Guide to Using iAuditor to Track Shop Safety

iAuditor is an app designed for safety inspectors.   Accounts with iAuditor are free for up to 10 users. Two checklists have been created for iAuditor: An Ag Mechanics Facility Checklist designed to be used as an annual assessment and an Ag Mechanics Periodic Checklist designed for regular inspections during the year. The periodic checklist is much shorter and focuses on the conditions that are likely to change during the year.
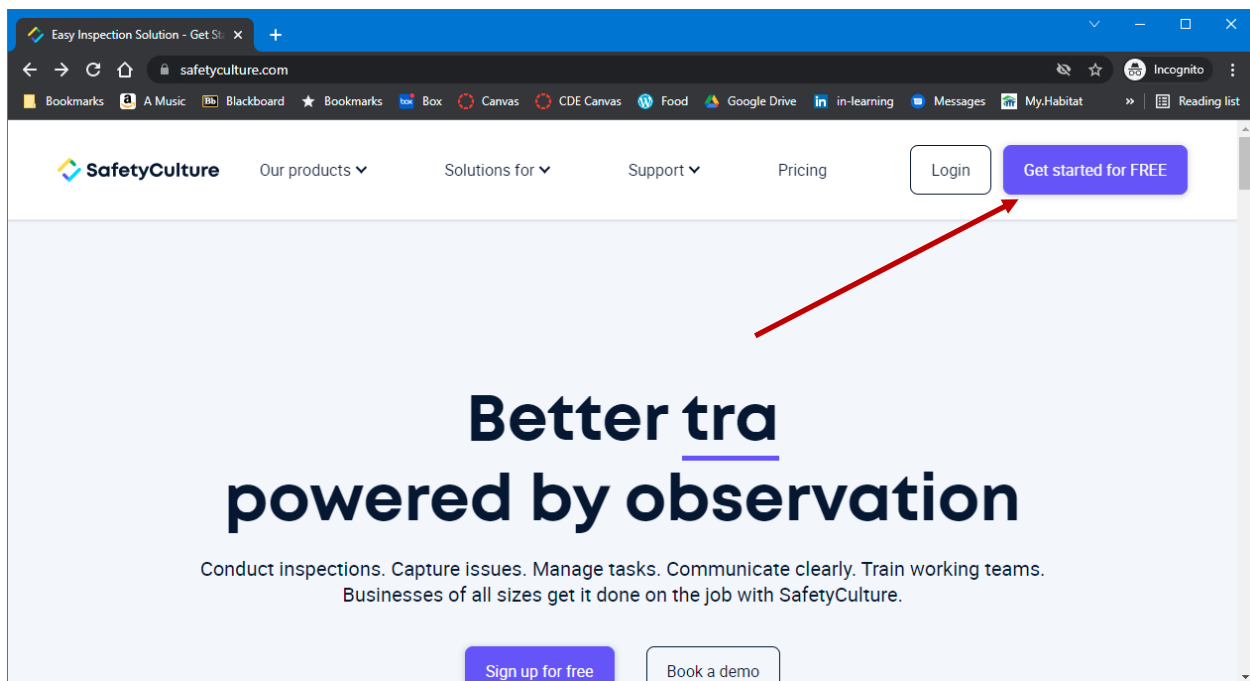
The app is available for the web (PC or windows tablet), iOS (iPhone/iPad), or Android. The phone app makes using the checklist easy as you walk through your shop.   You can add photos and notes to your inspection.

Why use these tools?

- We all want to have a safe shop and checklists provides an objective evaluation.
- The checklists were developed from a number of sources (see References below) and have been vetted by experts.
- You can create reports for your administration.
- You can save the reports (PDF) as documentation of your inspection.
- If you have issues the report can serve to notify the school of your concern and need for correction.
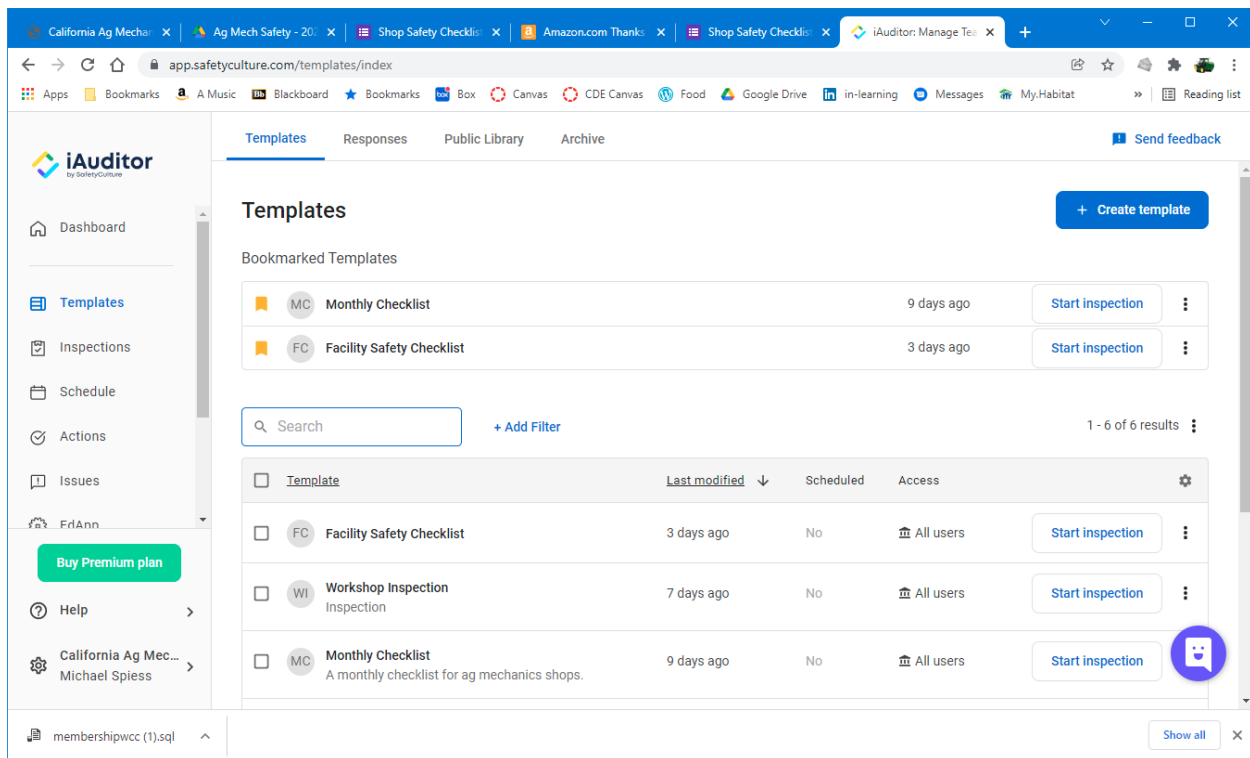
GETTING STARTED

Go to the website: https://safetyculture.com/iauditor/

Click on "Get Started for Free" button and complete the form. Once you have created an account you can invite other teachers in your school to join you.   You can have up to 10 with the free account. Record the login information below.

User: _____   Password: _____

Inspections use a "template".   To get the ag mechanics templates do the following"
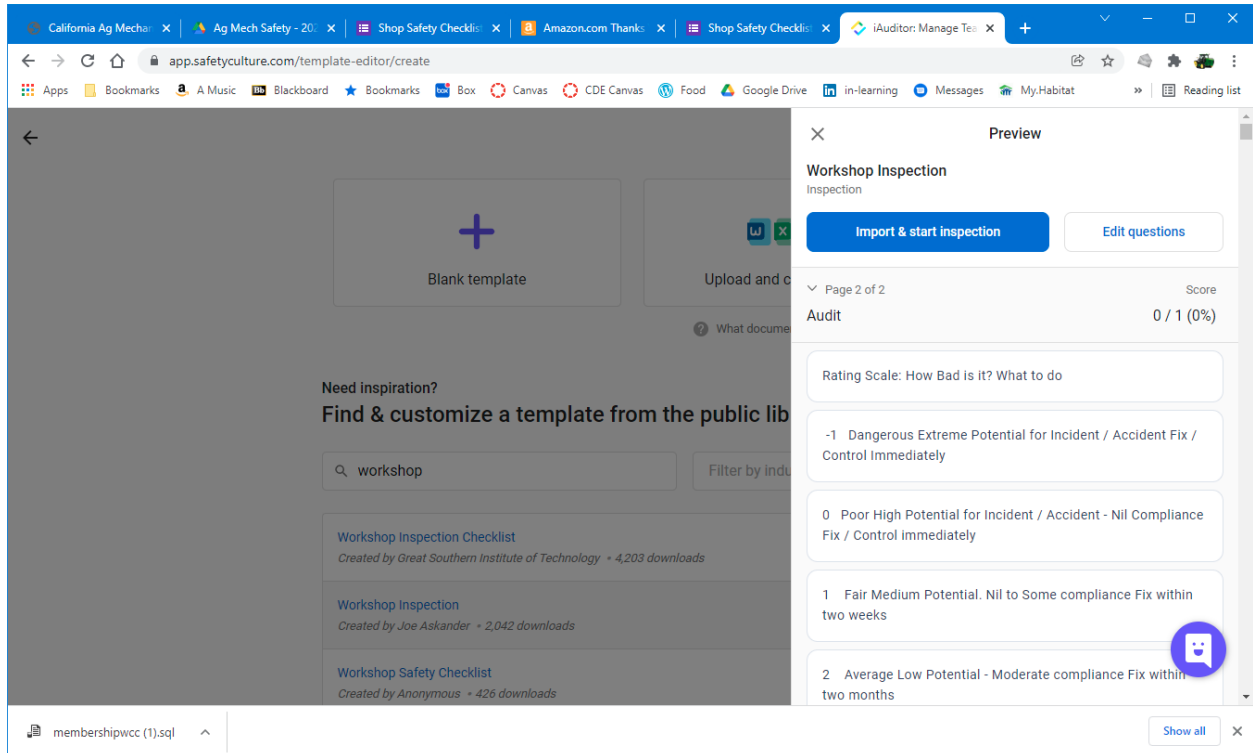
1. Log in to the iAuditor web app.
2. Select Templates from the left-hand side menu.
3. Select Public Library tab on the top of the page.
4. On this page, you can search for a template by keywords in the search field (use ag mechanics), or browse through the list.
5. Choose to download and edit the template or download and start a new inspection:
   a. If you want to download and use the template to start an inspection straight away, click Import & start inspection. This downloads the template to your account and takes you to the new inspection.
   b. If you want to download and edit the template, click Edit questions.

Template Screen

Preview Screen

LOADING THE APP

Once you have found the template you will want to load the app on your phone or tablet. Go to the Play Store or Apple Store and search for iAuditor. Install the app.   You will need to use the login that you created on the web site.

USING THE APP

Once loaded you can access the template and do an inspection.

Choose the template you want to use.   Note: You can add notes, actions, and/or photos to any item. When the inspection is complete go back to the web site and find the inspection under the Inspections menu item. At this point you can review the report (then save as a PDF), continue an incomplete inspection, or edit the inspection. Note: You can do this on your phone, but it is easier to use the web app.
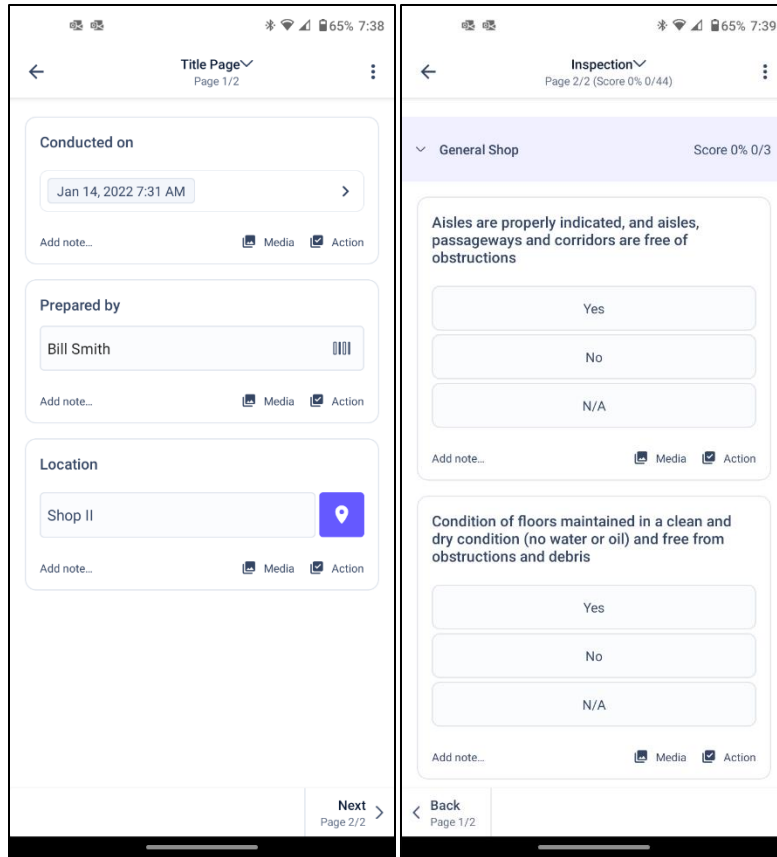
App screens using a template.

MOBILE APP: ANDROID

1. Open the iAuditor mobile app.
2. Tap Inspections at the bottom of your screen.
3. Select the TEMPLATES tab at the top of your screen.
4. Tap the template and select Start Inspection from the pop-up options.
5. Progress through the inspection accordingly and take note of any required questions, which can be identified by an asterisk next to the question label.
6. Once you reach the end of the inspection, tap COMPLETE INSPECTION.
7. You can review questions that have failed responses or actions. For each question, you can:
   a. Tap Needs action to raise an action. If the question has notes added, the note will be used as the action title.
   b. Tap Ignore to dismiss.
8. Once all questions have been reviewed, you can Assign all actions or Skip for now.
9. Tap View & Export Report if you want to download the inspection report or tap Save & Close.

MOBILE APP: IOS

1. Open the iAuditor mobile app.
2. Tap Inspections at the bottom of your screen.
3. Select the Templates tab at the top of your screen.

4. Start an inspection:
5. iPhones: Tap Start inspection below the template name.
6. iPads: Tap Start inspection on the template name's right-hand side
7. Progress through the inspection accordingly and take note of any required questions, which can be identified by an asterisk next to the question label.
8. Once you reach the end of the inspection, tap Complete inspection
9. You can review questions that have failed responses or actions. For each question, you can:
    a. Tap Needs action to raise an action. If the question has notes added, the note will be used as the action title.
    b. Tap Ignore to dismiss.
10. Once all questions have been reviewed, you can Assign all actions or Skip for now.
11. Tap View & Export Report if you want to download the inspection report or tap Save & Close.
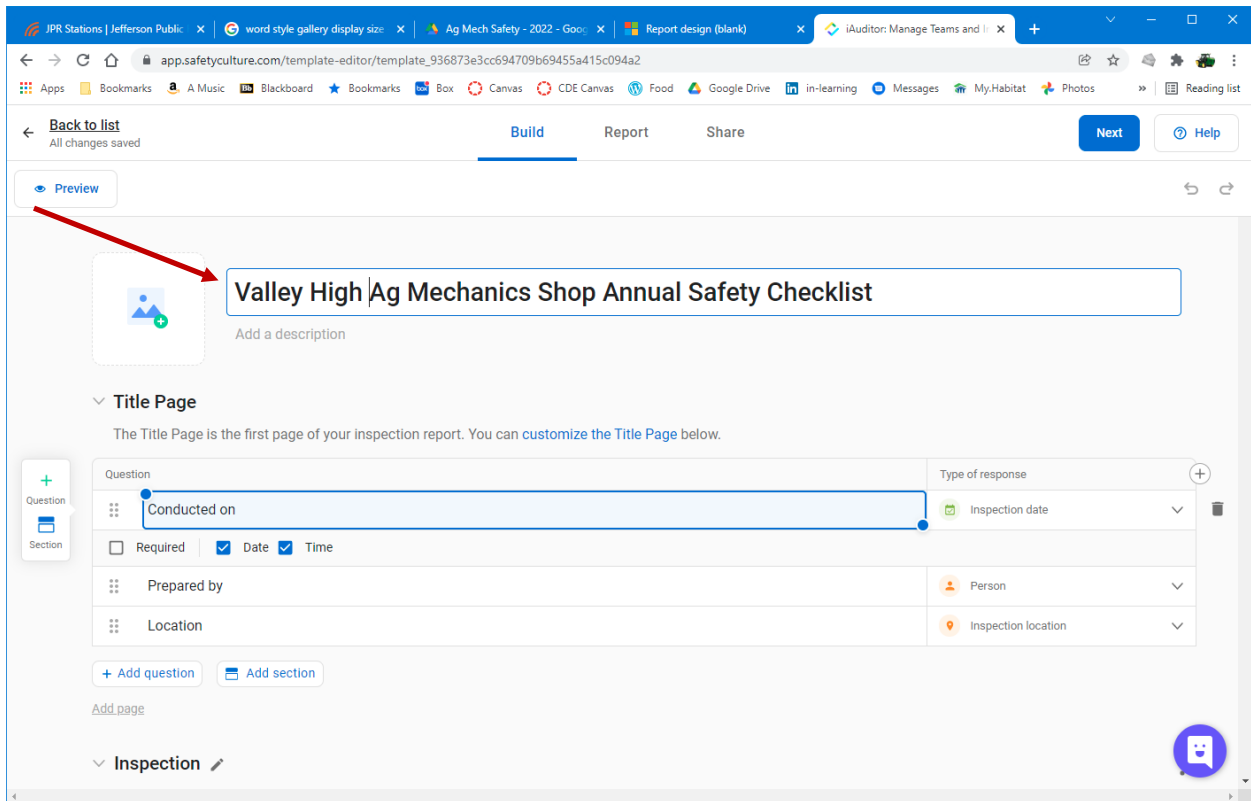
GETTING REPORTS

While you can do this on your phone it is easier to use the web app.

1. Open the web app and login.
2. From the menu choose inspections.
3. Select the inspection you want.
4. Click on the PDF button. The save the report on your computer.
5. Notes:
    a. You can also get a link to the report and share it via email.
    b. An inspection can be edited see the 3 dot menu. This allows you to add additional notes as well as mark action items as complete.
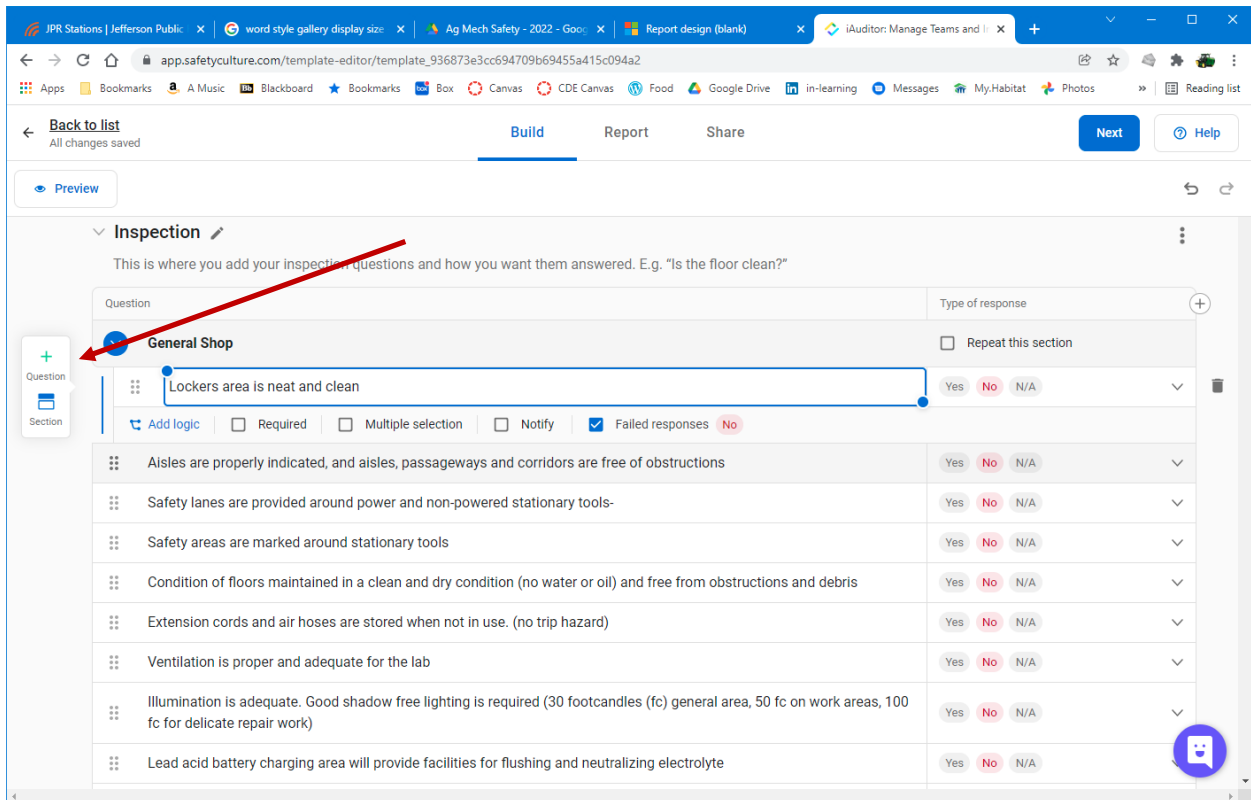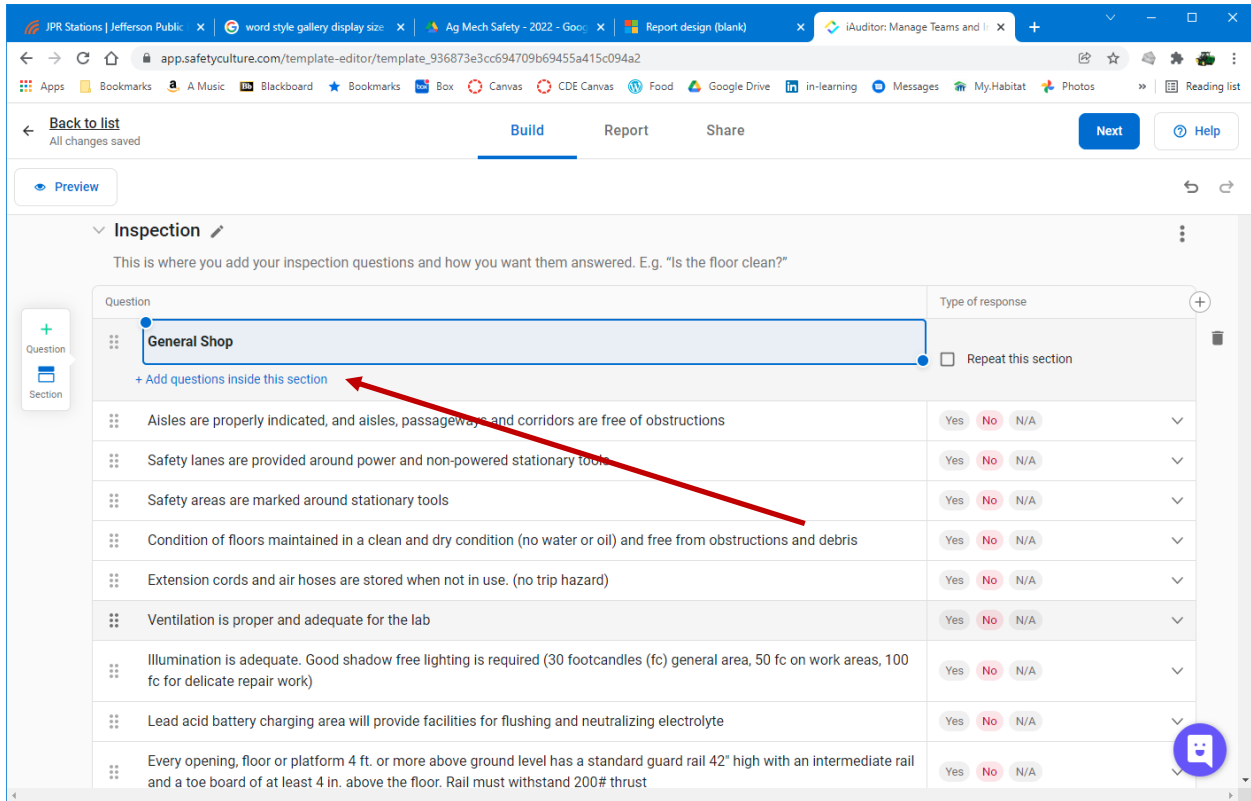
EDITING THE TEMPLATE

You can edit the template on the web site. You may want to omit items that don't apply to your shop. You can add items as well.

1. Select Templates from the lefthand menu.
2. Find the template you want to edit and click on the 3 dot menu (right side). Select Edit Template.
3. Click on the title to give the template a new name. For example "Valley High Shop II Checklist".
4. To add an item, go to the desired heading. Choose to "add questions inside this section or click on + Question (left). Enter your question.   Changes are automatically saved.
5. To delete an item, click on the item and then on the trash can icon on the right side. Changes are automatically saved.
6. To use your customized template select it from the inspection menu (described above).

Edit the Title to identify your custom template.

Add a question under a section.

Use the trash can to delete an item.

REFERENCES

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OTHER CHECKLISTS

Other checklists for SBAE are also available for:

- Greenhouses
- Livestock Facilities
- Machinery (like tractors)

SAMPLE INSPECTION REPORT