Safety Culture (iAuditor) Guide

Safety Culture App

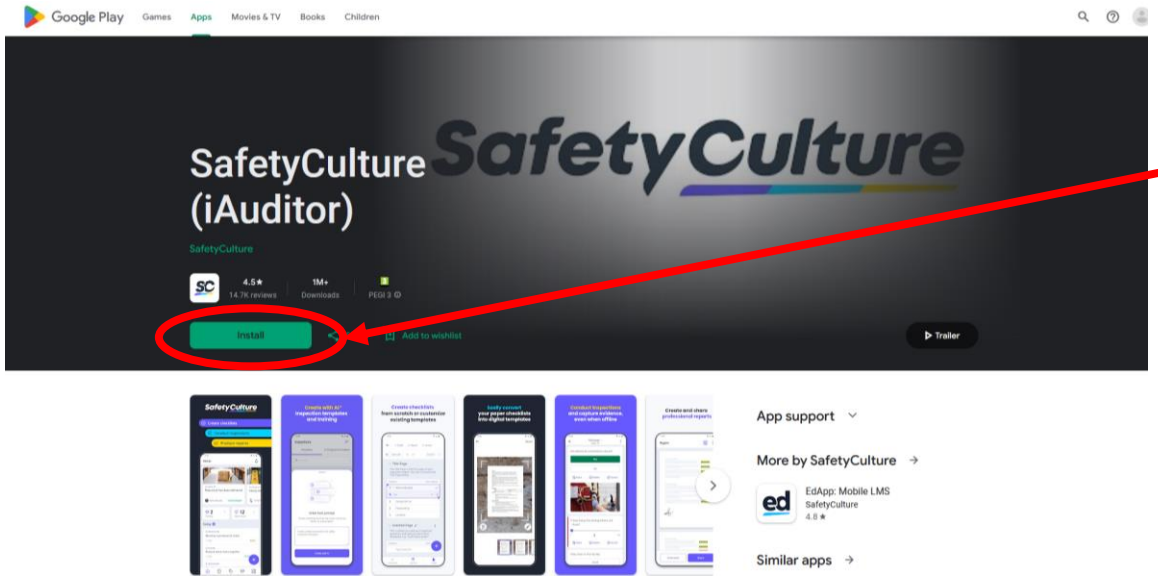
The app is user friendly and simple to use and navigate.

You should be able to complete an inspection, including on vehicles with damage, within [INSERT NUMBER] minutes.

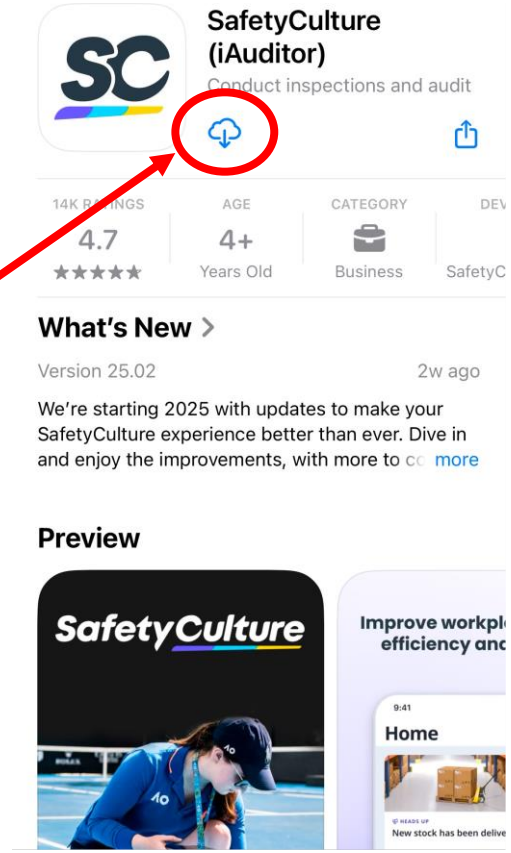
We have broken each stage down in this easy-to-follow guide that will help you to navigate your way around the app, this guide will be available to you should you need to refer to it throughout your employment.

Download the App

Firstly, you will need to download the Safety Culture (iAuditor) app to your smart device.



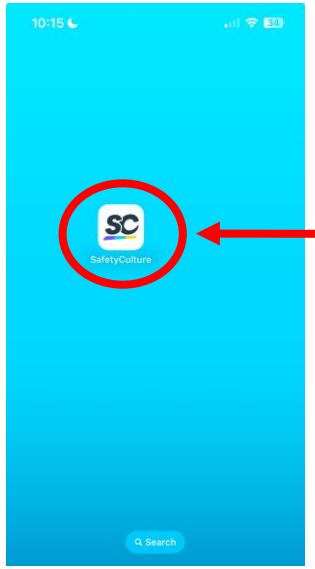
If you have an Android device, you will need to go to the Play Store and download the app to your device from there.



If you have an Apple device, you will need to go to the App Store and download the app to your device from there.
If the app has been downloaded to the device before you will see a cloud icon, if it hasn't then you will see the word "GET", either way you need to click one of these.

How to login to the app

Logging in to the App

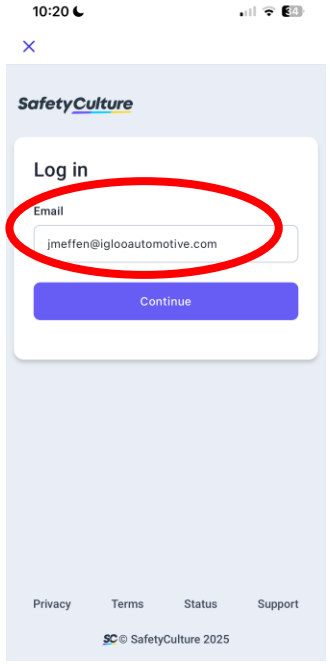


Now you have downloaded the app, you need to click on the app on your phone's home screen.

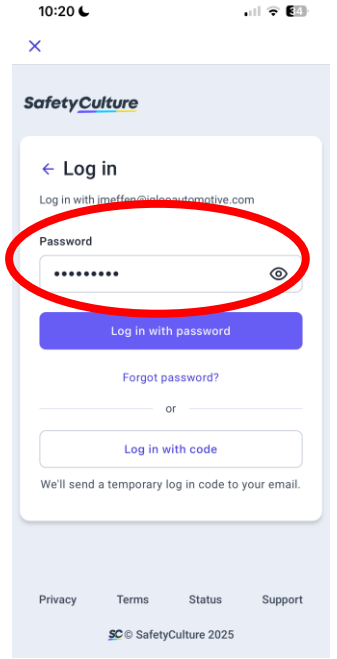
(Please note, this may look different to this image on your device).

1. Click "Log in"

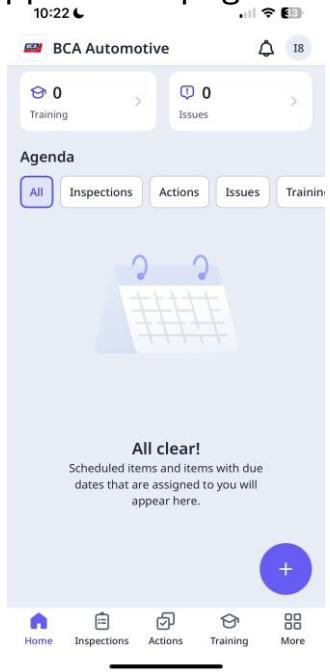
2. Enter the email you have been provided by Igloo



3. Enter the password you have been provided by Igloo

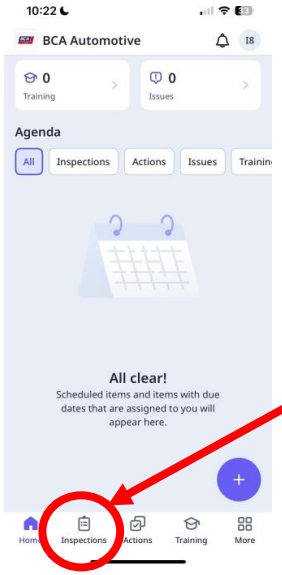


4. You will now see the app's home page.



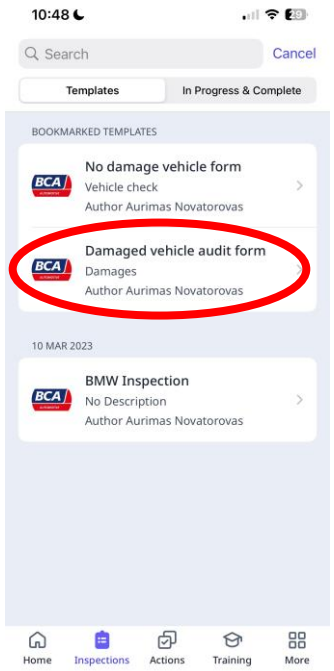
How to start, log & complete a damaged vehicle inspection

Starting a Damage Inspection the App

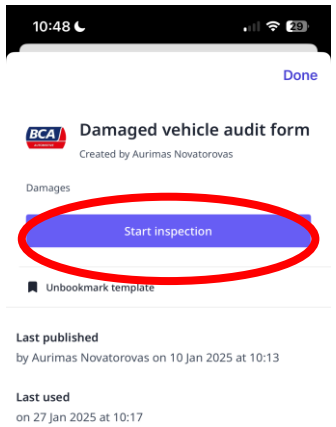


At the bottom of the home page click on inspections.

1. Tap “Damaged vehicle audit form”



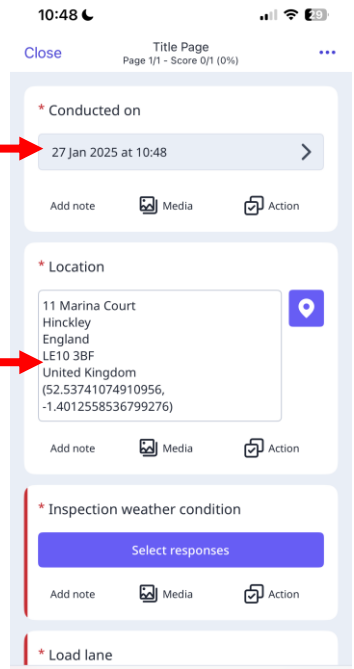
2. Tap “Start inspection”



3. You will now see the inspection report page.

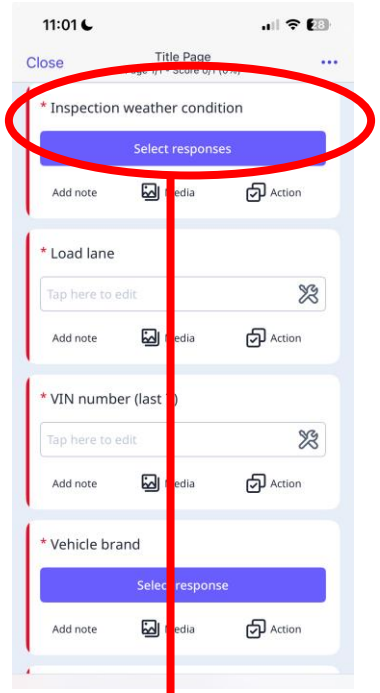
The date & time will automatically be logged.

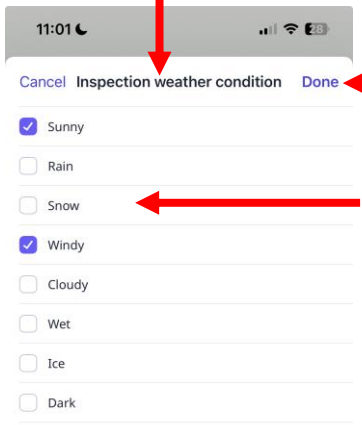
The location will automatically update based on your location settings.



Completing a Damage Inspection Report in the App

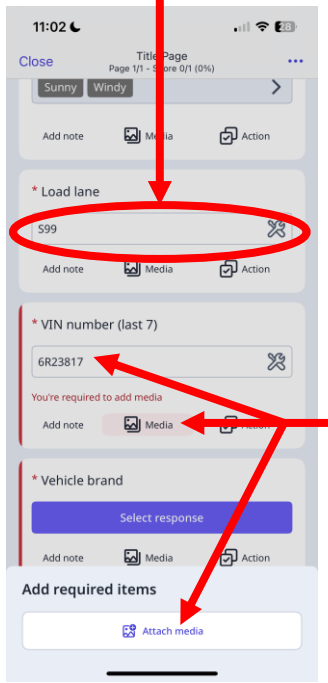
4. Log the weather conditions, tap "Select responses"





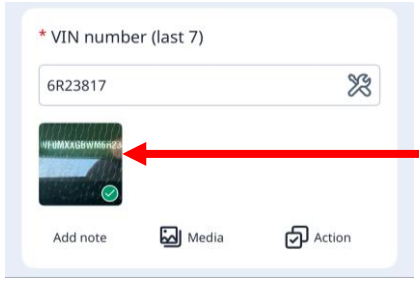
4a. Select the options that are applicable to the weather at the time of the inspection & click "Done".

5. Enter the load lane applicable to where the vehicle is located at the time of inspection.



5a. Enter the last 7 characters of the VIN number, you will also need to attach a picture of the VIN:

- Click "Media"
- Click "Attach media"
- You will then be prompted to take a photo or upload a photo from your photo library on your device.

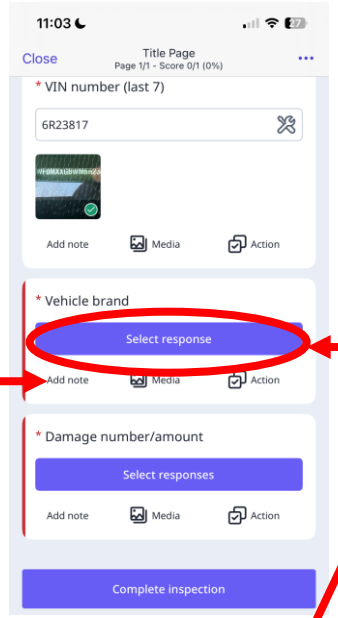


5c. You will now see your image of the VIN uploaded to the app.

Completing a Damage Inspection Report in the App

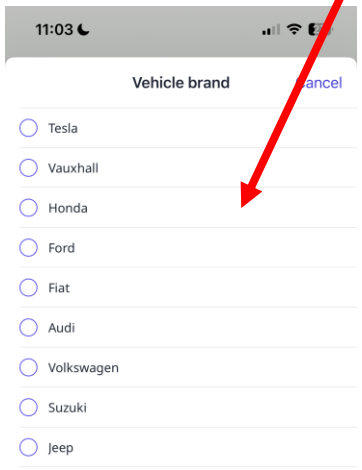
6. You now need to log the vehicle brand & model.

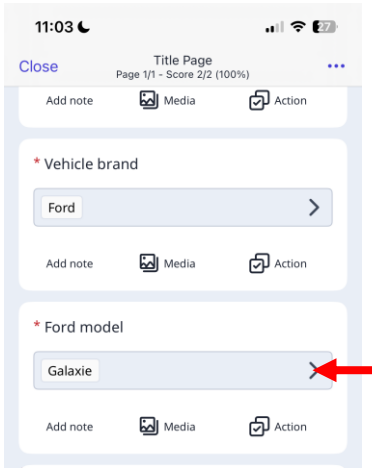
Please note that for Cupra models, select Seat & then "Add note" & type in Cupra.



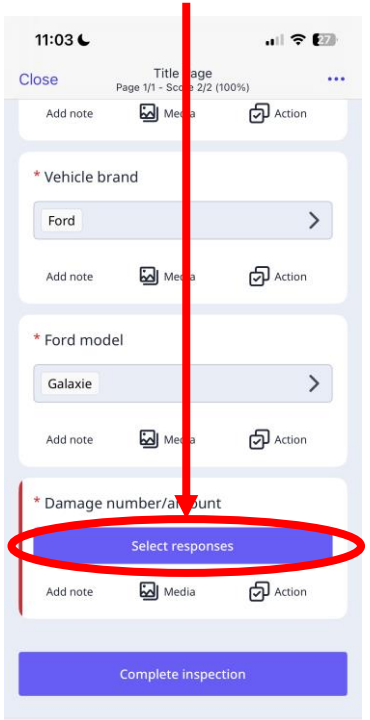
6a. Select the brand of the vehicle you are inspecting from the list.

6b. You will need to select the model of vehicle once you have entered brand





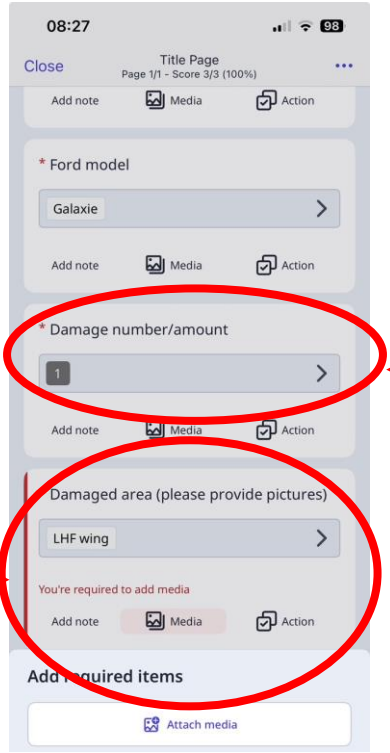
7. You need to select the total amount of damage you have found on the vehicle, click "Select responses" and then tick the numbers from the list.

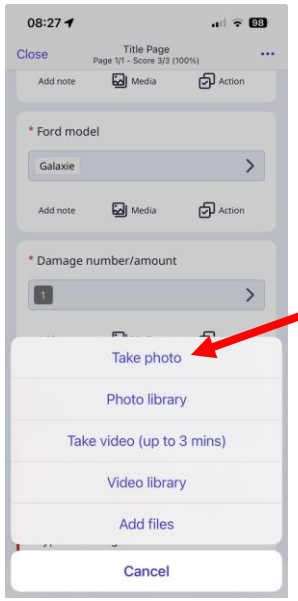


Please note that if you have found 4 damages you will need to tick the check boxes next to 1, 2, 3 & 4.

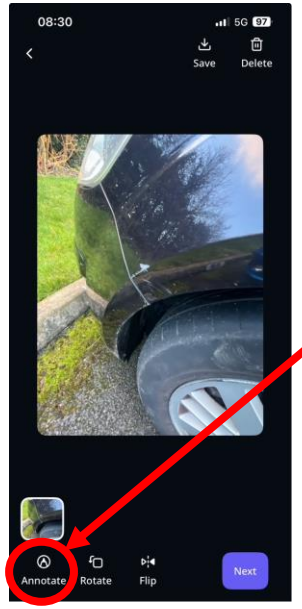
Completing a Damage Inspection Report in the App

8. Once you have selected the total number of areas of damage you have found, you will need to select the damage areas from the list & then take & upload clear pictures of the damage.



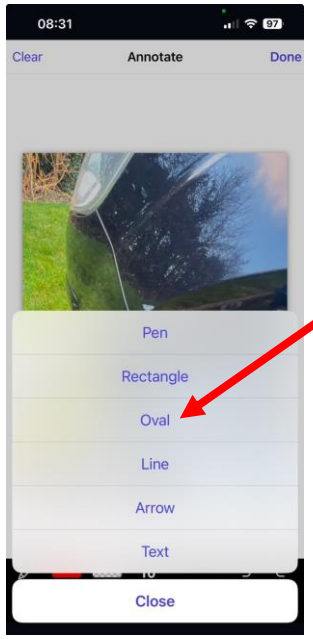


8a. Tap "Take photo"

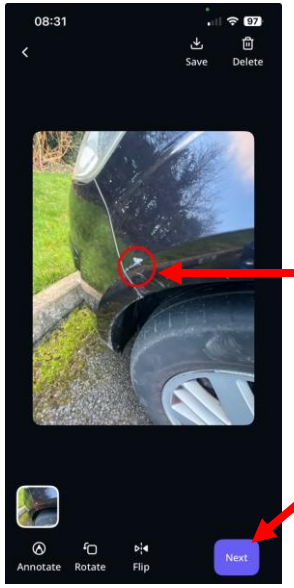


8b. Tap "Annotate"

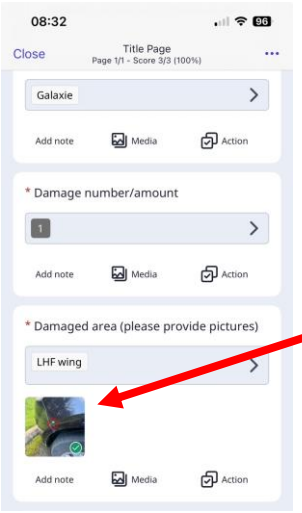
8c. Tap "Pen"



8d. Tap "Oval"



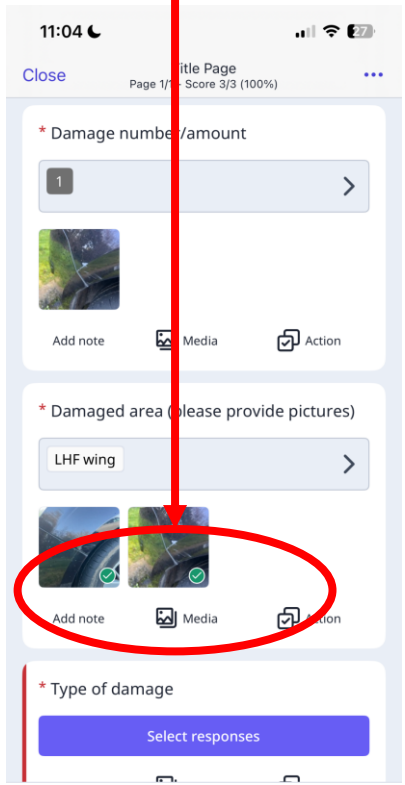
8e. Draw a red oval over the damage & then click "Next"



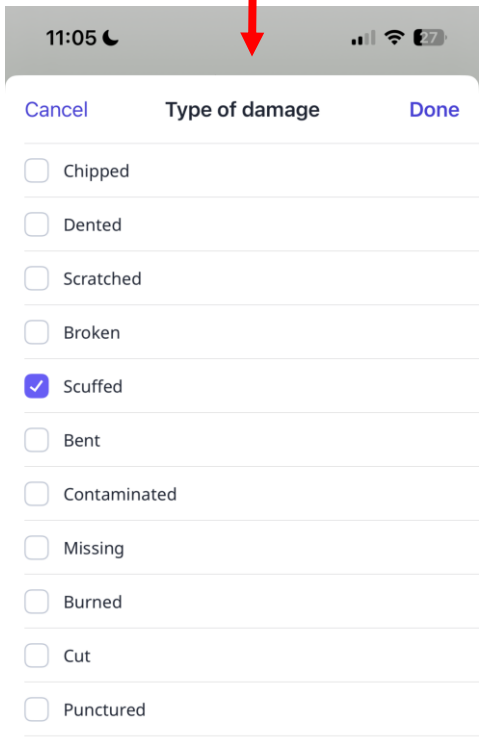
8f. Your annotated image will now be uploaded to your report

Completing a Damage Inspection Report in the App

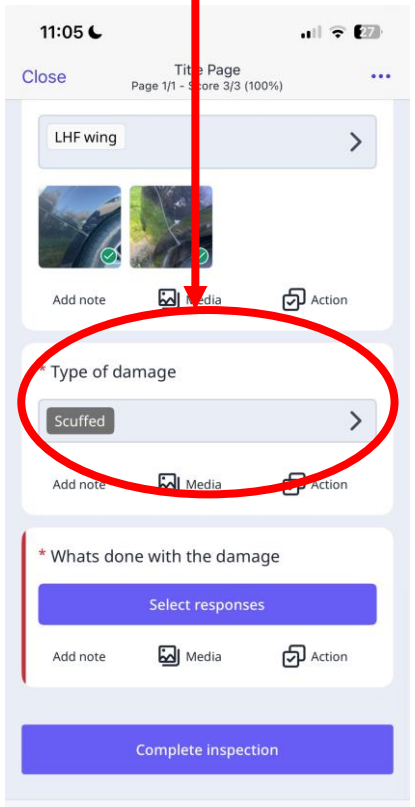
9. You need to select the type of damage you have found on the vehicle, click “Select responses”.



9a. You now need to select the type of damage that you have found, please tick all the check boxes that are applicable.

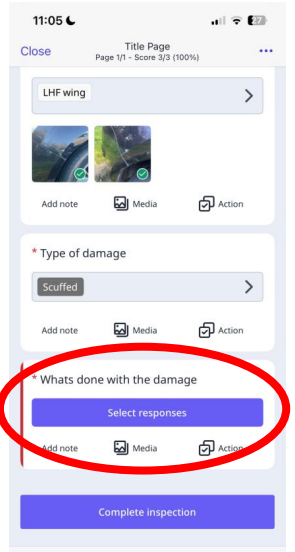


9b. The damaged you have now selected will be listed under “Type of damage”.

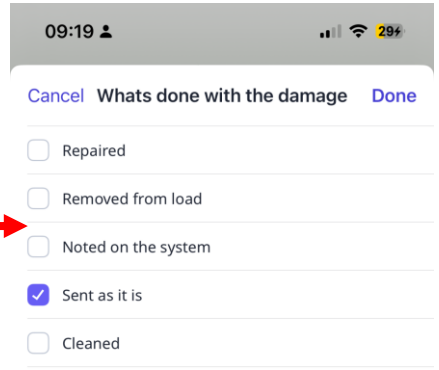


Completing a Damage Inspection Report in the App

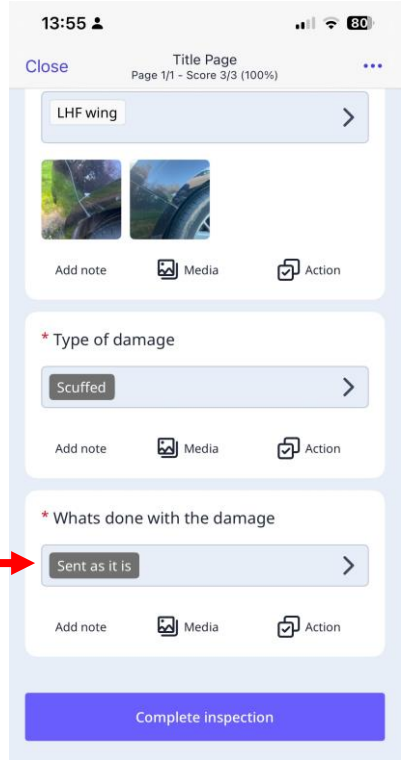
10. You now need to log what has done with the damage, tap on “Select responses”.



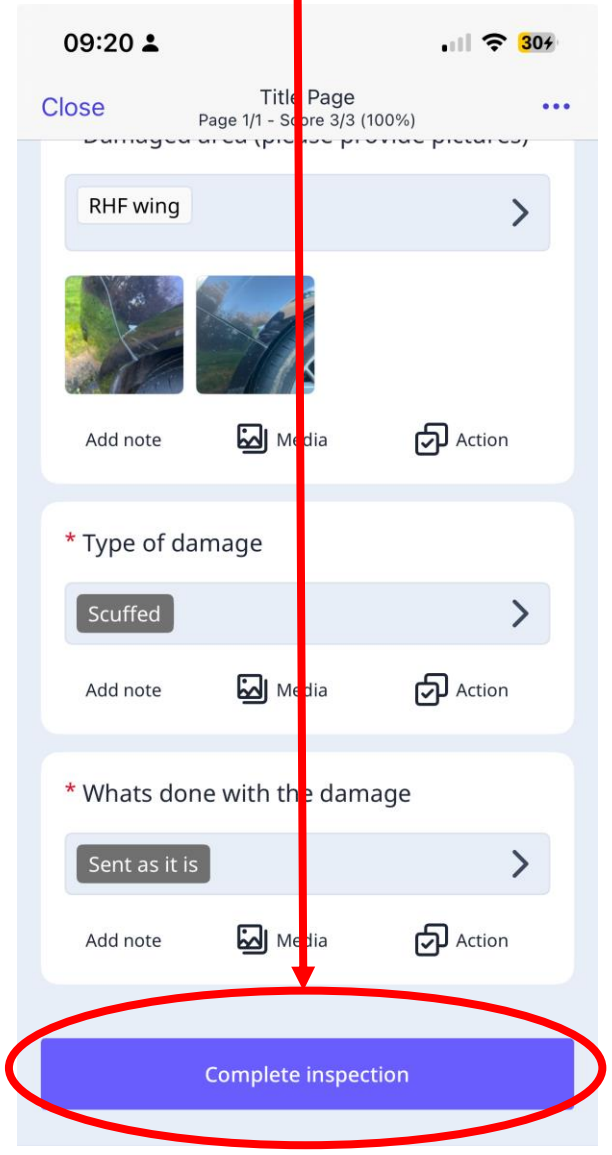
10a. You must only tick the applicable one from the list.



10b. What you have selected will now be listed.

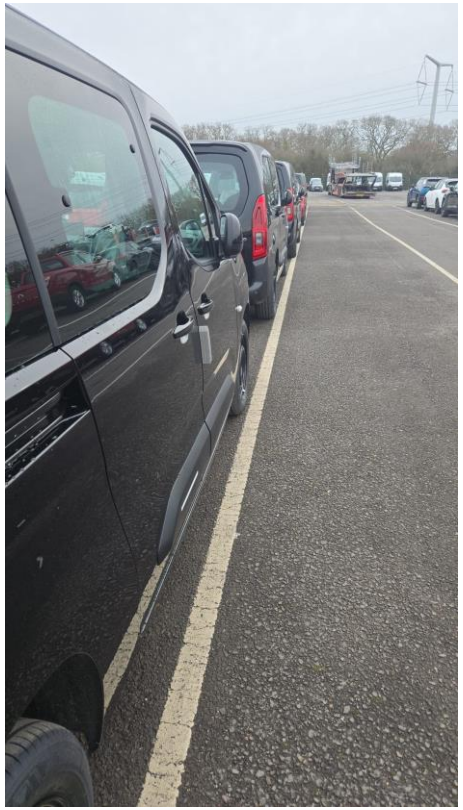


11. You can now click on “Complete inspection”.

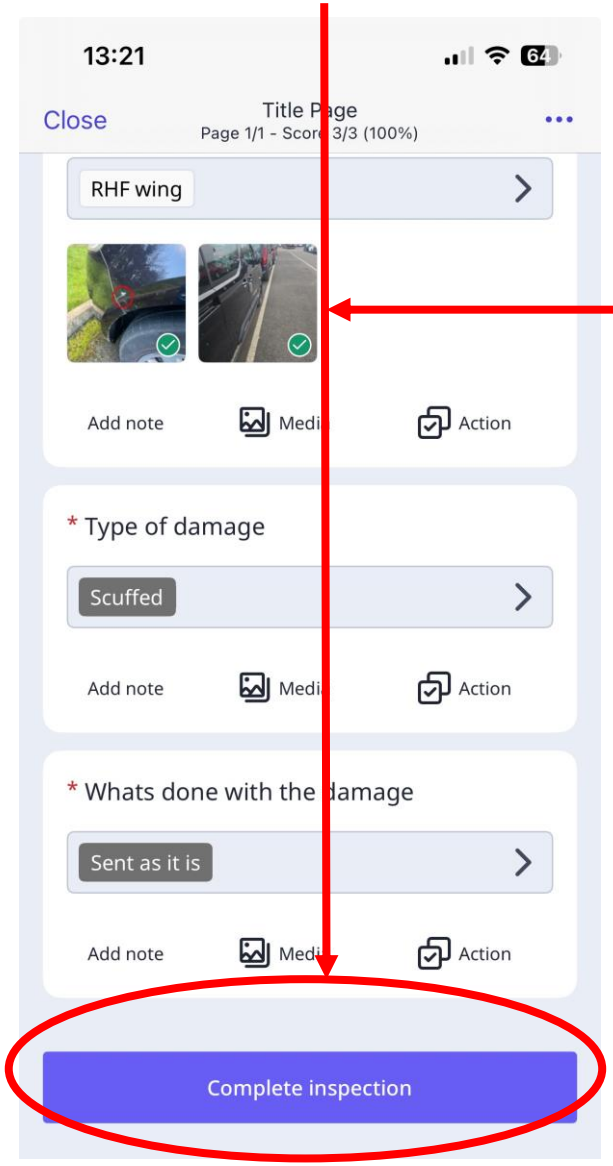


Completing a Damage Inspection Report in the App

11. Prior to completing the inspection, you need to upload a picture of the vehicle in the load lane – add this picture to the "Damaged area" section.

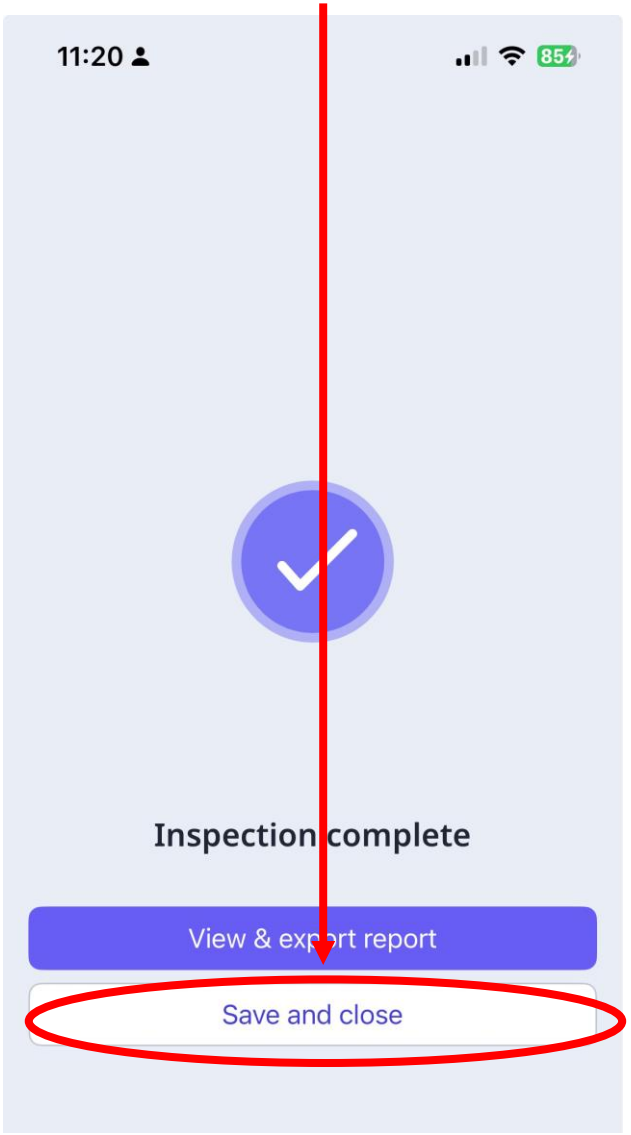


12. Tap on "Complete inspection".



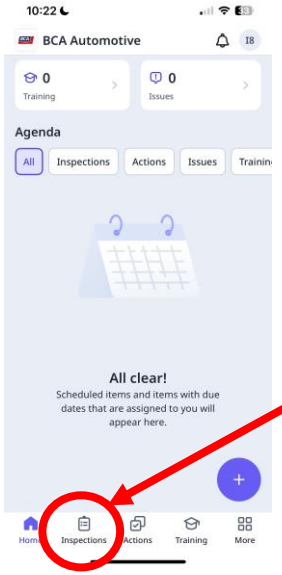
Picture of vehicle in the load lane can be seen along with the damage pictures.

13. Tap on "Save and close" to save your damage inspection report



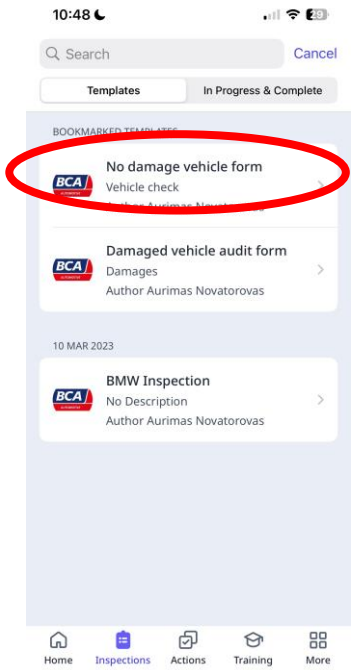
How to start, log & complete a no-damage vehicle inspection

Starting a No-Damage Inspection the App

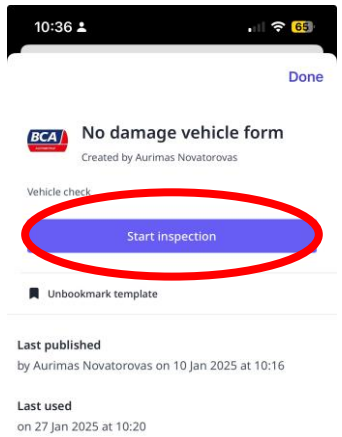


At the bottom of the home page click on inspections.

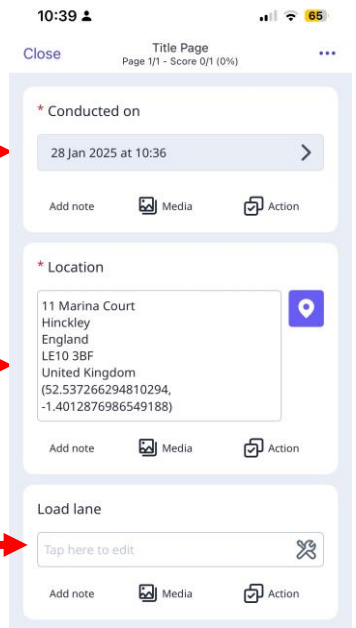
1. Tap “No damage vehicle form”



2. Tap “Start inspection”



3. You will now see the inspection report page.



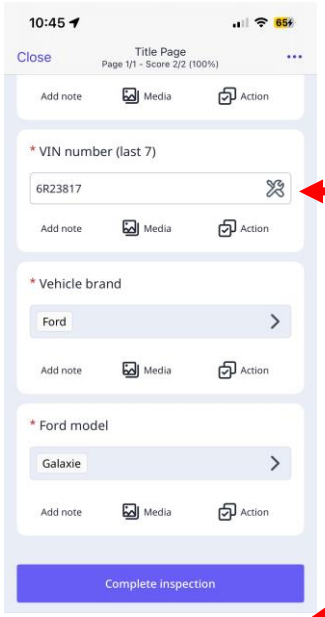
The date & time will automatically be logged.

The location will automatically update based on your location settings.

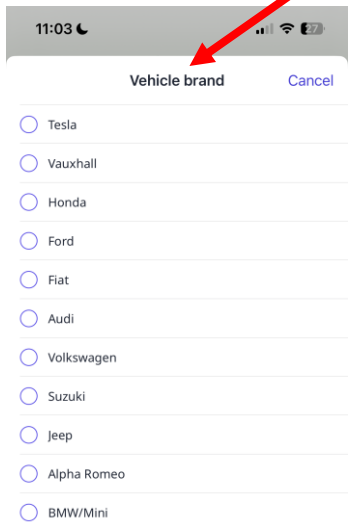
Enter the load lane that the inspected vehicle is in

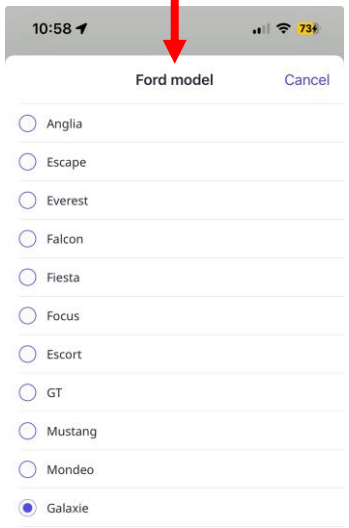
Completing a No-Damage Inspection Report in the App

4. You now need to log the last 7 characters of the VIN.

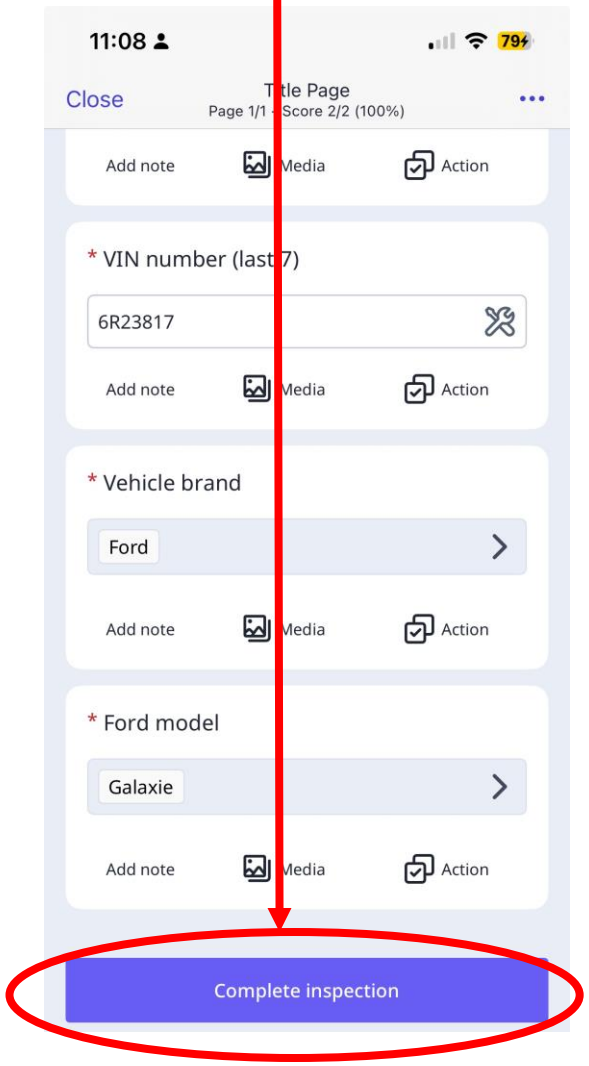


4a. Select the brand & model of the vehicle you are inspecting from the list. *When you click on the brand & model you will see a list that you need to select from.*

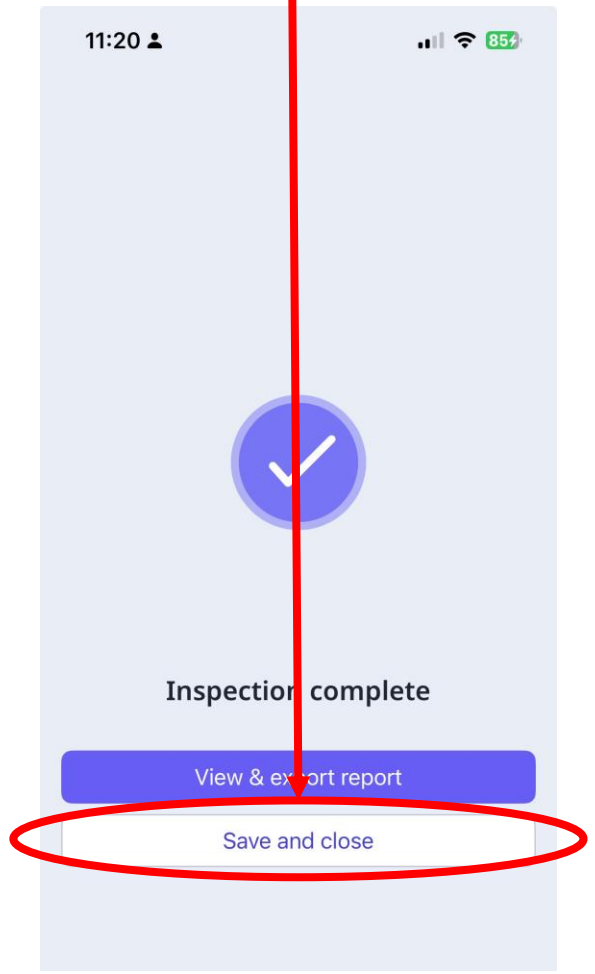




5. You can now tap on "Complete inspection".



6. You can now tap on "Save and close".

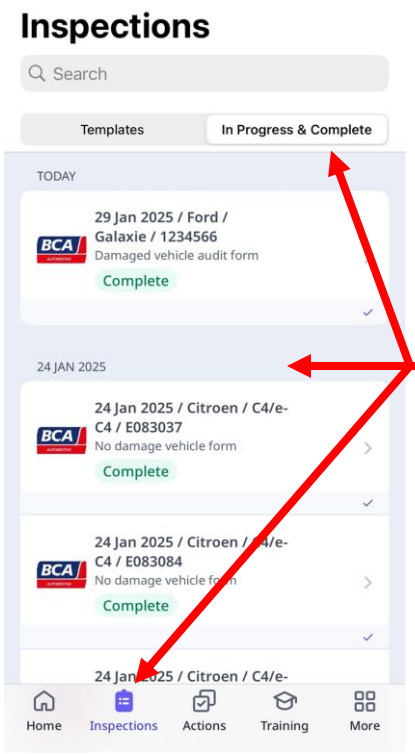


Useful Information

Useful Information

When you upload a picture to the App you will see a circle in the bottom right-hand corner.

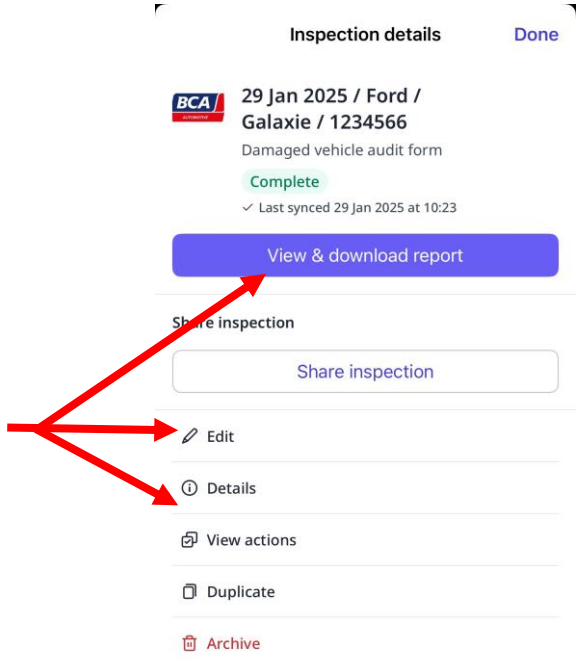
When you see the green tick, this means the upload has been successful.



To view or edit your completed or "In progress" inspections, follow the below steps:

- *From the home page tap on "Inspections" at the bottom.*
- *Now tap on the "In Progress" & "Complete" tab.*
- *All your inspections will now be listed.*

You can now use the menu to select what option you require.



7 Marina Court
Maple Drive
Hinckley
Leicestershire
LE10 3BF

01455 891358

www.igloostaffingsolutions.com

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