



frontline

Training Guide

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1.0 Working through the Audit

The following flow chart provides an overview of the Audit process: -

Front Line creates a simple workflow when capturing various levels of audit detail.

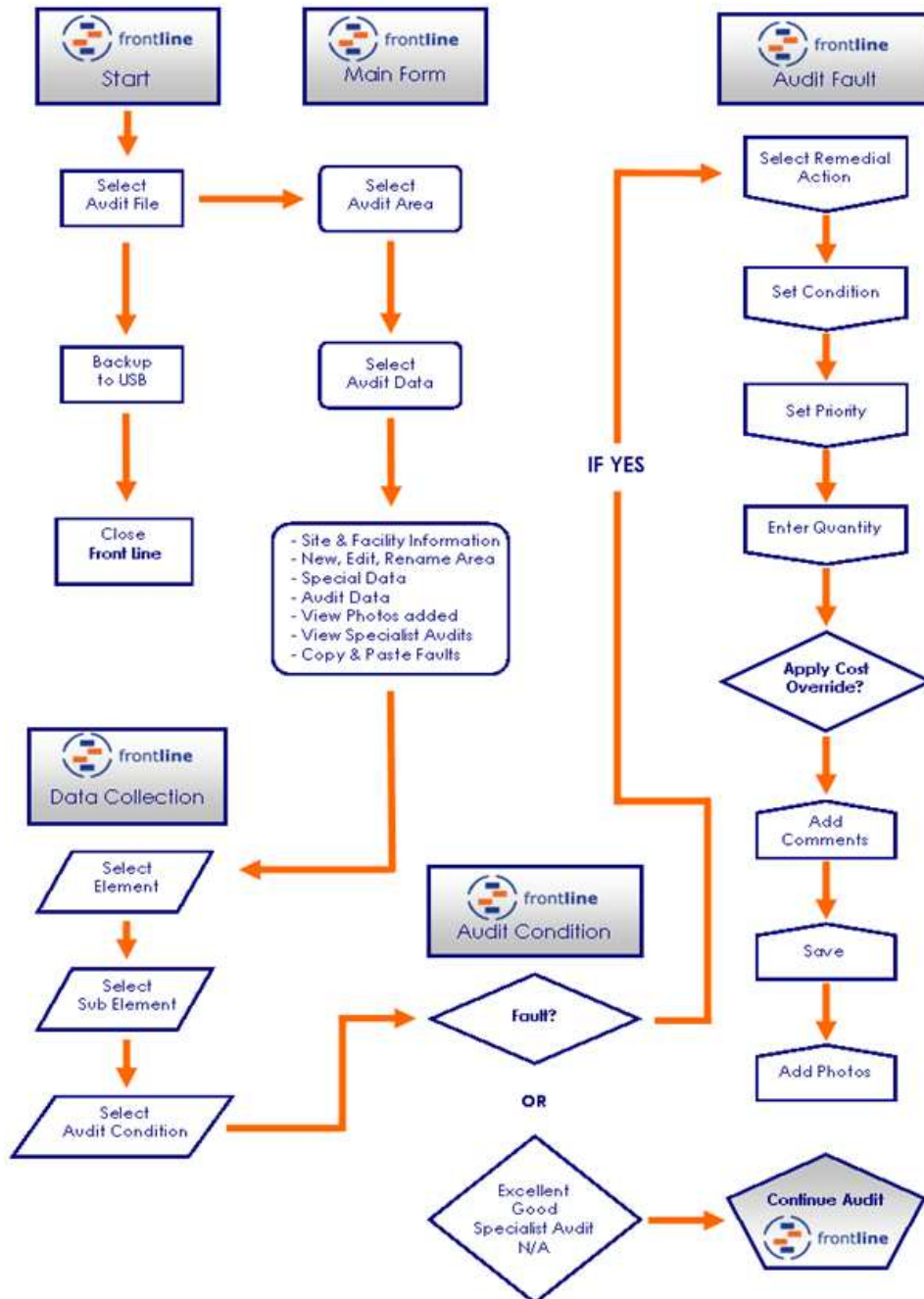
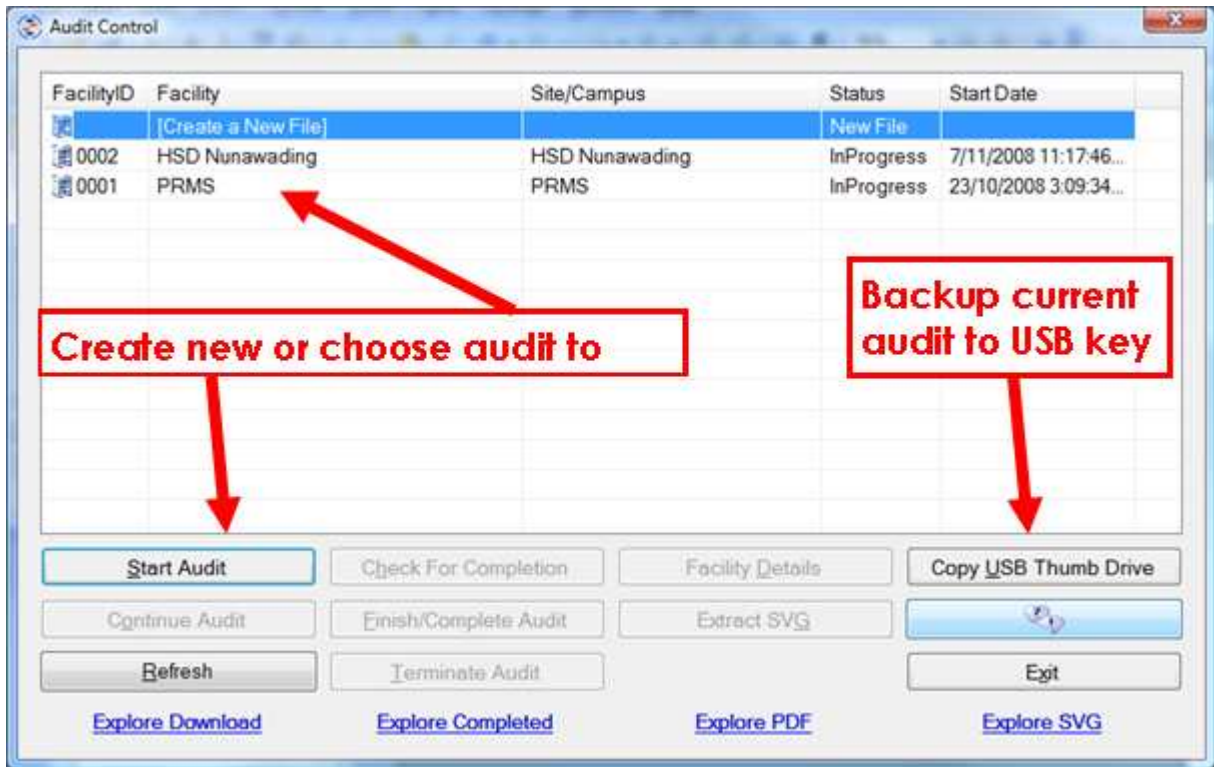


Diagram 1. Typical workflow of an audit process using **Front Line**

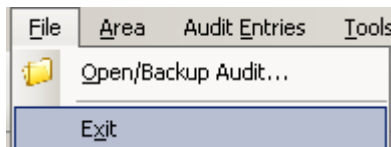
The user opens the Front Line software and selects an Audit file. If the user wishes to Start or Continue the selected audit, the main form is presented, with the audit information loaded.

2.0 Start a new Audit

Click on the **Copy USB Thumb Drive** button to copy a new audit file from a USB drive. Click on Transfer from USB button. The Audit Control window will now show the new audit file. Highlight the facility and then click on the Start Audit button.

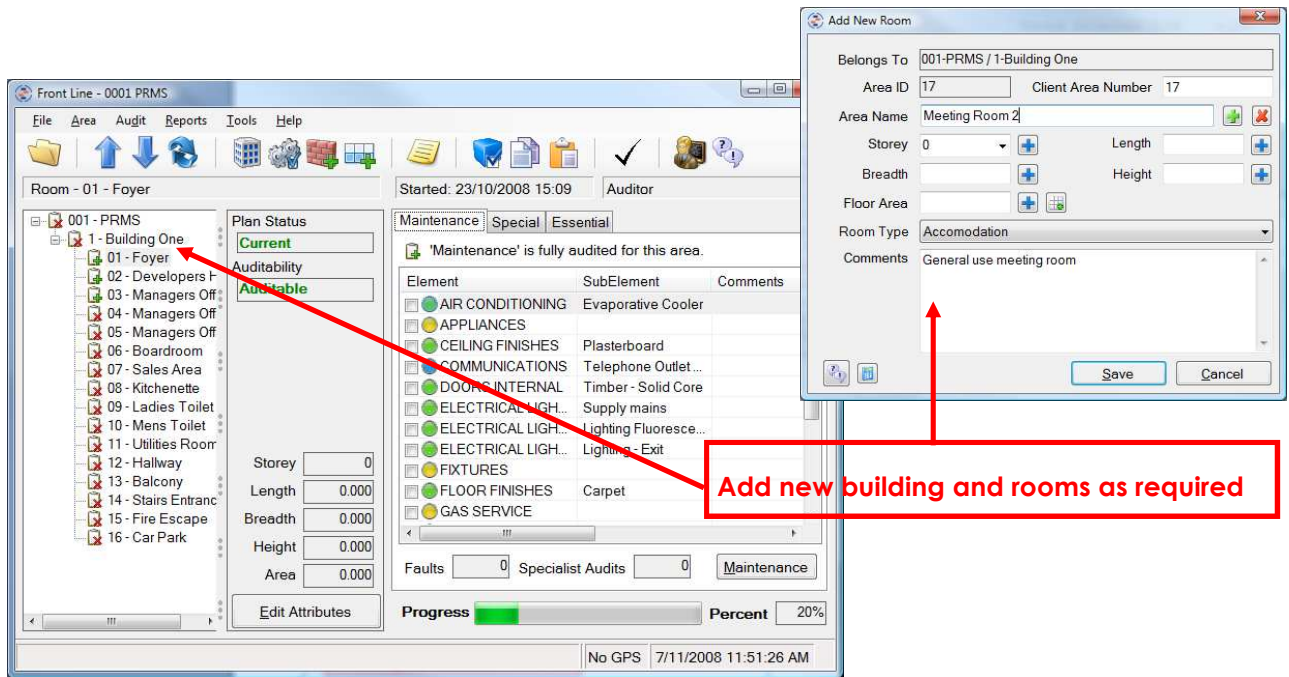


For the purpose of this exercise, we will exit from the Front Line application by clicking on File, then Exit.



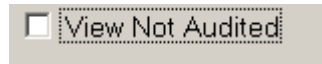
3.0 Continue Audit

Open Front Line. The Audit Control form will now display the facility with a status of 'In Progress'. Highlight the facility and click on the 'Continue Audit' button. The main form is displayed. This is the main form in Front Line and shows the tree view of the facility plus the audit entries statuses.



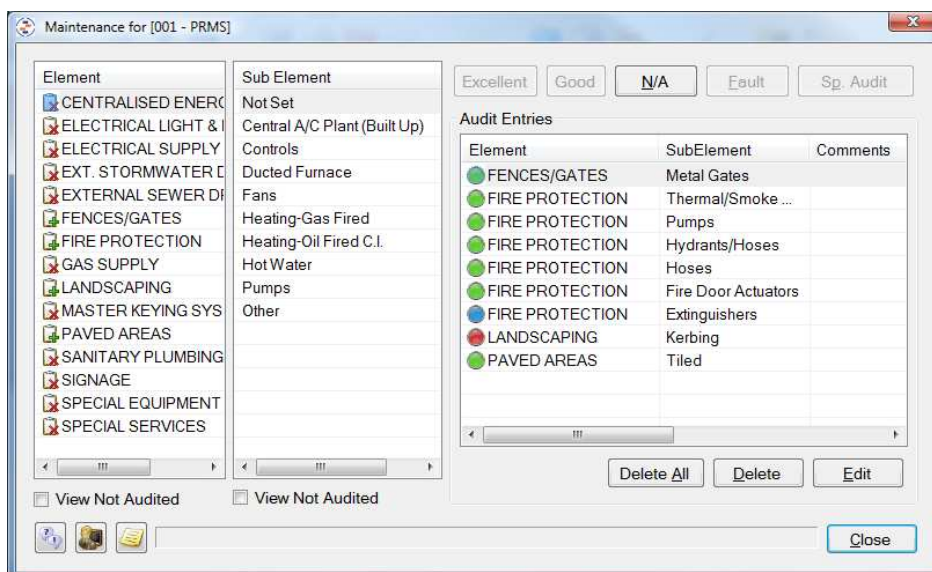
4.0 Audit Data

Click on the Audit Data button. The Data collection form is displayed. Ensure the



checkbox is unchecked. This feature often confuses new users of Front Line.

If checked, then the elements and sub elements for the area will disappear from the list if audited.



4.1 Excellent/Good/NA/Specialist Audit Conditions

Select the first Element from the list, then select a sub element and the status buttons will be enabled. Click on Excellent. Repeat these steps for the next element but click on Good. Repeat and click on N/A. Repeat and click on Sp. Audit (Specialist Audit) and add a comment. You will now have 4 entries in the Audit Entries window.

4.2 Faults

Select the next element and sub element and click on the 'Fault' button. **Note:** Faults recorded at Site level have a mandatory location field.

The screenshot shows the 'Faults for - [02-Developers Hall]' form. It includes a table for Remedial Action and Trade, a table for Condition and Assessment, a Priority dropdown, a Comments text area, and a section for Workplace or Occupational Health and Safety. Red callouts highlight key fields: 'Select Condition' points to the Condition/Assessment table; 'Select Remedial Action' points to the Remedial Action/Trade table; 'Set Priority' points to the Priority dropdown; 'Add comments and additional notes' points to the Comments text area; and 'Issues pertaining to OH&S, add comments' points to the Workplace or Occupational Health and Safety section. The form also includes a 'Photos...' button, 'Save', and 'Cancel' buttons. At the bottom, it shows 'Element: ELECTRICAL LIGHT_POWER' and 'Sub-Element: Lighting Fluorescent'.

Select an appropriate Remedial Action, Condition, priority, add a location and specify a quantity. If any fields are RED, they are mandatory. If the Rate is \$0.00 you will need to click on Apply Cost Override to add a cost. The cost override is also available if the auditor believes the cost is inaccurate. Comments become mandatory for cost override.

Click on the 'Is this a WH&S issue? Enter mandatory comments in the box below. Click on the 'Save' button. Now click on the 'Photos' button and add a photo id. (You have just taken a photo of the fault and need to record this or several photos against this fault.). Add a couple of photos to this fault. Close this form.

4.3 Continue auditing this area

Continue to select elements and sub elements and complete the list for this area. Make some Excellent, some Good, some Faults, etc.

5.0 Special Data

Click on the Special Data tab on the main form. Special Data items are assigned to different areas in Project Central. The example below has Water Devices and Lighting as special data items. These must be set to Yes or No for each area.



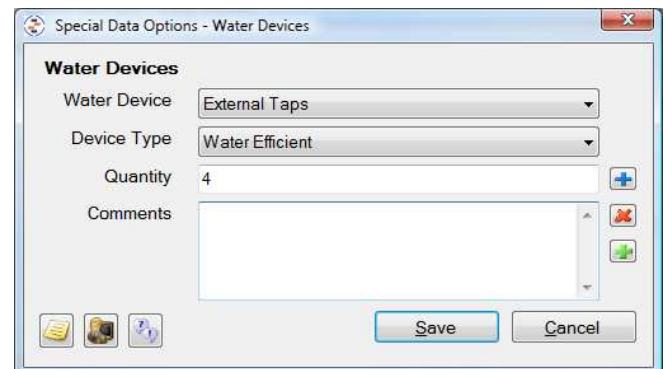
Water Devices
Does this Site have any Water Devices

Not Set Yes No

Water Device	Device Type	Qty	Comments

At least 1 Water Device is required.

Buttons: Add, Delete, Save, Cancel



Water Devices

Water Device: External Taps

Device Type: Water Efficient

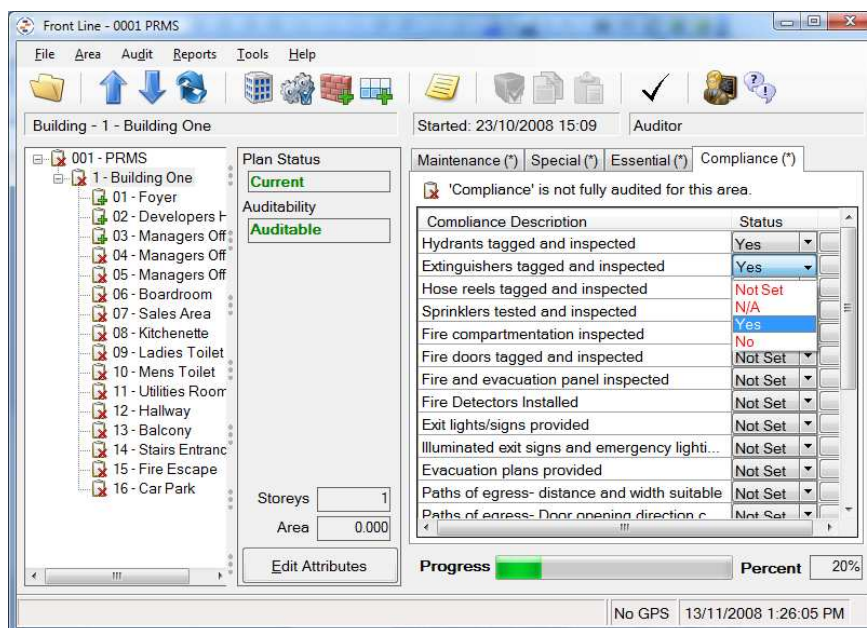
Quantity: 4

Comments: [Text Area]

Buttons: Save, Cancel

6.0 Compliance Data

Click on the Compliance tab on the main form. Depending on how this facility audit file was set up in Project Central will depend on whether the current area has compliance items and hence compliance tab. Click on the status and select N/A, No or Yes. Comments are mandatory for No and optional for Yes. Complete all compliance items with varying statuses.



Front Line - 0001 PRMS

Building - 1 - Building One

Started: 23/10/2008 15:09 Auditor

Maintenance (*) Special (*) Essential (*) Compliance (*)

'Compliance' is not fully audited for this area.

Compliance Description	Status
Hydrants tagged and inspected	Yes
Extinguishers tagged and inspected	Yes
Hose reels tagged and inspected	Not Set
Sprinklers tested and inspected	N/A
Fire compartmentation inspected	Yes
Fire doors tagged and inspected	No
Fire and evacuation panel inspected	Not Set
Fire Detectors Installed	Not Set
Exit lights/signs provided	Not Set
Illuminated exit signs and emergency lighti...	Not Set
Evacuation plans provided	Not Set
Paths of egress- distance and width suitable	Not Set
Paths of egress- Door opening direction c...	Not Set

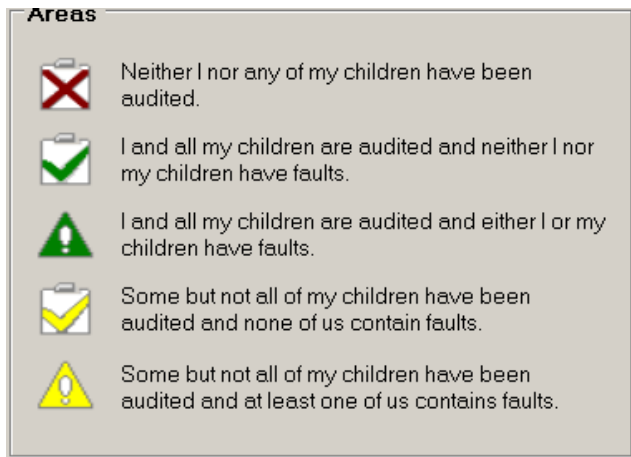
Progress: [Progress Bar] Percent: 20%

No GPS 13/11/2008 1:26:05 PM

7.0 Check Status

Ensure all Special Data and Compliance audits if required are completed. Check the status in the tree view of the area. If the status is a red cross or a white exclamation mark with yellow background, then some items have not been audited for this area.

Check all areas, (sites, buildings and rooms) until all items have been audited.



8.0 Add a building

You have discovered a new building that you were not aware of when defining the facility in Project Central. So, we need to add this new building, which happens to be a workshop. From the main form, click on the icon:



The following form is displayed. Enter all fields and click on Save.

Add New Room

Belongs To: 001-PRMS / 1-Building One

Area ID: 17 Client Area Number: 17

Area Name: Meeting Room 2

Storey: 0 Length: []

Breadth: [] Height: []

Floor Area: []


Room Type: Accomodation

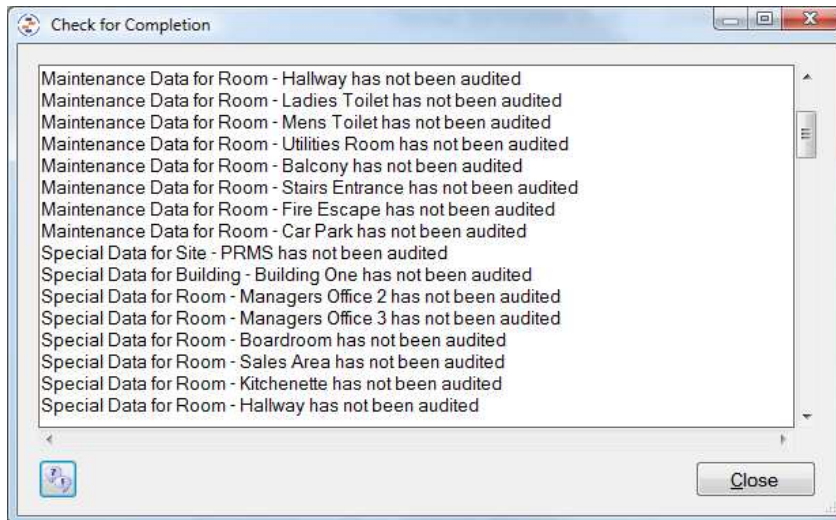
Comments: General use meeting room

Buttons: Save, Cancel

This new room will now need to be audited, including special data and compliance items, if relevant.


11.0 Check for Completion

Click on the  icon to check for audit completion. The audit will not be complete. Complete the other areas in this facility for condition audit, special data and compliance. A quick way to complete the audit of a large facility with identical areas is to check the checkboxes next to the audited elements to copy, then copy and paste into a different area. Complete a copy and paste for several elements.



Click on the Check for Completion icon. If audit is not complete, find the incomplete areas and complete the audit.

12.0 Terminate OR Finish/Complete Audit

Click on the  icon to display the Audit Control form. Click on the Finish/Complete audit button. The audit will no longer be displayed in this form. Click on Copy to USB and copy this completed file.