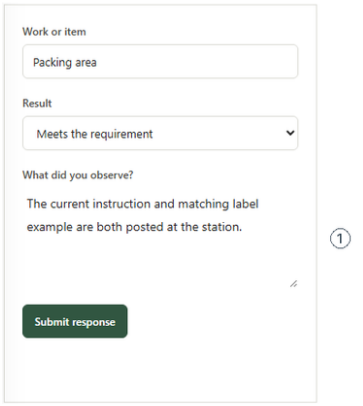
INSPECT THE WORKPLACE AND ACT ON FINDINGS

Make the response to each failed inspection item easy to find

Let the accountable owner link each failed item to a case or record a reason for accepting it. Keeping the response beside the finding makes follow-up understandable to everyone reviewing the inspection.

Walk the area and complete the checklist > Review the findings and confirm follow-up (when triggered)

SkillSmith · Share an observation through a published form



1. Record the observation where work happens

Illustrative sample content. A worker can use a published form to share an observation without an assigned task.

SkillSmith · Record the area-walk response in the prepared task



SkillSmith · A recorded observation stays attached to its task



Share an observation through a published form

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Walk the area and complete the checklist	Respond with comments, per-item pass/fail, photos and readings.
Accountable owner	Review the findings and confirm follow-up	Respond with each failed item linked to a case or accepted with a reason.

Give the outstanding item a case or acceptance reason

In a worked example, the inspection is complete but one failed item has no next action; the owner creates a linked case or records an accepted reason.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Checklist	Open the selected material for this occurrence.
Recorded response	each failed item linked to a case or accepted with a reason	Save the response with its work context.
Review point	any item failed	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Inspect the workplace and act on findings

Bring checklist into the prepared work. Assigned team member and Accountable owner each receive the context needed for their part.

01 Walk the area and complete the checklist

Record per-item pass/fail, readings, photos and comments.

02 Review the findings and confirm follow-up

When any item failed, record each failed item linked to a case or accepted with a reason.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Inspect the workplace and act on findings

Areas, exits, extinguishers, eyewash stations and PPE are checked on a fixed rhythm with pass/fail evidence, and every failed item becomes a case someone owns.

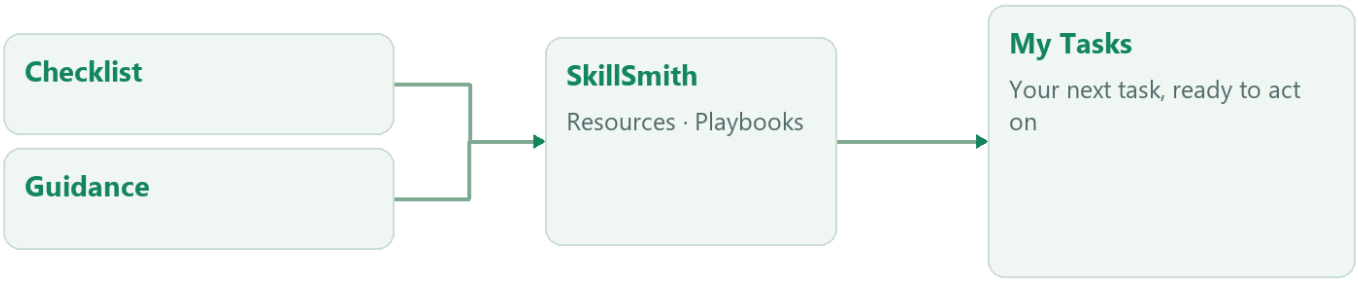
Weekly floor walk · Assembly (shift leads)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Checklist The task uses this material	The inspection checklist: area walk, extinguishers, eyewash, housekeeping, PPE, racking - one playbook each.
Guidance The task uses this material	How to inspect and what 'pass' means for each item.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose checklist from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and accountable owner for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Review the findings and confirm follow-up”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains each failed item linked to a case or accepted with a reason. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring checklist. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when any item failed. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

The inspection is on record for the period and every failed item has a linked case or an accepted reason.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The next person receives an action without the preceding result.	Keep the preceding result attached when the next responsible person receives work.
Known case details are requested again at the next handoff.	Carry known context forward and show the decisions needed for this task.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What happens to each failed workplace inspection item after the inspection is recorded?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact