Return To Main Sheet Form** button.

If you wish to have a look at some of the existing sheet details, on the main form, select another sheet, and click on the **View/Edit Sheet Details** again.

Make sure you are now in the **Compliance Tracker Master Sheet Form** and select the new sheet for addition to the Department, by clicking in the **Check Box** as shown below.

Reference	Name	Frequency	Internal/External	Check Box
Persiscs 019	Lighting	Monthly	Internal	<input type="checkbox"/>
Persiscs 020	Gas Refuelling Compound	Monthly	Internal	<input type="checkbox"/>
Persiscs 021	Chemical Compounds / Rooms	Monthly	Internal	<input type="checkbox"/>
Persiscs 100	MyNewSheet	Monthly	Internal	<input checked="" type="checkbox"/>
*		Monthly	Internal	<input type="checkbox"/>

Now click on the button **Add Selected Records** to add this sheet for checking by the new department.

Centre: MyNewCentre  
 Department: MyNewDepartment

ComplianceTracker Sheets  
 These are the sheets which currently require inspection in this department

CT Sheet Reference	CT Sheet Name	Frequency	Internal / External
Persiscs 001	Ladders	Quarterly	Internal
Persiscs 004	Fire Extinguishers And Hoses	Monthly	Internal
Persiscs 018	Office	Monthly	Internal
Persiscs 019	Lighting	Monthly	Internal
Persiscs 100	MyNewSheet	Monthly	Internal

Buttons: Add CT Sheet To This Department, Return To Core Data Form

You can now see that that the new Compliance Tracker sheet has been added.

That completes the section on Compliance Tracker sheets, click on the button **Return To Core Data Form**.

## Adding A Safety Inspector

On the same line as the department you have selected (e.g. **MyNewDepartment**) click on the button **View/Add Inspectors For This Department** you should now see a screen similar to the one below.

An inspector now needs to be added to this Department.

Using the method previously explained type in the details akin to those shown in the example below.

Note; if an inspector covers more than one shift, (as may sometimes happen), then his/her details need to be entered again with the different shift selected.

Surname	Forename	Shift	Comments	Initials
Jones	Jack	Backs		JJ
Knight	Harry	Nights		HK
Smith	Helen	Days		HS

You may need to add some comments about the inspector, which also may be done at this, or any other time. Notice too that the inspectors initials are automatically placed in a box, these initials may be implemented in the future but currently are not used within the database and so can be ignored.

That's all there is to adding the inspectors. If you need to return to this screen again to add, alter or delete an inspector then you will notice that the inspectors have been sorted alphabetically by surname.

Adding, editing and deleting an inspector is carried out in exactly the same manner as previously explained.

Click on the button **Return To Core Data Form**. This will once again return you to the **Core Data** form.

## Adding A Department Manager

The method of entering a Department Manager is exactly the same as that used for an Inspector.

Click on the button **View/Add Department Mgrs For This Department**.

You should now see a screen similar to that shown below.

Using the methods explained previously, add the manager's details as shown below.

Surname	Forename	Shift
Wilson	Joanne	Days
Grimm	William	Backs
Eastwood	C	Nights
		Days

When you have finished entering the details, click on the **Return To Core Data Form** button.

You have now finished entering the core data for you new centre and new department.

Of course, for your Centre then you may need to add further departments, sheets, managers and inspectors, but having done this once, you should rarely need to return to this area of the database.

Now click on the **Return To Master Form** button.

## Entering Current Safety Inspection Details

From the **Compliance Tracker Master Form** click on the button shown below.

As explained on the button, this allows you to enter the area where the results of the safety checks will be entered for the current month.



You should now see the following screen.

Once again, you can see that this screen is clear of any data. There is however, a note at the top of the screen explaining that you have to select the **Centre**, **Department** and **Compliance Tracker Sheet Description** before you can continue.

As you have previously, click on the arrowhead to the right of the blue box under the label **Centres** this will reveal the drop down list of all the Centres available for data to be entered, as shown below.

Move the mouse pointer down the list until your Centre (e.g. **GM**) is highlighted, then click the left hand mouse button to select this Centre.

**WHY IS MY NEW CENTRE (e.g. MYNEWCENTRE) NOT IN THE LIST?**

You will have noticed that the Centre you have just entered (in the example above, **MyNewCentre**) is not in the list, so you are probably wondering if you wasted your time entering the department, sheets etc. The answer is no, you didn't waste your time.

As previously explained, many of the functions of this database are done automatically, which requires moving and copying data behind the scenes. One of these functions is to ensure that ANY changes to the CORE DATA will not become live until the beginning of the following month.

**WHY?**

This is to ensure that that all the statistics that are reported by the database are accurate, i.e. that everything is synchronised together. For example, take the new centre that you created (and its associated departments, sheets, inspectors and managers).

If this Centre was built and started production within the factory, the first priority would be to ensure that this Centre and associated Departments was functioning correctly. An important part of these functions would be to ensure that the correct safety checks were put in place; it is natural that changes will occur.

This delay in the data going live allows these changes to become consolidated and allows people to prepare for the checks. Imagine if the new Centre went into production during the last week of the month; would there be time to carry out the safety checks? If they weren't done this new centre would immediately become non-compliant for that month and would be revealed as such on the reports, not a good start for a new centre.

Therefore, this short delay has been entered into the database to allow changes to occur without affecting the data reports.

Keep an eye on your new Centre. At the start of the new month it, and other Centres entered, will be revealed, and the checks can be entered normally.

**To Continue**

Having selected the Centre ( e.g. **GM** ) from the drop down list, now click on the **Department** list box, you will see the **departments** belonging to this Centre; ( in the example below the department **Main Workshop** has been selected).

Finally move to the list box labelled **Compliance Tracker Sheet Description**; you will see the sheets that this department has to check, (e.g. CT 002 Fire Exits And Doors, and CT 004 Fire Extinguishers And Hoses).

In the example, the sheet **CT 002 Fire Exits And Doors** has been selected. When you select a Compliance Tracker sheet you should now see a screen similar to the one below.

You can now start entering the safety check results.

There is only one box in which you have to do any typing, which is the Inspection Date. The rest of the boxes are either lists or, in the case of the month, data is entered automatically.

Enter the data as described below, with the exception of the **Inspection Date**, which you should enter as today.

**Please Note;** you cannot enter an Inspection Date more than One Week earlier than the current date.

So if you have completed your inspections late on a Friday afternoon and are going home, when you enter this data into the computer on the following Monday, you can enter the correct date of inspection. However, if the checks are completed at the beginning of the month and not entered into the computer within one week, then this delay will be revealed in the reports.

Microsoft Access - [Current Data Entry Form]

File Edit Insert Records Window Help

**Inspection Detail Form**  
Enter the safety check details here for the current month

Note: You must select the Centre, Department and Compliance Tracker Sheet Description from the 'drop down lists' before you can continue.

Centre: CM Department: Main Workshop Compliance Tracker Sheet Description: Persiscs 003 Fire Exits And Doors

Persis Sheet Title: Fire Exits And Doors

Shift: Days Inspection Date: 04/10/2007 Month: Oct Dept Mgrs Name: J O'Connell Inspectors Name: Me Tester

Return To Master Form

Enter Fault Details

NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.

If there is no problem with the safety check ( e.g. on the Fire Exits And Doors), then that is all you have to do. You would then click on the button Return To Master Form and enter the inspection details for the next Compliance Tracker sheet.

However, for the sake of our example let's assume that a fire door is jammed.

When Click on the button **Enter Fault Details**, it reveals a screen similar to that shown at the top of the next page.

### Entering Fault Details

**Microsoft Access - [Current Faults]**

File Edit Insert Records Window Help

**FAULT DETAIL SHEET**

Only enter the details of any department which has a safety issue, if there is no safety issue Return to the Inspection Details Form.  
 Note: If there is a safety issue ALL details must be entered, with the exception of DATE CLOSED, which should only be filled in when the safety issue has been resolved.

Centre:  Department:  [Return To Inspection Details Form](#)

Sheet Number:  Sheet Name:  Shift:  Inspection Date:

Select the detail you have found faulty

---

Sheet Details:

Action Required:

Manager:  Inspector:  Priority:  Action Required By Date:  Date Closed:

---

Total of 0 fault(s) on this sheet 0 still NOT CLOSED

[Previous Record](#) [Next Record](#) [Add Another Record](#)

Form View

Notice the black box labelled **Select the detail you have found faulty**. Click on the arrowhead to reveal these details.

**Microsoft Access - [Current Faults]**

File Edit Insert Records Window Help

**FAULT DETAIL SHEET**

Only enter the details of any department which has a safety issue, if there is no safety issue Return to the Inspection Details Form.  
 Note: If there is a safety issue ALL details must be entered, with the exception of DATE CLOSED, which should only be filled in when the safety issue has been resolved.

Centre:  Department:  [Return To Inspection Details Form](#)

Sheet Number:  Sheet Name:  Shift:  Inspection Date:

Select the detail you have found faulty

- 1. Are all fire doors and escape routes kept free from obstruction?
- 2. Are fire exits unlocked at all times when the building is occupied?
- 3. Are the routes to fire exits adequately sign posted?
- 4. Do fire exits open easily?
- 5. Where exit doors open directly onto any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- 6. Are all fire doors marked and in good condition?

Manager:  Inspector:  Priority:  Action Required By Date:  Date Closed:

You can see that number 4 matches the problem of the fire door being jammed so we have selected this detail.

Now you need to enter the **Action Required**.

In the example we have entered the details shown below.

Microsoft Access - [Current Faults]

File Edit Insert Records Window Help

**FAULT DETAIL SHEET**  
Only enter the details of any department which has a safety issue, if there is no safety issue Return to the Inspection Details Form.  
Note: If there is a safety issue ALL details must be entered, with the exception of DATE CLOSED, which should only be filled in when the safety issue has been resolved.

Centre: GM Department: Main Workshop

Sheet Number: Persics 003 Sheet Name: Fire Exits And Doors Shift: Days Inspection Date: 04/10/2007

Select the detail you have found faulty: 4. Do fire exits open easily?

Sheet Details: 4. Do fire exits open easily?

Action Required: Fire door in main corridor outside workshop is jammed shut. Needs immediate action

Manager: J O'Connell Inspector: Me Tester Priority: High Priority, RECTIFY IMMEDIATELY Action Required By Date: 04/10/2007 Date Closed:

These details can be changed

Total of 0 fault(s) on this sheet 0 still NOT CLOSED

Previous Record Next Record Add Another Record

Form View

A further explanation of this screen is required.

You will have noticed that when you completed entering the details of the action required, the managers and inspectors name were automatically entered for you. If these are the people actually overseeing that the action is carried out then that's okay, you need do nothing. However, if one or both of them are NOT the person overseeing the remedial action then you MUST change the name(s) to the person responsible (forename followed by surname).

### Priorities

There are three levels of priority in the list, High, Medium and Low.

- High Priority: Remedial action must be carried out immediately; the Action Required Date is entered automatically at the date of inspection and locked.
- Medium Priority: Remedial action must be carried out within one week of the inspection date; the Action Required Date is entered automatically at the date of inspection + 7 days and locked.
- Low Priority: Remedial action is carried out at the managers/inspectors discretion; the Action Required Date needs to be entered manually and is not locked.

Do not enter the date closed until the fault has been remedied. As with the Inspection Date, you have one week to enter this date.

If there happened to be another fault then you would click on the button Add Another Record and enter the details in exactly the same manner.

You may have noticed a message in red along the bottom of the screen that (in this example, see screen shot above) says; 'Total of 0 faults on this sheet 0 still not closed'.

If you return to this sheet in the future, and a closure date is not entered, this message will read 'Total of 1 faults on this sheet 1 still not closed'.

This message will adjust depending on how many faults there are and how many have been closed.

For the sake of this example assuming that there is only one fault by clicking on the button **Return To Inspection Details Form** we return to the **Inspection Detail Form** and select the next Compliance Tracker Sheet, Fire Extinguishers and Hoses, and enter the Inspection Details but assume that there is no fault.

That would complete the inspection for that department.

We select the next **Department**, which should be **Tinsmiths Workshop**, and under **Compliance Tracker Sheet Details** select **Personal Protective Equipment**.

This gives us the screen below.

The screenshot shows a Microsoft Access window titled 'Microsoft Access - [Current Data Entry Form]'. The main form is titled 'Inspection Detail Form' and contains the following elements:

- Header:** 'Inspection Detail Form' and 'Enter the safety check details here for the current month'. A yellow button labeled 'Return To Master Form' is in the top right.
- Navigation:** A note states: 'Note: You must select the Centre, Department and Compliance Tracker Sheet Description from the 'drop down lists' before you can continue.'
- Filters:** Three dropdown menus are visible: 'Centre' (set to 'GM'), 'Department' (set to 'Tinsmiths Workshop'), and 'Compliance Tracker Sheet Description' (set to 'Persics 002 Personal Protective Equipment').
- Form Structure:** The form is divided into three identical sections, each representing a different shift:
  - Section 1 (Days):** 'Persis Sheet Title' (Personal Protective Equipment), 'Shift' (Days), 'Inspection Date', 'Month', 'Dept Mgrs Name', 'Inspectors Name', and a yellow 'Enter Fault Details' button. A note reads: 'NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.'
  - Section 2 (Bacs):** 'Persis Sheet Title' (Personal Protective Equipment), 'Shift' (Bacs), 'Inspection Date', 'Month', 'Dept Mgrs Name', 'Inspectors Name', and a yellow 'Enter Fault Details' button. A note reads: 'NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.'
  - Section 3 (Nights):** 'Persis Sheet Title' (Personal Protective Equipment), 'Shift' (Nights), 'Inspection Date', 'Month', 'Dept Mgrs Name', 'Inspectors Name', and a yellow 'Enter Fault Details' button. A note reads: 'NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.'

The personal protective equipment is checked on three shifts; therefore each shift has its own inspection details to fill in. The details are entered in exactly the same manner as just described.

Three records will be revealed for any sheet, which is checked on all three shifts, otherwise only one record is shown.

## Quarterly Checks

Some items are only checked once a quarter, in January, April, July and October.

These items will only appear on the **Compliance Tracker Sheet Description** list, for checking, during those months, in any other month they will not be present.

Click on the button **Return To Master Form**.

## Viewing Sheets Which Haven't Been Inspected

On the **Master Form** click on the button shown below.



You should now see the screen below

Microsoft Access - [Not Inspected]

File Edit Insert Records Window Help

Compliance Tracker 'NOT INSPECTED' Form

This form shows the details of the CT sheets which have not been inspected.

Note: You must select the Centre, Department and Compliance Tracker Sheet Description from the 'drop down lists' before you can continue.

Centre Department Compliance Tracker Sheet Description

Return To Master Form

Form View

This type of screen should now be becoming familiar to you. It operates in exactly the same manner as previously explained.

Reveal the list of centres from the list labelled **Centre**.

You will notice that the number of centres is not a complete list. In this screen ONLY THE CENTRES HAVING COMPLIANCE TRACKER SHEETS WHICH HAVE NOT BEEN INSPECTED WILL BE REVEALED.

This also applies to the Departments and Compliance Tracker Sheet Description.

**Please Note**

When testing the database during development over 4000, yes that's right, over 4000, entries of dummy data were placed in it to ensure a thorough testing and accuracy of results. As a result of this testing some dates that appear in this handbook may be wildly inaccurate and some boxes not filled in, which would automatically be filled in when you, the user, are entering data. This in no way reflects upon the accuracy of the database you are now working on, and any updates you make will be shown immediately.

From the **Not Inspected** form select a Centre, Department and Sheet Description (see example shown below).

Note: You must select the Centre, Department and Persis Sheet Description from the 'drop down lists' before you can continue.

Centre: Beans  
 Department: Packaging  
 Persis Sheet Description: Persiscs 006 Housekeeping/Slips/Trips

After selecting the **Compliance Tracker Sheet Description** you should see a screen similar to that below.

Microsoft Access - [Not Inspected]

Compliance Tracker 'NOT INSPECTED' Form  
 This form shows the details of the CT sheets which have not been inspected.

Note: You must select the Centre, Department and Compliance Tracker Sheet Description from the 'drop down lists' before you can continue.

Centre: Beans, Department: Packaging, Compliance Tracker Sheet Description: Persiscs 006 Housekeeping/Slips/Trips

Return To Master Form

Persis Sheet Title: Housekeeping/Slips/Trips  
 This sheet should have been inspected during Jul 2006  
 Enter Fault Details

Shift: Days, Inspection Date: [ ], Month: [ ], Dept Mgrs Name: [ ], Inspectors Name: [ ]  
 NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.

Reason why the Inspection is late: [ ]

(The form repeats this structure for 'Backs' and 'Nights' shifts.)

Form View CAPS

To summarise the example screen (above), you can see that the Centre is Beans, the Department is Packaging, and the Sheet is Housekeeping/Slips/Trips.

This is one of those sheets, which should be checked monthly on each shift, but in this case no shift has been inspected.

The inspections should have been carried out in July 2006, so they are well overdue. (Note the scroll bar on the side; this indicates that there are other inspections that have not been carried out. You will need to scroll down to see what they are).

In the real world, there would be little point in inspecting this sheet now as it's been too long overdue, however for the sake of practice, and to see the results, we have entered the details as shown.

Remember, you will have to enter your own inspection date, and you can't enter a date that's earlier than one week previous to today. So nobody can pretend that they did inspect this sheet during the month of July.

Microsoft Access - [Not Inspected]

Compliance Tracker 'NOT INSPECTED' Form  
This form shows the details of the CT sheets which have not been inspected.

Note: You must select the Centre, Department and Compliance Tracker Sheet Description from the 'drop down lists' before you can continue.

Centre: Beans | Department: Packaging | Compliance Tracker Sheet Description: Persiscs 006 Housekeeping/Slips/Trips

Persis Sheet Title: Housekeeping/Slips/Trips | This sheet should have been inspected during Jul 2006 | Enter Fault Details

Shift: Backs | Inspection Date: | Month: | Dept Mgrs Name: | Inspectors Name: | NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.

Reason why the Inspection is late: This is for example only.

Persis Sheet Title: Housekeeping/Slips/Trips | This sheet should have been inspected during Jul 2006 | Enter Fault Details

Shift: Nights | Inspection Date: | Month: | Dept Mgrs Name: | Inspectors Name: | NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.

Reason why the Inspection is late: This is for example only.

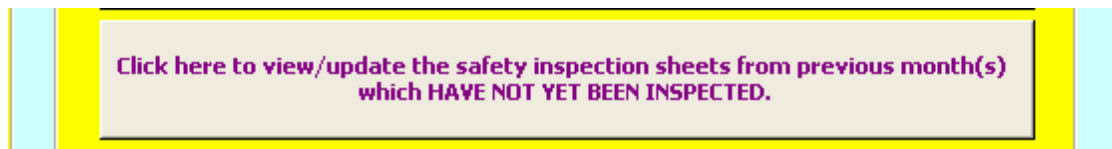
Persis Sheet Title: Housekeeping/Slips/Trips | This sheet should have been inspected during Feb 2006 | Enter Fault Details

Shift: Nights | Inspection Date: | Month: | Dept Mgrs Name: | Inspectors Name: | NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.

Reason why the Inspection is late:

Form View

Now we click on the button **Return To Master Form**.



We select again and select the Centre **Beans**

Now when we look at the **Department** list and select **Packaging** then select **Compliance Tracker Sheet Description**, Compliance Tracker 006 Housekeeping/Slips/Trips has now been inspected (for July 06) so will no longer show up on the Not Inspected list. (NOTE subsequent late inspections will continue to be shown until an inspection date is entered, e.g. Feb 06 and May 07 as shown below).

The screenshot shows a Microsoft Access window titled 'Microsoft Access - [Not Inspected]'. The main form is titled 'Compliance Tracker 'NOT INSPECTED' Form' and includes a note: 'This form shows the details of the CT sheets which have not been inspected.' A yellow button labeled 'Return To Master Form' is in the top right. The form has three main sections, each for a different inspection sheet:

- Section 1:** Centre: Beans, Department: Packaging, Compliance Tracker Sheet Description: Persiscs 006 Housekeeping/Slips/Trips. This sheet should have been inspected during Feb 2006. Shift: Nights. Includes fields for Inspection Date, Month, Dept Mgrs Name, and Inspectors Name. A yellow 'Enter Fault Details' button is present.
- Section 2:** Centre: Beans, Department: Packaging, Compliance Tracker Sheet Description: Persiscs 006 Housekeeping/Slips/Trips. This sheet should have been inspected during May 2007. Shift: Days. Includes fields for Inspection Date, Month, Dept Mgrs Name, and Inspectors Name. A yellow 'Enter Fault Details' button is present.
- Section 3:** Centre: Beans, Department: Packaging, Compliance Tracker Sheet Description: Persiscs 006 Housekeeping/Slips/Trips. This sheet should have been inspected during May 2007. Shift: Backs. Includes fields for Inspection Date, Month, Dept Mgrs Name, and Inspectors Name. A yellow 'Enter Fault Details' button is present.

Each section also has a text area for 'Reason why the Inspection is late' and a yellow note: 'NOTE: If there is no fault present on this sheet, DO NOT click on the ENTER FAULT DETAILS button above.' The status bar at the bottom indicates 'Form View'.

If a late inspection is done, and a fault is found, then the fault details can be entered in the same manner as explained in **Entering Fault Details**.

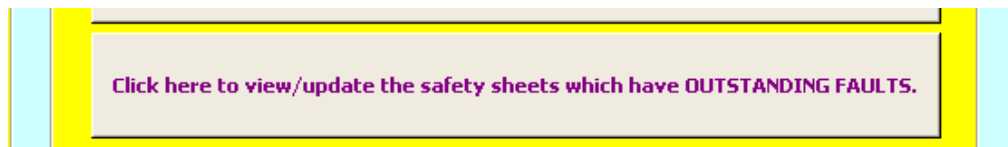
Click on the button **Return To Master Form**

### Outstanding Faults

Outstanding Faults and Not Inspected are very similar in the way data is handled but there is one important difference. A Compliance Tracker sheet does not enter the NOT INSPECTED list until the current month has expired, so it can be inspected at any time during the current month. This is not the case with an outstanding fault.

If you imagine that a check that was done early in the current month and a fault was found that was high priority; meaning that action had to be taken immediately. If no action is taken within one day that fault will enter the OUTSTANDING FAULTS list. The same applies to medium and low priority faults whose **Action Required By** date has passed.

Click on the button shown below.



This time you will a message saying Please Wait: Updating Records

This few seconds waiting allows the database to bring the outstanding faults right up to date.

You should now see the screen shown below.

Once again, a familiar looking screen.

If you click on the list labelled **Centre**, this time it appears that the list is complete, bear in mind; this is a list of Centres that have outstanding faults attached to them. Once again, the same applies to the Departments and Compliance Tracker Sheets

In our example we have selected the details as shown below.

Having selected the Compliance Tracker Sheet Description **Welding Equipment**, the screen below appeared.

You can see that that this sheet was inspected on the day shift and obviously a fault was found which has not been rectified.

By clicking on the button **Review Fault Details**, and the following screen will appear.

The screenshot shows a Microsoft Access window titled "Outstanding Actions Faults". The form is titled "OUTSTANDING FAULTS SHEET" and contains the following fields and sections:

- Centre:** Beans
- Department:** Filling
- Sheet Number:** Persiscs 012
- Sheet Name:** Welding Equipment
- Shift:** Days
- Inspection Date:** 04/04/2006
- Action Required:** Clean workshop
- Manager:** B Molloy
- Inspector:** Dave Keane
- Priority:** Medium Priority, Rectify Within One Week
- Action Required By Date:** 11/04/2006
- Date Closed:** (empty)
- Reason why the Date Closed is later than the Action Required By Date:** (empty)

At the bottom of the form, it states: "Total of 2 fault(s) on this sheet 2 still NOT CLOSED". There are buttons for "Previous Record" and "Next Record".

In this example you can see that this was a Medium Priority fault, which was to clean the workshop but it should have been rectified by 11<sup>th</sup> April 2006.

The **ONLY** field you can change on this screen is the **Date Closed**. On your own screens, enter a suitable date in this field, and give a good reason why the closure was late as show below.

This screenshot shows the same form as above, but with the "Date Closed" field filled with "31/10/2007". A message below the "Reason why the Date Closed is later than the Action Required By Date" section reads: "Date Closed exceeds Action Required by Date by 538 Day(s)". The reason provided is "Closed late to illustrate example."

Your Date Closed, of course, will differ from the one shown above. You will notice that a message appears once you have entered the Date Closed telling you how late the closure was.

Now the fault has been rectified, and if there is only one fault attached to this Compliance Tracker sheet, then there is no more to do other than to click on the button **Return To Outstanding Action Sheet**. Otherwise repeat the process as appropriate.

In our example we have two outstanding faults to review (in the same department), see screen below.

**OUTSTANDING FAULTS SHEET**

Centre: Beans      Department: Filing      [Return To Outstanding Actions Sheet](#)

Sheet Number: Persiscs 012      Sheet Name: Welding Equipment      Shift: Days      Inspection Date: 04/04/2006

**Sheet Details**  
1. Is the workshop clean and tidy?

**Action Required**  
Clean workshop

Manager: B Molloy      Inspector: Dave Keane      Priority: Medium Priority, Rectify Within One Week      Action Required By Date: 11/04/2006      Date Closed: 01/10/2007

Reason why the Date Closed is later than the Action Required By Date: Date Closed exceeds Action Required by Date by 538 Day(s)  
Closed late to illustrate example.

**Note this message, the fault you can see is closed (538 days late) but there is another fault attached to the same Compliance Tracker sheet still outstanding.**

Total of 2 fault(s) on this sheet 1 still NOT CLOSED      [Previous Record](#)      [Next Record](#)

Form View

By clicking on the button **Next Record** you view the details of the next outstanding fault. See the screen over page.

Microsoft Access - [Outstanding Actions Faults]

File Edit Insert Records Window Help

**OUTSTANDING FAULTS SHEET**

Centre: Beans Department: Filling

Sheet Number: Persiscs 012 Sheet Name: Welding Equipment Shift: Days Inspection Date: 04/04/2006

Return To Outstanding Actions Sheet

Sheet Details

5. Have all fire extinguishers been inspected / maintained in the last 12 months and is there a label attached indicating this?

Action Required: Fire extinguishers need inspection

Manager: B Molloy Inspector: Dave Keane Priority: High Priority, RECTIFY IMMEDIATELY Action Required By Date: 04/04/2006 Date Closed:

Reason why the Date Closed is later than the Action Required By Date:

Total of 2 fault(s) on this sheet 1 still NOT CLOSED

Previous Record Next Record

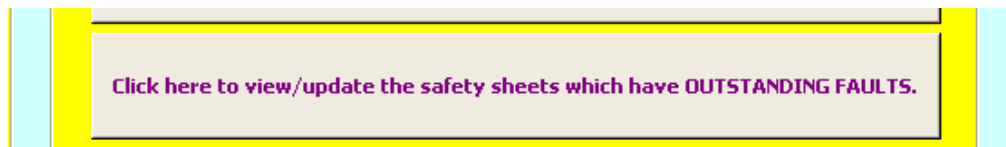
Form View

Be aware that there may be more than one fault attached to a sheet, so always look at the message at the bottom of the screen, which advises you on how many faults are still open.

Close this fault and click on the button **Return To Outstanding Actions**.

Then click on the button **Return To Master Form**

To satisfy yourself that all is well click again on the button below

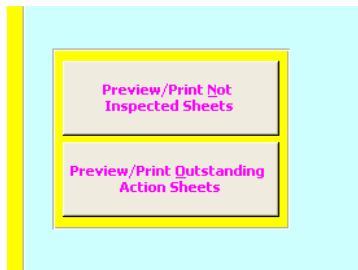


From the screen now displayed you cannot select the centre (e.g. **Beans**) or the department (e.g. **Filling**) that you have just been working on because it no longer has any outstanding faults.

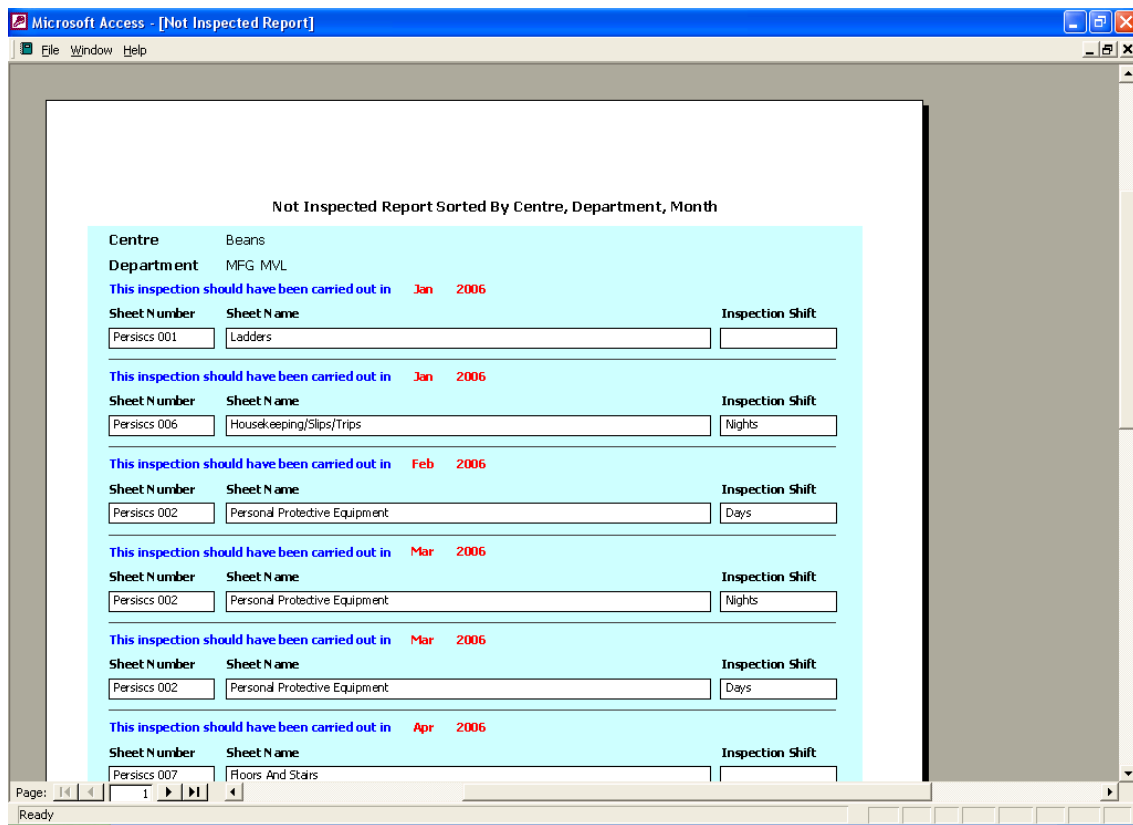
Click on the button **Return To Master Form**

## The Reports

Click on the (top) button shown below (found on the right hand side of the screen).



This will preview a report similar to that shown below.

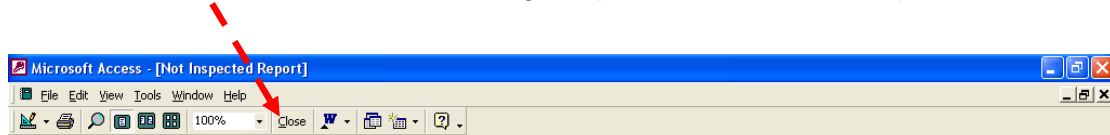


The report has been sorted firstly by the Centre, ascending in alphabetical order, then by the Department, ascending in alphabetical order and finally by the Month, ascending in month order.

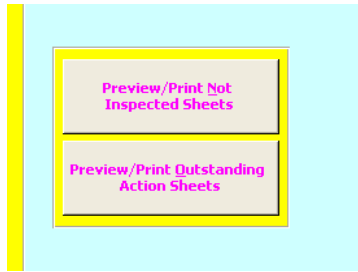
The report itself is fairly self-explanatory showing which Centre, Department and Sheets have not been inspected, and how long they are overdue.

For best viewing and printing set each of the margins under **File/Page Setup** to 10mm.

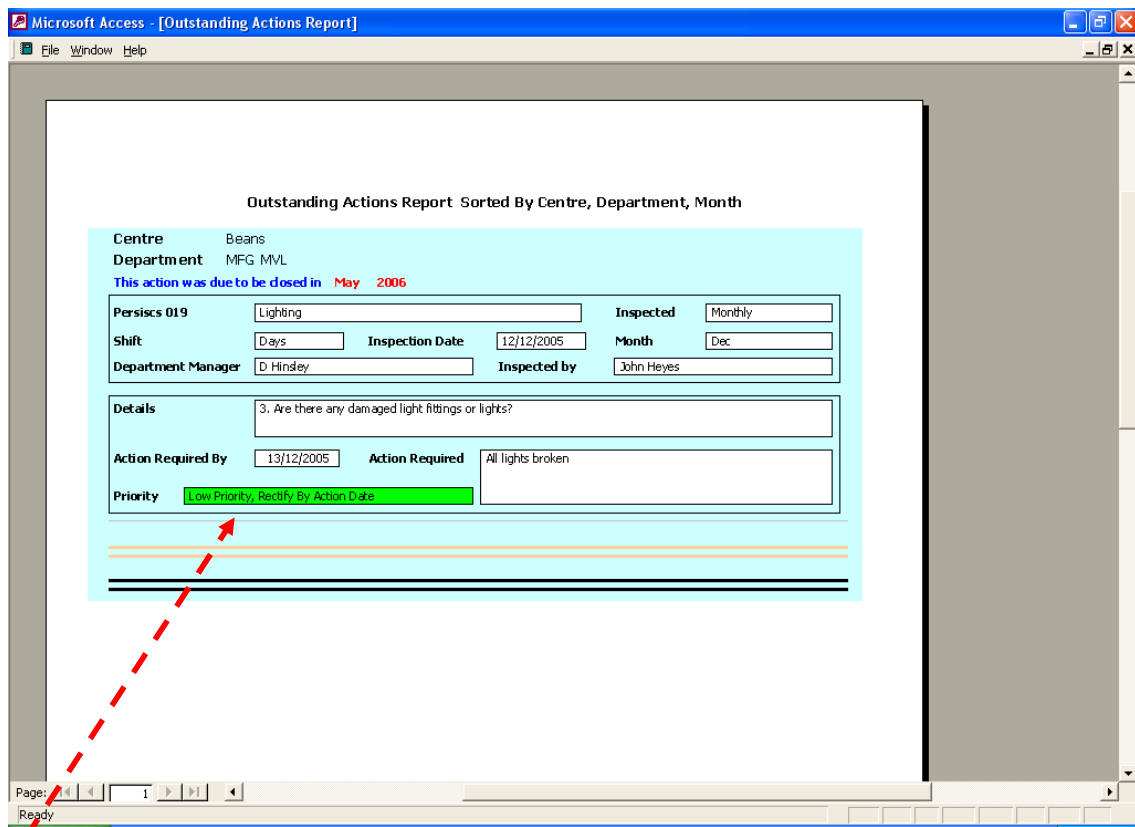
Click on the **Close** button as shown on the diagram, (or select "File" and "Close").



Click on the (bottom) button shown below (found on the right hand side of the screen).



This will show the outstanding actions report similar to the example shown below.



This report, by necessity, is more detailed than the Not Inspected Report.

It is sorted in exactly the same manner as the Not Inspected Report

Again there is a message stating how long the closure is overdue.

Notice that on this report the Priority box is colour coded

- Red = outstanding high priority
- Yellow = outstanding medium priority
- Green = outstanding low priority

Once you have completed a number of Compliance Tracker checks, cycle through the pages to see examples of all three priorities.

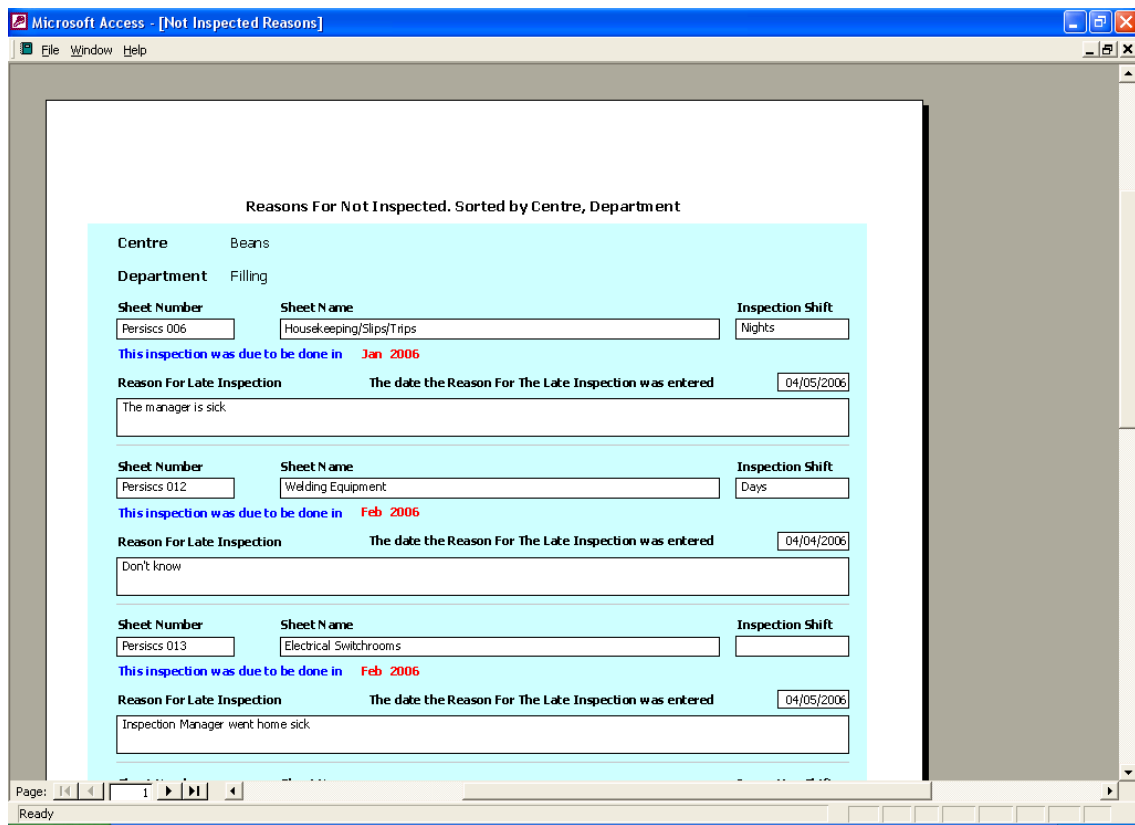
Click on the **Close** button

### Reasons for No Inspections Reports

Click on the button shown below, (found on the left hand side of the screen).



You will see a report similar to that below.



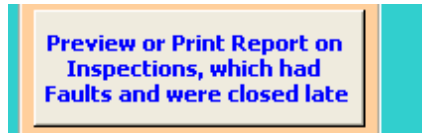
This lists the Reasons For Not Inspected by Centre and by Department in alphabetical order.

You can scroll through all the reports using the side scroll bar and the arrows on the bottom toolbar of the screen.

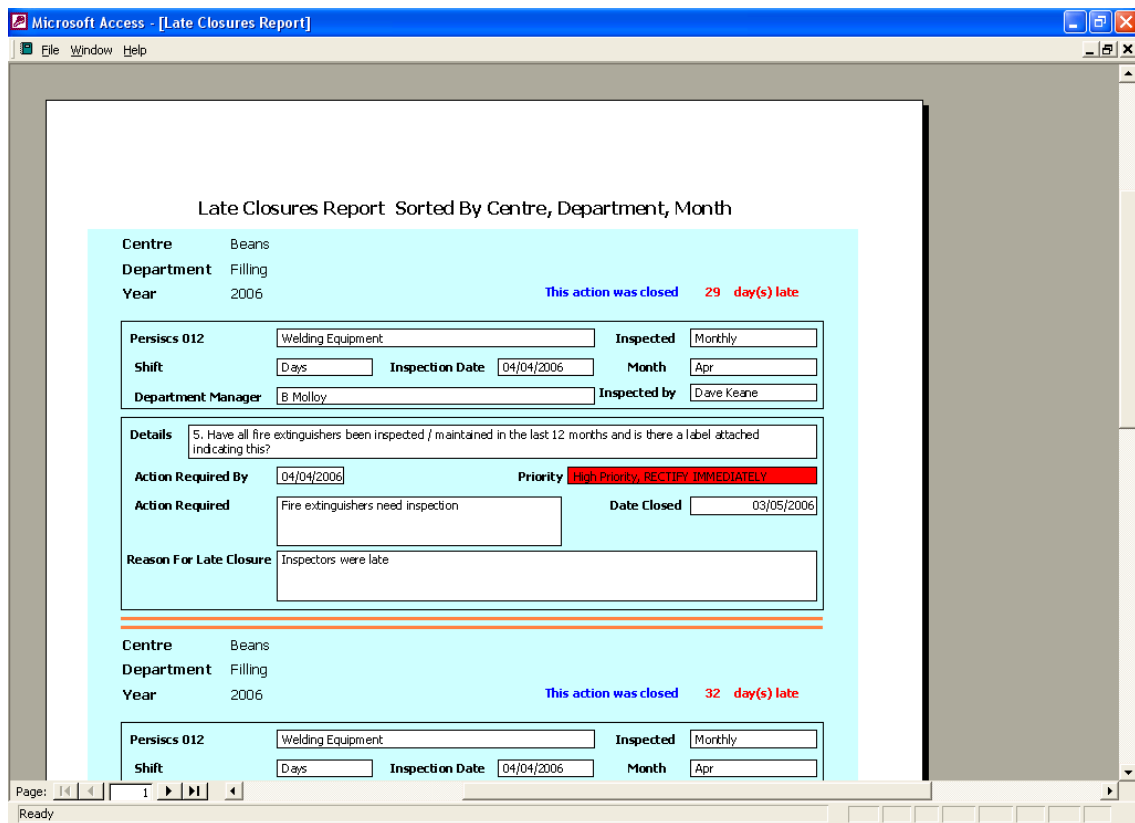
Click on the **Close** button.

**Reports on Inspections which had faults and were closed late**

Click on the button shown below, (found on the left hand side of the screen).



You will see a report similar to that below.



This lists the late closures by Centre and by Department in alphabetical order and by month in month order.

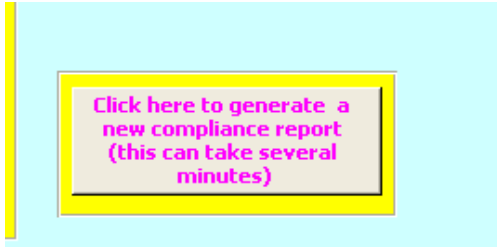
The reports provide details of how late the closures were and the priority of the actions that were required (colour coded)

You can scroll through all the reports using the side scroll bar and the arrows on the bottom toolbar of the screen.

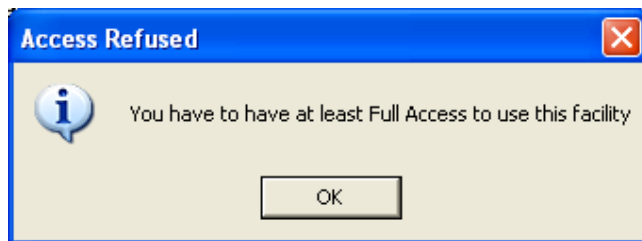
Click on the **Close** button.

## Compliance Reports

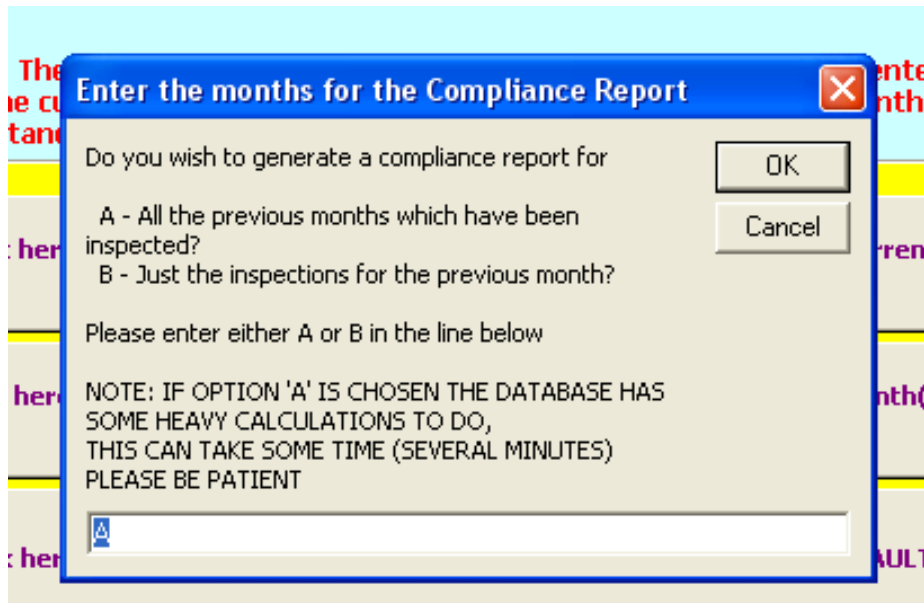
Click on the button shown below.



You will see the box below unless you have full access.



Otherwise the following screen will appear.

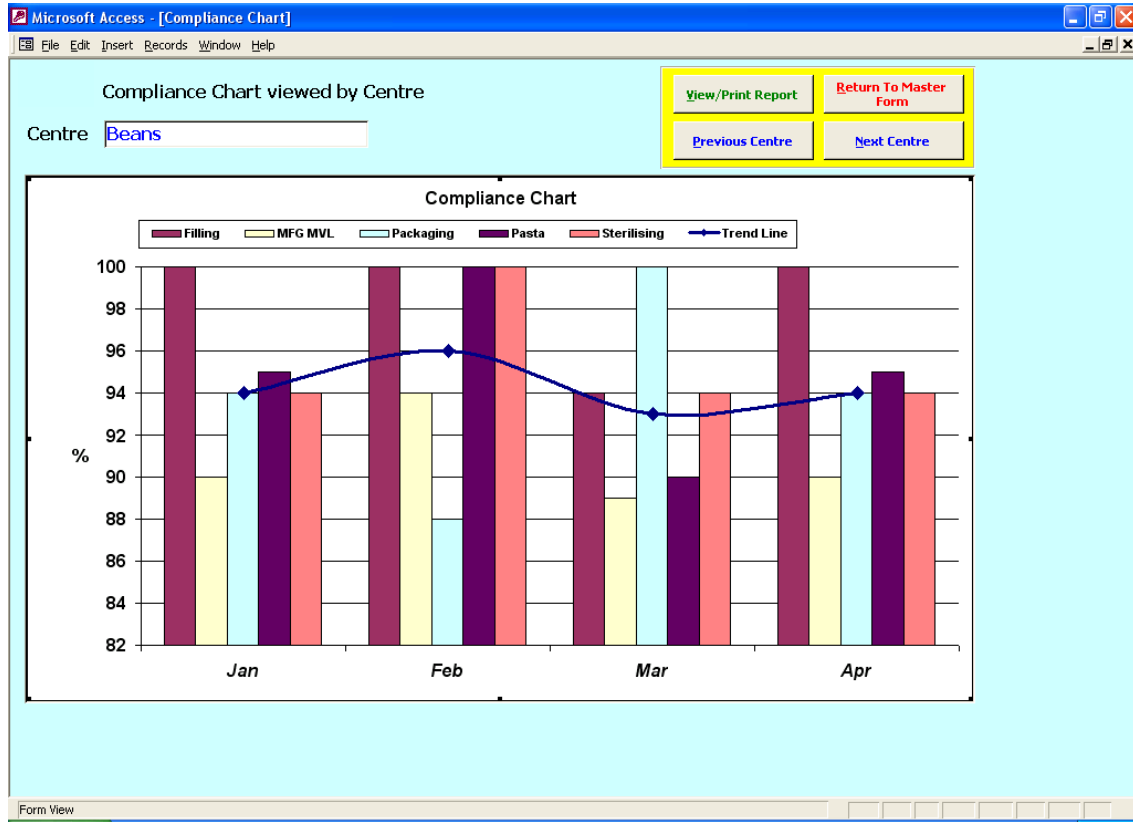


You have the choice of generating a compliance report for the previous 12 months or just for the previous month. Because of the amount of data that has to be sorted and extracted, if you choose to generate a report for the previous 12 months you are warned that this can take several minutes. You have the choice of entering either **A** or **B**.

The default option is **A** so all you have to do is click on the **OK** button, do this now.

Now go away and get a cup of tea while you wait, and wait.

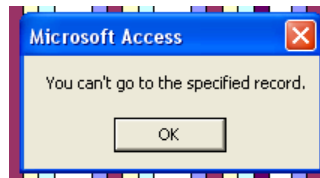
When the report has been generated you will see the screen as shown at the top of the next page.



In our examples the first Centre to be seen is Beans. You can see from the chart that Sterilising has not been fully compliant in the months of January, March and April.

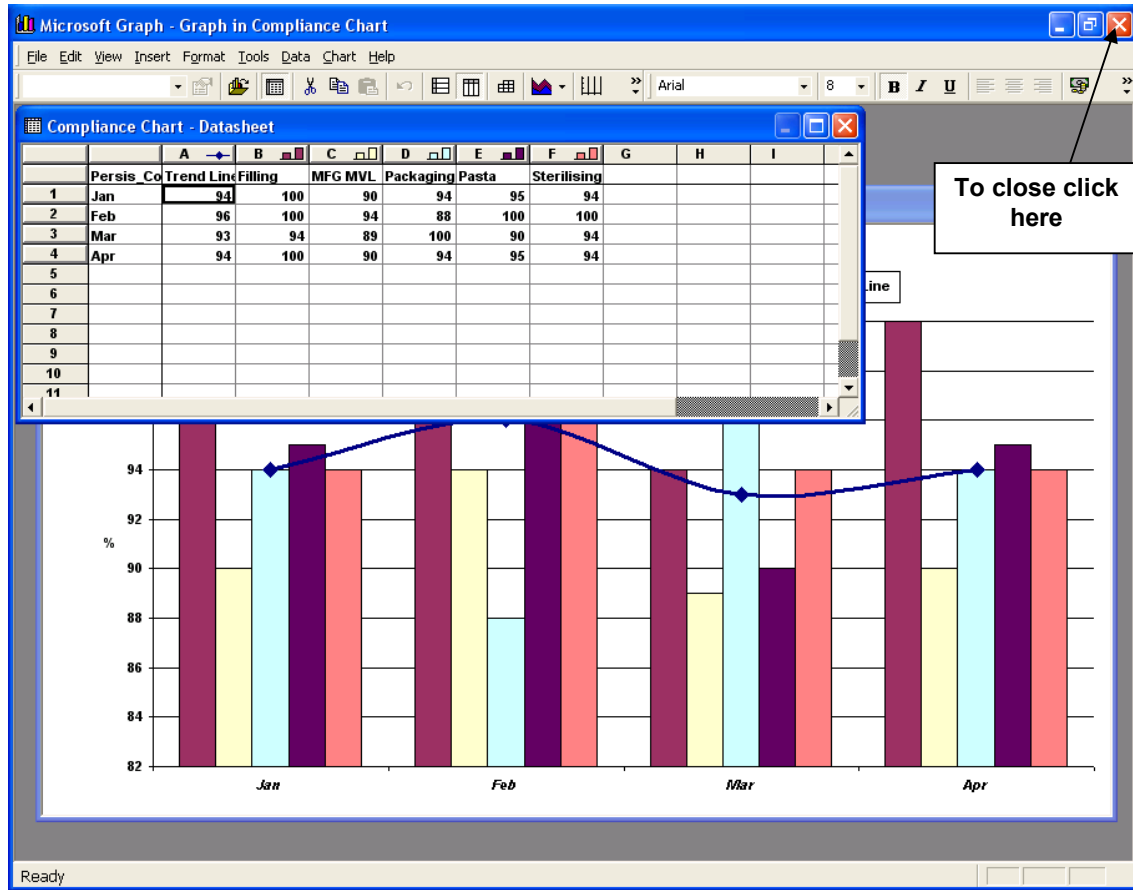
To view the next Centre click on the button **Next Centre** or **Previous Centre** to view the previous Centre

If you see this message



It means you have either reached either the first or the last record.

If you **Click** the left mouse button while the mouse pointer is in the chart area select "Chart Object" then "Open" you will see the screen as shown at the top of the next page.



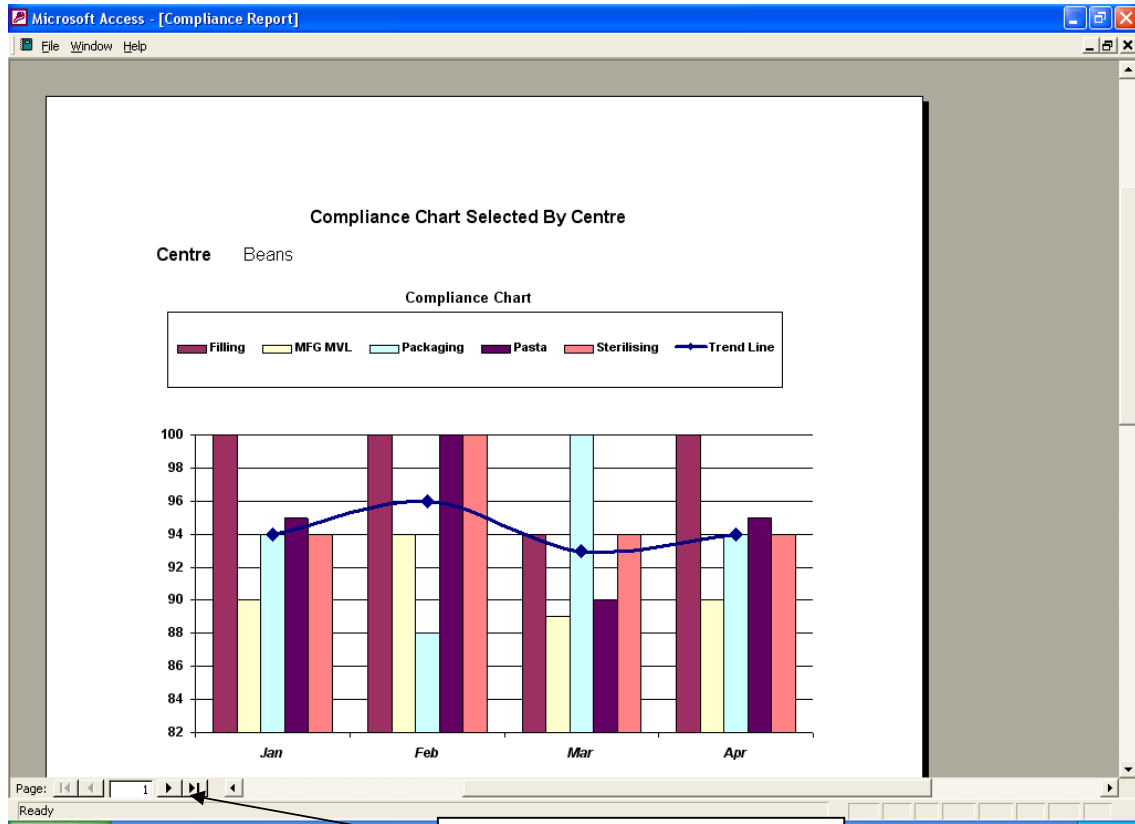
You can see that a table has been displayed which the precise percentage breakdown of each department per month.

By moving the mouse pointer over any of the bars on the graph for a second, it will display the department name, the month and the percentage value of the bar.

To remove these displays, move the mouse pointer away from the chart and click the **X** button on the Graph in Compliance Chart bar and the display will return to the normal screen.

Click on the button labelled **View/Print Report**.

You should now see the report similar to that shown at the top of the next page.



The chart you can see on the report screen is identical to the one you have just been viewing, however if move to the next page of the report (see diagram) you will see the screen below.

Year	Sheet Number	Sheet Name	This inspection should have been done in
2006	Persiscs 006	Housekeeping/Slips/Trips	Jan
2006	Persiscs 002	Personal Protective Equipment	Feb
2006	Persiscs 002	Personal Protective Equipment	Mar
2006	Persiscs 002	Personal Protective Equipment	Mar
2006	Persiscs 007	Floors And Stairs	Apr
2006	Persiscs 019	Lighting	Apr

This screen on shows the details of where each department within the Centre (e.g. **Beans**) was non-compliant.

Click the **Close** button on the report, and select/view other Centres if you wish.

When you have finished click on the **Return To Master Form** button.

Note: if you wish to generate a compliance chart for just the previous month, it will be quicker to generate, and will show the same data but only for the previous month.

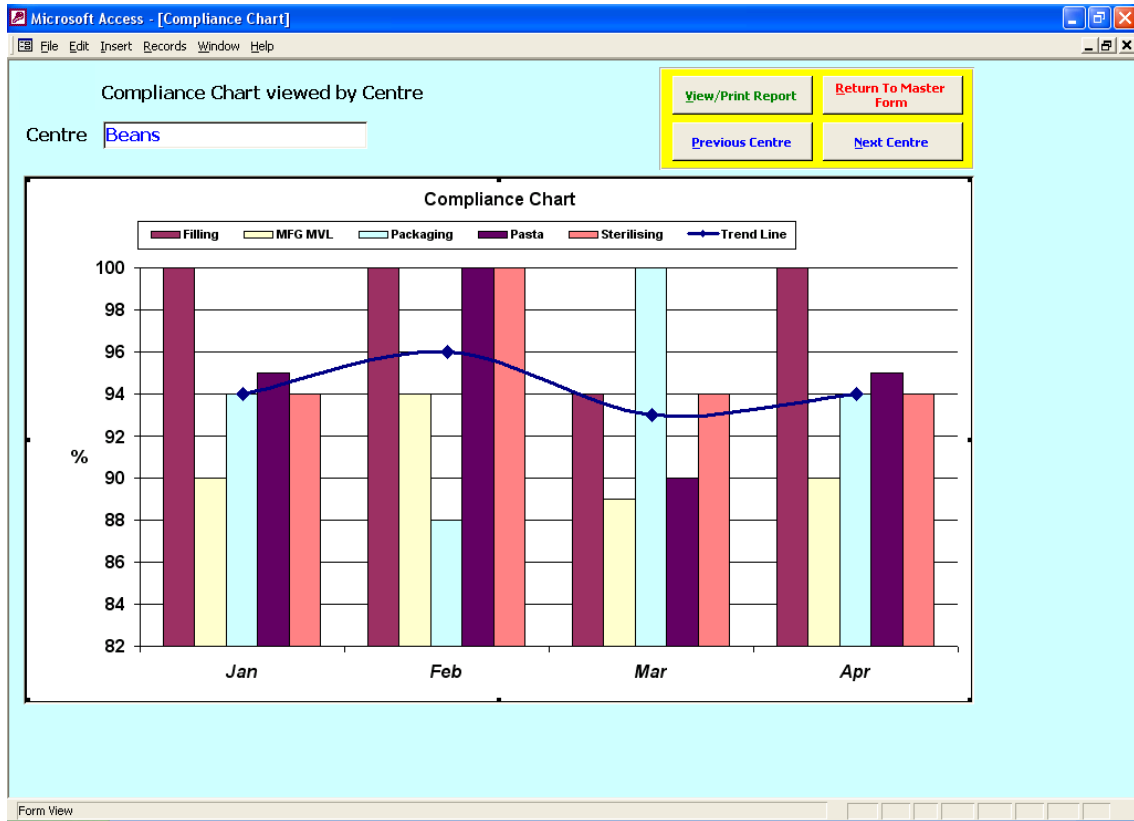
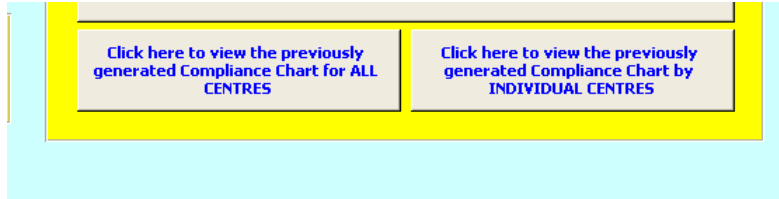
### The Last Buttons

Because of the time it takes to generate a compliance report two buttons were added to allow you to view a previously generated report. Be aware that this report may not be up to date depending on the data entered since a last report was generated.

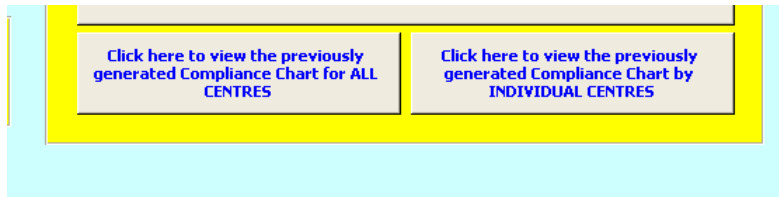
Since you have just generated a report they will now of course be entirely up to date.

Look at the buttons shown below.

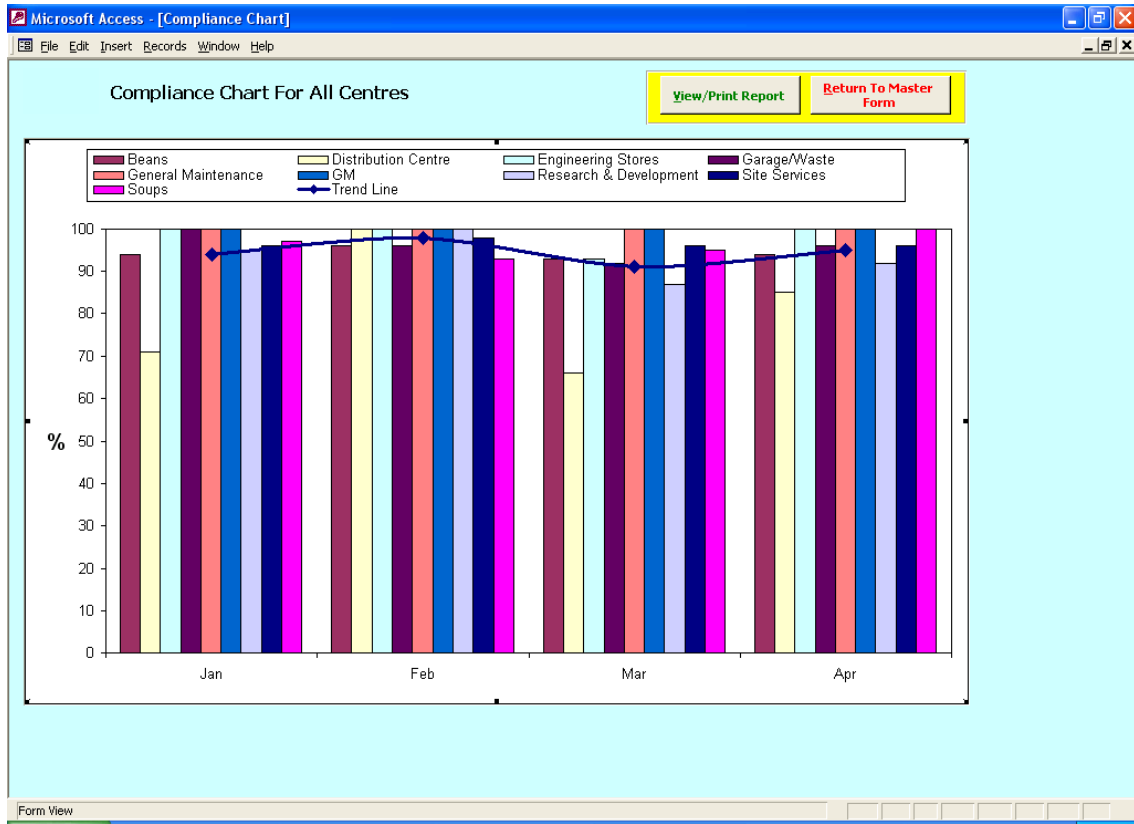
If you click on the button labelled **View the previously generated Compliance Chart by INDIVIDUAL CENTRES** you will see the same charts you have just been viewing.



Click on the button labelled **View the previously generated Site Compliance Chart**



and you will see a screen similar to that below.

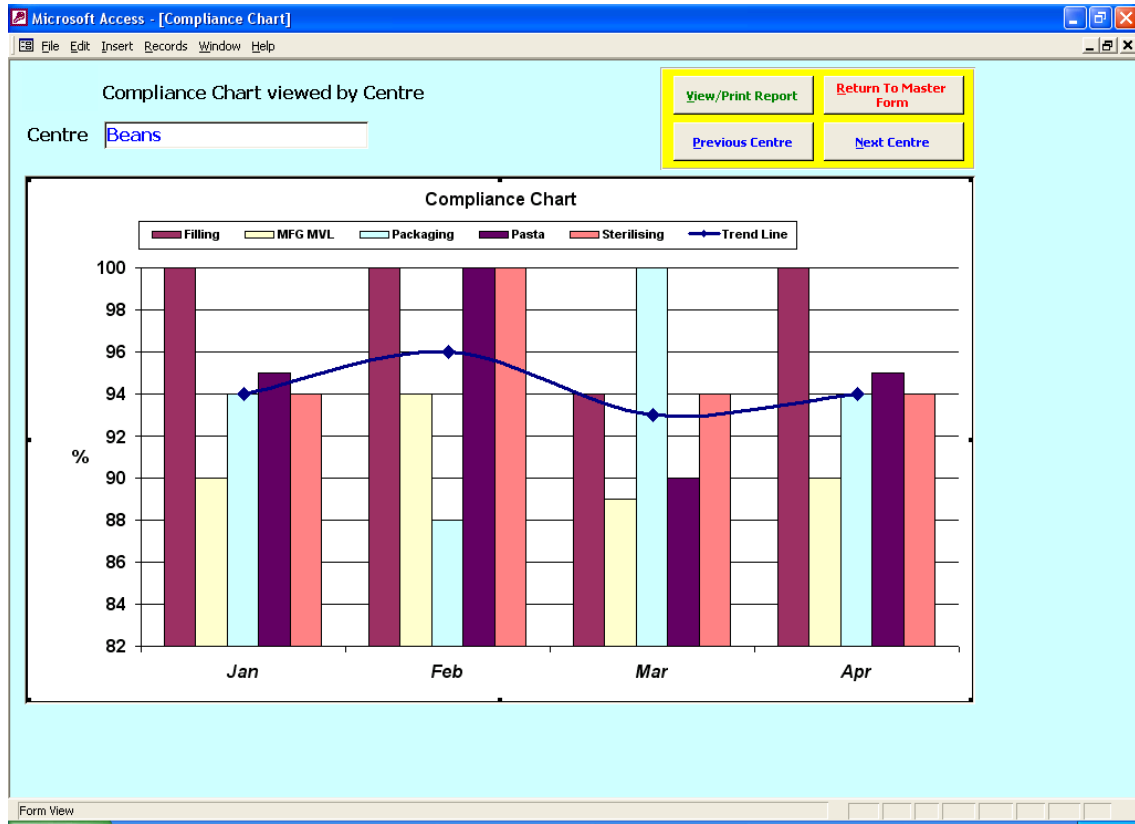


This screen shows how each Centre has performed on its compliance checks throughout the previous year.

The graph also records a compliance trend line.

Compliance Tracker DATABASE

User Manual



This finishes the instructions on how to use the Compliance Tracker Database.