# Vector EHS Management
# Inspections Guide

This guide describes the process for entering an inspection using Vector EHS Management Software.

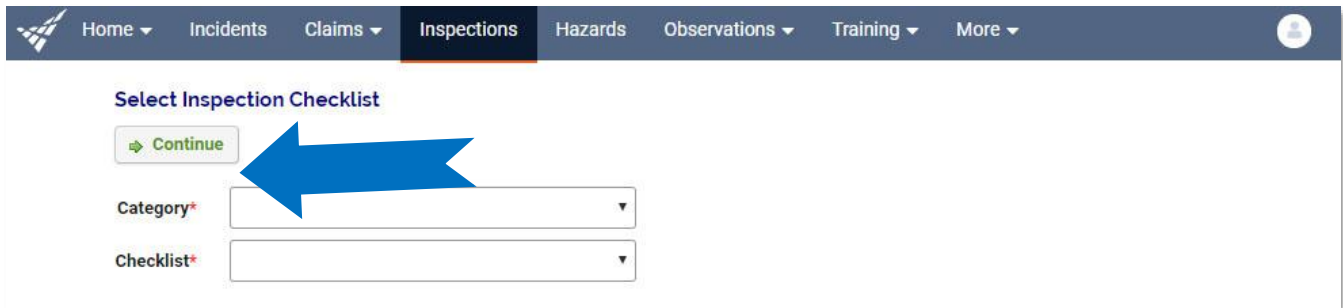## 1 Open the Inspections Module

1.1   Click on the Inspections tab.



1.2   Click the Add New button to add a new inspection.  The identify checklists screen will display.
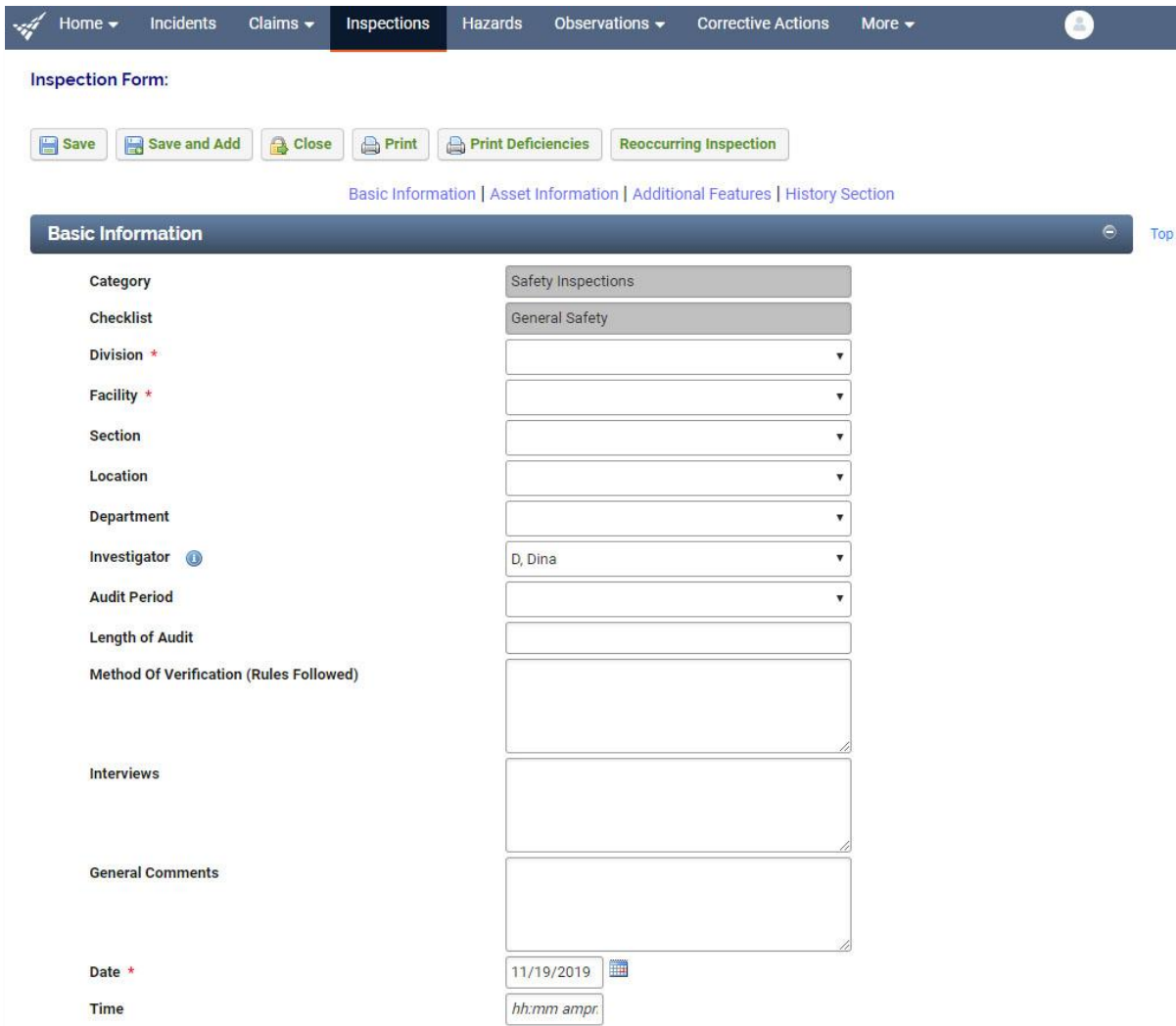
## 2 Complete the Inspection Form

### 2.1 Select a Category and Checklist and then click the Continue button.



### 2.2 Complete the Basic Information Section

Note: The fields shaded in grey are read only and will be filled in automatically.

## 2.3   Complete the Checklist

For each item in the checklist, select the appropriate status value.  After the inspection is saved a compliance rate will be calculated. The compliance rate is the number of items in compliance divided by the total number of items inspected/reviewed.  Items with a status of Not Applicable or Not Audited are not included in the compliance rate calculation.

| A. Walking Working Surfaces | | | | | | | |
|---|---|---|---|---|---|---|---|
| Reference | Item | Description | Status TEST change | 📎 | Corrective Actions ⊕ | ⊕ | Comments |
| OSHA 1910 Subpart D | 01 | Aisles and passage ways clear? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 02 | Marked as appropriate? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 03 | Spilled Materials cleaned up? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 04 | Stairs/Ladders - Inspected? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 05 | Stairs/Ladders - Right ladder for task? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 06 | Stairs/Ladders - Secured? | NA ▾ | ⊖ | ⊕ | ⊕ | |
| OSHA 1910 Subpart D | 07 | Stairs/Ladders - Stairs not blocked? | NA ▾ | ⊖ | ⊕ | ⊕ | |

## 2.4   Save the Inspection

| Reference | Item | Description | Status TEST change | Status Category | Add Attachment | Corrective Actions | Add Corrective Action | Comments |
|---|---|---|---|---|---|---|---|---|
| OSHA 1910 Subpart Z | 43 | MSDS? | NA ▼ | ⊖ | ⊕ | | ⊕ | |
| OSHA 1910 Subpart Z | 44 | MSDS Employee Training? | NA ▼ | ⊖ | ⊕ | | ⊕ | |
| OSHA 1910 Subpart Z | 45 | Bloodborne Pathogen Plan? | NA ▼ | ⊖ | ⊕ | | ⊕ | |
| OSHA 1910 Subpart Z | 46 | Bloodborne Pathogen Employee Training? | NA ▼ | ⊖ | ⊕ | | ⊕ | |

🖫 Save    🖫 Save and Add    🔒 Close    🖨 Print    🖨 Print Deficiencies    Reoccurring Inspection

# 3   Additional Features

## 3.1   To attach supporting documents (Photos, etc.), click the Attach File button.

**Additional Features**                                                                                          Top ⊘

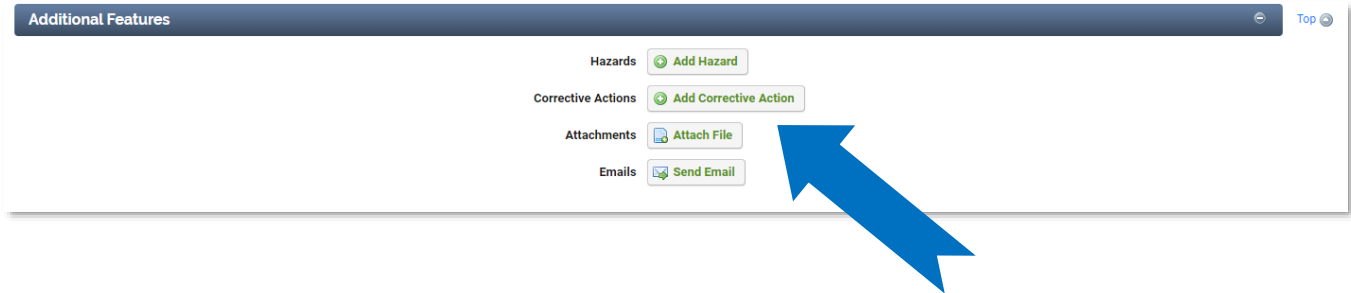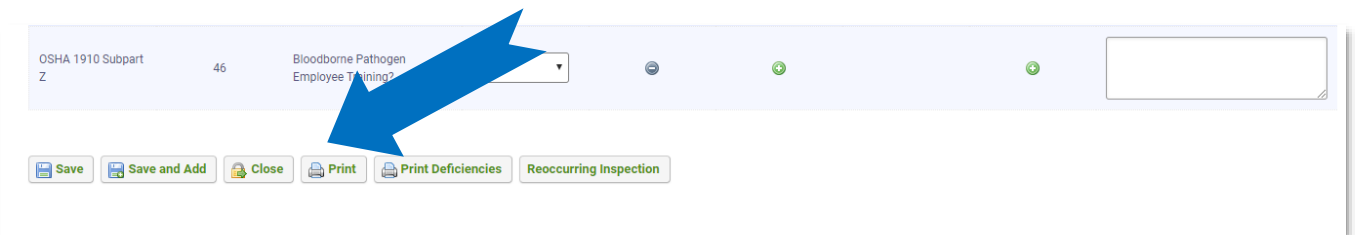| | |
|---|---|
| Hazards | ⊕ Add Hazard |
| Corrective Actions | ⊕ Add Corrective Action |
| Attachments | 📄 Attach File |
| Emails | 📧 Send |

3.2    To add corrective actions, click the Corrective Action button.



3.3    To view a print-out of the inspection, click the Print button.



Note: If you click on Print Deficiencies, a print-out report will be generated listing only the items that were not in compliance and those with comments.

3.4    To save the current inspection and copy the basic information to a new one, click the Save and Add button.
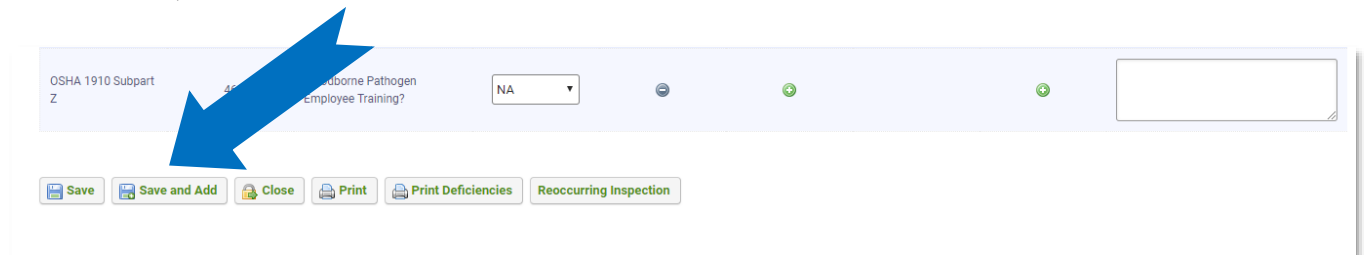


Note: If you click the Save and Add button, you will be given the opportunity to copy the results of the inspection along with the basic information to a new inspection record.

# 4   Reoccurring Inspections

4.1   To create a reoccurring inspection, click the Reoccurring Inspection button.
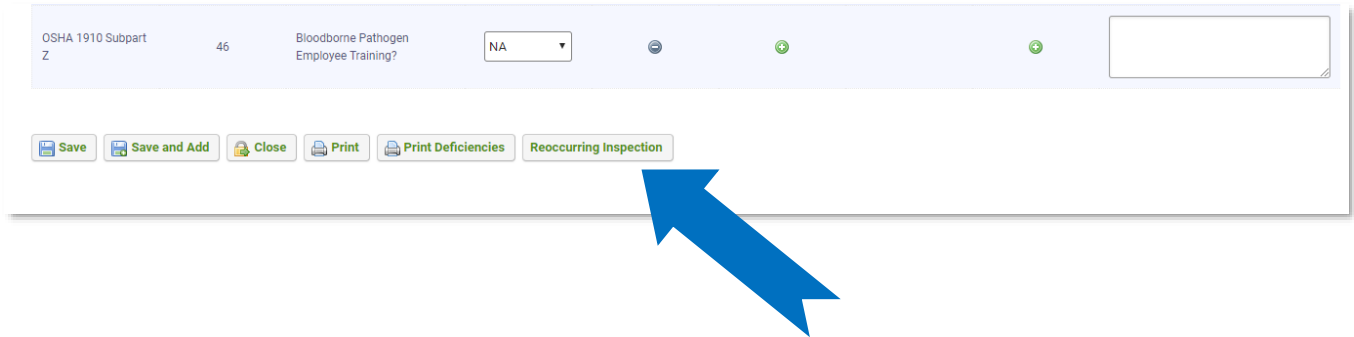


4.2   Complete the Assign Inspection Wizard

Enter a start time, reoccurrence pattern, start date, end date.  Once you are done, click the Continue button. You will then be prompted to confirm your selections.



Note: You may also use this wizard to assign the inspection to multiple locations.  To do this change the "Assign this inspection to" field from "This Location" to "Multiple Locations"

## 4.3   Confirm Your Selections

After clicking the Continue button, you will be prompted to confirm your entries. Once you click the Yes button the inspections will be scheduled.

**Assign Inspection Wizard**

Are you sure you wish to proceed?

| ✅ Yes | ❌ No |
|--------|------|

| | |
|---|---|
| **Inspec.. Area** | General Safety |
| **Start Ti..** | 11:00 am |
| **Reoccur ..very** | 5 Days |
| **Date of First Inspection** | 11/20/2019 |
| **End Date** | 12/19/2019 |

| **Facility** | **Investigator** |
|---|---|
| Facility F-043 | D, Dina |

11/20/2019
11/25/2019
11/30/2019
12/5/2019
12/10/2019
12/15/2019

# 5 General Notes about Vector EHS Management

- Fields with a red * are required.

- Ensure that your browser allows pop-ups from Vector EHS Management. This is required for certain features such as printing reports and attaching supporting documents.

- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).

- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.

- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.