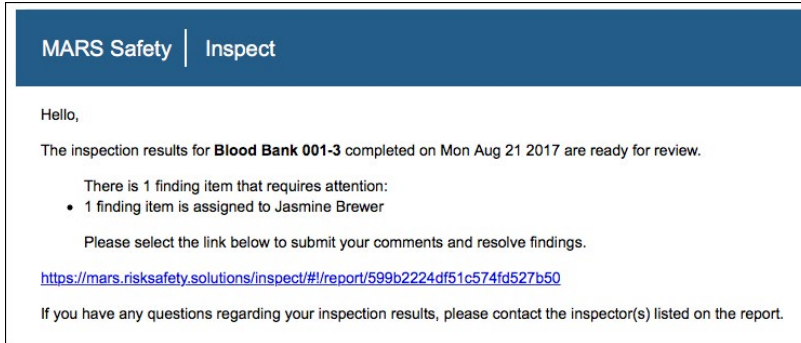


Logging in to Inspect

Note: For best performance, please access Inspect from the most current version of Chrome, Firefox, Safari or Internet Explorer.

- Select the link in the notification email (if applicable).

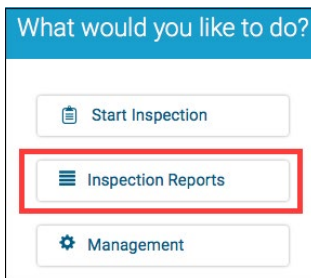


OR

- Log in to <https://ehs.ucop.edu/inspect> using your credentials.

Reviewing Findings

- Select the Inspection Reports button on the homepage.



- Select the department name.



- By default, only non-compliant items are displayed. To view all findings, select Show All.



Resolving Findings

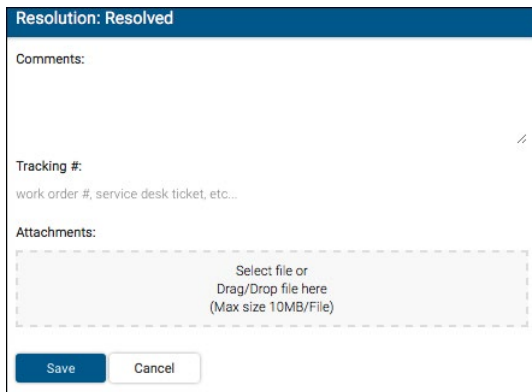
- Select the navigation dots for the finding.



For more information about Inspect, contact service@RiskandSafetySolutions.com

Resolving Findings (Cont.)

- Select desired action for the following options:
 - Mark as Resolved
 - Mark as In Progress
 - Mark as No Further Action
- Enter comments, add images and documents, tags, routing group(s), location and action plan (if applicable).



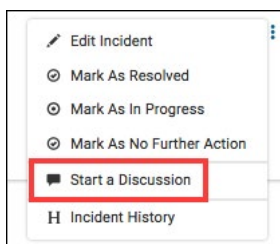
- Select **Save**.

Discussions

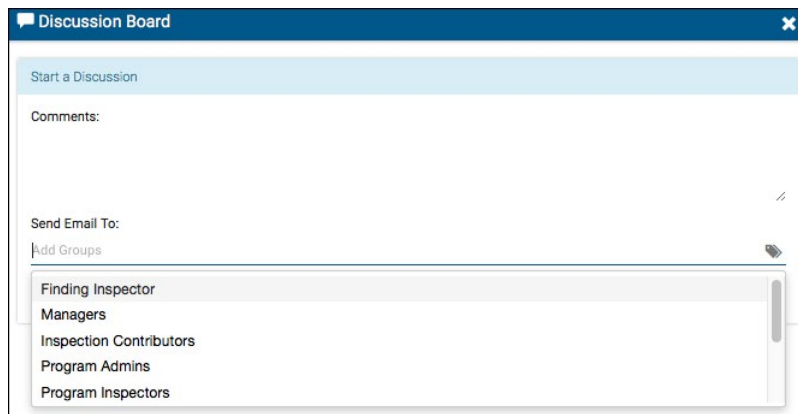
- For questions on an individual finding, select the navigation dots for the finding.



- Select **Start a Discussion**.



- Enter comments and select desired recipient(s).



- Select **Save**.

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