



## CLUB HEALTH CHECK – RISK REGISTER

You should receive an email with your unique login / username and password. The Club Risk Register can be completed by either downloading the app from the App Store (iOS compatible only) or by logging in via the Web Portal.

Your account at Inspection Apps has been created or updated.

To download your app, please go to the App Store. If you are viewing this email on your iPhone or iPad, you can click the App Store button below.



Your login details are:

Username:	<a href="mailto:secretary.wrjrl@gmail.com">secretary.wrjrl@gmail.com</a>
Password:	rukqic76

**App Access**

You are able to access your Web Portal to book and schedule inspections using your desktop computer. To access your Web Portal, your login details are:

Url:	<a href="https://admin.inspectionapps.com/~qrl/">https://admin.inspectionapps.com/~qrl/</a>
Username:	<a href="mailto:secretary.wrjrl@gmail.com">secretary.wrjrl@gmail.com</a>
Password:	rukqic76

**Web Portal Access**

Kind regards

P 1300 280 522

E [sales@inspectionapps.com](mailto:sales@inspectionapps.com)

W [inspectionapps.com](http://inspectionapps.com)

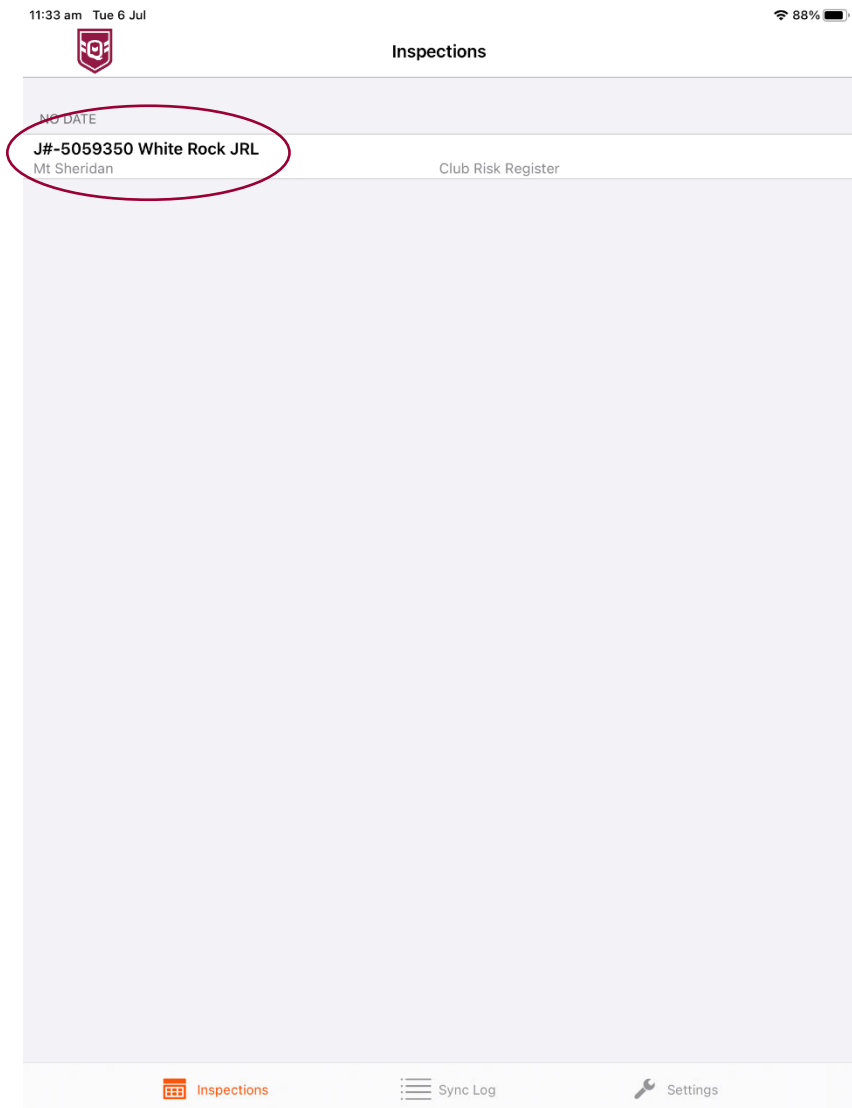
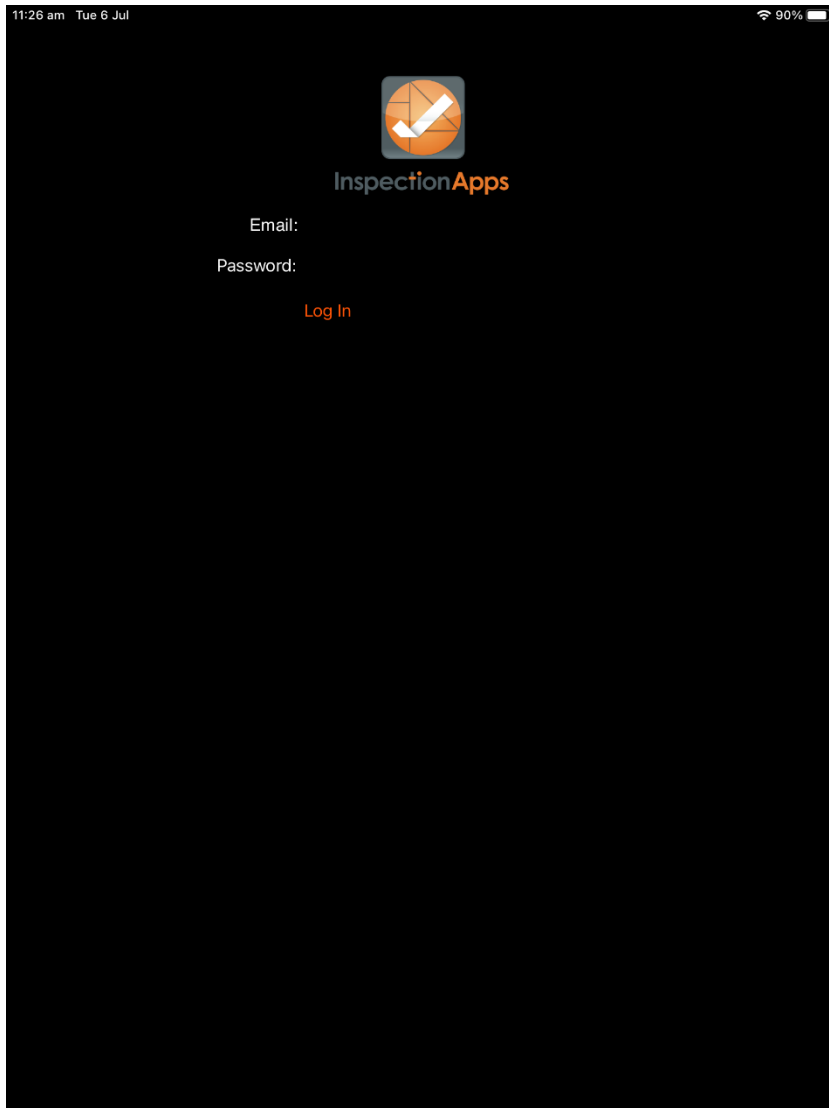
**Inspection Apps**





### Apple / iOS Users:

**Step 1:** Once you have downloaded the app, login using your username and password. Select the relevant job from the available list - the job number consists of a number and the Club name.





**Step 2:** The landing page will display contact and address information relevant to the Club. Select *Pre Season Risks* to start the club health check process and choose the relevant responses from the available options.

11:33 am Tue 6 Jul 88%

< Inspections Inspection

JOB DETAILS

J#-5059350

(no date)

Club Risk Register

CLUB

White Rock JRL

0419 776 057

ADDRESS

PO BOX 14270  
Mt Sheridan, Qld, 4868

REGION

Northern

INSTRUCTIONS

none

INSPECTION

Pre Season Risks

Start of Season Risks

Mid Season Risks

GENERAL PHOTOS

Add Photo

Check & Sign

Inspections Sync Log Settings

11:34 am Tue 6 Jul 88%

< Inspection Pre Season Risks

1.01 Does your committee conduct general meetings regularly?

Yes fully documented Partially documented

No

1.02 Does your committee record all decisions and actions?

Yes fully documented Partially documented

No

1.03 Does your club actively identify risks / undertake risk assessments?

Yes fully documented Partially documented

No

1.04 Does your club have a clearly defined communication strategy?

Yes fully documented Partially documented

No

1.05 Are club policies clearly communicated to all members?

Yes Partially

No

1.06 Does your club have clearly defined budgets and cashflow projections?

Yes fully documented Partially documented

No

1.07 Are all payments accurately recorded in the club's accounting system?

Yes fully documented Partially documented

No

1.08 Is a financial report provided at committee meetings?

Inspections Sync Log Settings



**Step 3:** Some responses will require further sections to be completed. In this instance, please select each available option and submit your response – a tick will indicate that all the required sections have been completed.

11:35 am Tue 6 Jul 87%

< Pre Season Risks 1.02 Does your committee record all decisions and actions?

Risk	✓
Occurrence	✓
Action required	✓
Responsibility	✓

Inspections Sync Log Settings

11:35 am Tue 6 Jul 87%

< Inspection Pre Season Risks

1.01 Does your committee conduct general meetings regularly?

Yes fully documented Partially documented ✓

No

1.02 Does your committee record all decisions and actions?

Yes fully documented Partially documented ✓

No

1.03 Does your club actively identify risks / undertake risk assessments?

Yes fully documented Partially documented >

No

1.04 Does your club have a clearly defined communication strategy?

Yes fully documented Partially documented >

No

1.05 Are club policies clearly communicated to all members?

Yes Partially >

No

1.06 Does your club have clearly defined budgets and cashflow projections?

Yes fully documented Partially documented >

No

1.07 Are all payments accurately recorded in the club's accounting system?


Yes fully documented Partially documented >

No

1.08 Is a financial report provided at committee meetings?

Inspections Sync Log Settings



**Step 4:**  indicates that a response has not been recorded. Please locate the relevant question and submit a response. There is an option to upload photos to the app, permission will need to be given for the app to access the camera on your device.

11:37 am Tue 6 Jul 87%

< Inspections Inspection

JOB DETAILS

J#-5059350

(no date)

Club Risk Register

CLUB

White Rock JRL

0419 776 057

ADDRESS

PO BOX 14270  
Mt Sheridan, Qld, 4868

REGION

Northern

INSTRUCTIONS

none

INSPECTION

Pre Season Risks

Start of Season Risks

Mid Season Risks

GENERAL PHOTOS

Add Photo

Check & Sign

Inspections Sync Log Settings

12:00 pm Tue 6 Jul 81%

< Inspections Inspection

JOB DETAILS

J#-5059350

30 Jun 2021 at 12:00 pm

Club Risk Register

CLUB

White Rock JRL

0419 776 057

ADDRESS

PO BOX 14270  
Mt Sheridan, Qld, 4868

REGION

Northern

INSTRUCTIONS

none

INSPECTION

Pre Season Risks

Start of Season Risks

Mid Season Risks

GENERAL PHOTOS

Add Photo

Check & Sign

Inspections Sync Log Settings



**Step 5:** Select *Check & Sign* to review your responses. To finalise the inspection, submit your electronic signature and select *Accept*. Upon final submission on your device, you will receive an email advising that the inspection (Club Risk Register) has been completed but not verified.

11:39 am Tue 6 Jul 86%

[Check & Sign](#) [Preview Results](#)

**Interim Results (Not finalised)**

**Pre Season Risks**

Question	Result
1.01 Does your committee conduct general meetings regularly?	Yes fully documented
1.02 Does your committee record all decisions and actions?	Partially documented
Risk: Minor	
Occurrence: Possible	
Action required: Create Minutes	
Responsibility: Club Secretary	
1.03 Does your club actively identify risks / undertake risk assessments?	Yes fully documented
1.04 Does your club have a clearly defined communication strategy?	Yes fully documented
1.05 Are club policies clearly communicated to all members?	Yes
1.06 Does your club have clearly defined budgets and cashflow projections?	Yes fully documented
1.07 Are all payments accurately recorded in the club's accounting system?	Yes fully documented
1.08 Is a financial report provided at committee meetings?	Yes fully documented
1.09 Is your clubs cash stored in a secure location prior to banking?	Yes
1.10 Does your club keep a register of all club contracts? (Sponsor Servicing, Grant Deeds, Player / Coach Payments, Suppliers, Facility Lease, etc.)	Yes fully documented
1.11 Are there people at your club who have a detailed understanding of the club's contractual obligations?	Yes
1.12 Does your club have a Code of Behaviour / Code of Conduct?	Yes fully documented
1.13 Does your Code of Behaviour/Conduct clearly explain positive and negative behaviour and the possible actions for breaching the code?	Yes
1.14 Is the Member Protection Policy communicated across your club?	Yes
1.15 Are all club officers fully aware of their responsibilities to ensure discrimination and harassment does not occur at your club?	Yes
1.16 Do you have club rules that clearly define how to deal with conflicts of interest among stakeholders?	Yes fully documented
1.17 Does your club have adequate Professional Indemnity Insurance cover for its volunteers and employees?	Yes fully documented

[Inspections](#) [Sync Log](#) [Settings](#)

11:39 am Tue 6 Jul 86%

[Check & Sign](#) [Clear](#)

I confirm this inspection is now complete and the entered data is accurate

[Accept](#)

[Inspections](#) [Sync Log](#) [Settings](#)



**Web Portal Access:** To access Inspection Apps via the web portal, click on the link from the email and enter the login / username details.



## Inspection Apps Login

Enter your username and password below to login.

Username

Password

[forgot your password?](#)

[Log in »](#)

**Step 1:** On the landing page, select the relevant job from the list.



[Jobs](#) [Upcoming Jobs](#) [Clubs](#) [Leagues](#)

[Log Out](#)



[Import From Excel](#)

[Add New Job](#)

Job Status   
Unassigned  
Inspection #1 In Progress  
Inspection #2 In Progress  
Inspection #3 In Progress  
Completed  
Cancelled

☐ Display jobs with follow up date

Job #

Job Type

Inspector

Inspection Date From:  To:

Club

League

Address

Suburb

Postcode Range From:  To:


[Search »](#)

* Job #	* Type	* Job Status	* Inspector	* Inspection Date	* Club	* League	* Street Address	* Suburb	* Postcode	* Follow Up Date	* Region	*
<a href="#">J#-5059350</a>	Club Risk Register	Inspection #2 In Progress	white rock jrl	Jun 30, 2021	White Rock JRL		PO BOX 14270	Mt Sheridan	4868		Northern	<a href="#">Modify</a>

[Save Job List To Excel](#)




**Step 2:** Select the *Inspection* tab, and then select the *Inspection 2* tab. If an initial *Club Risk Register* was not completed for your Club in 2020, you will be required to select the *Inspection 1* tab to submit your responses. Please contact your local QRL League & Club Coordinator for more information. To start submitting your responses, select *Edit*.



JobsUpcoming JobsClubsLeagues

Log Out



Saved

Job OverviewJob DetailsInspectionDocumentsEmail

Inspection 1Inspection 30 Jun 2021Inspection 3

Marked Completed on iPhoneNo

Inspection StatusAssigned But Inspection Not Completed

Travel Distance0-50kmLeave this field as is unless you travel over 50ks for a "one-off" job

Document- None -

Date Report IssuedNot Yet Issued

Create Document

Pre Season Risks

Question	Result	
1.01 Does your committee conduct general meetings regularly?	Not Checked	Edit
1.02 Does your committee record all decisions and actions?	Not Checked	Edit
1.03 Does your club actively identify risks / undertake risk assessments?	Not Checked	Edit
1.04 Does your club have a clearly defined communication strategy?	Not Checked	Edit
1.05 Are club policies clearly communicated to all members?	Not Checked	Edit
1.06 Does your club have clearly defined budgets and cashflow projections?	Not Checked	Edit
1.07 Are all payments accurately recorded in the club's accounting system?	Not Checked	Edit





**Step 3:** Choose your responses from the drop-down selections and click *Save Answer* to save and submit your response. If you need to change or edit your responses, select *Edit* again and follow the same process. After you have submitted all your responses, select *Save & Continue* to finalise the inspection.



[Jobs](#) [Upcoming Jobs](#) [Clubs](#) [Leagues](#)

[Log Out](#)



Saved

[Job Overview](#) [Job Details](#) [Inspection](#) [Documents](#) [Email](#)

[Inspection 1](#) [Inspection 30 Jun 2021](#) [Inspection 3](#)

Marked Completed on iPhone

Yes (Jul 6, 2021 12:01 PM)

Inspection Status

Assigned But Inspection Not Completed

Travel Distance

0-50km

Leave this field as is unless you travel over 50ks for a 'one-off' job

Document

- None -

Date Report Issued

Not Yet Issued

Create Document

### Pre Season Risks

Question	Result
1.01 Does your committee conduct general meetings regularly?	
Answer	Not Checked
Risk	Not Checked
Occurrence	Yes fully documented Partially documented No
Action required	
Responsibility	

[Cancel](#) [Save Answer](#)

[Show History](#)



## UPLOADING DOCUMENTS INTO INSPECTION APP

As part of the 2021 Club Health Check process, Clubs will have the ability to upload documents directly into the application. This function allows clubs to create their own repository to securely store important records and documents.

It should be noted that some documents will have already been uploaded as part of the Club Health Checks conducted in previous years.

**Step 1:** Login to Inspection Apps and click on the *Clubs* tab.



Jobs Upcoming Jobs **Clubs** Leagues

Log Out



Import From Excel

Add New Job

Job Status

Unassigned  
Inspection #1 In Progress  
Inspection #2 In Progress  
Inspection #3 In Progress  
Completed  
Cancelled

☐ Display jobs with follow up date

Job #

Job Type

Inspector

Inspection Date

From: To:

Club

League

Address

Suburb

Postcode Range








From: To:

Search »

Job #	Type	Job Status	Inspector	Inspection Date	Club	League	Street Address	Suburb	Postcode	Follow Up Date	Region	
J#-5059350	Club Risk Register	Inspection #2 In Progress	white rock jrl	Jun 30, 2021	White Rock JRL		PO BOX 14270	Mt Sheridan	4868		Northern	<a href="#">Modify</a>

Save Job List To Excel

**Step 2:** Using the *Search* function, enter the club name, suburb name or postcode to locate your club.










### List Clubs

Keywords

Club	ABN	Suburb	State
White Rock JRL		Mt Sheridan	Qld

**Step 3:** Select the Documents tab.



### Modify Club #24723

Business Name	<input type="text" value="White Rock JRL"/> (optional)	Club ID	<input type="text"/> (optional)
ABN	<input type="text"/> (optional)		
First Name	<input type="text" value="Tanya"/> (optional)		
Last Name	<input type="text" value="Tully"/> (optional)		
Address	<input type="text" value="PO BOX 14270"/> (optional)		
	<input type="text"/> (optional)		
	<input type="text"/> (optional)		
Suburb	<input type="text" value="Mt Sheridan"/> (optional)		
State	<input type="text" value="Qld"/> (optional)		
Postcode	<input type="text" value="4868"/> (optional)		
Country	<input type="text"/> (optional)		
Home Phone	<input type="text"/> (optional)		
Work Phone	<input type="text"/> (optional)		

#### Step 4: Select Add New Document.



[→ Log Out]



#### List Documents

Owner		Documents			
		Add New Document			
Document	Filename	Size	Added	Sent	
2017 AGM Minutes	agm-minutes-november-2017.pdf	247.13 KB	Jan 24, 2018		<a href="#">Modify</a> <a href="#">Delete</a>
Strategic Plan 2016-2018	white-rock-strategic-plan-2016.docx	528.37 KB	Jan 24, 2018		<a href="#">Modify</a> <a href="#">Delete</a>
Constitution 2014	constitution-for-inc.pdf	119.7 KB	Jan 24, 2018		<a href="#">Modify</a> <a href="#">Delete</a>
Certificate of Incorporation	white-rock-certificate-of-incorporation.pdf	31.19 KB	Jan 24, 2018		<a href="#">Modify</a> <a href="#">Delete</a>

**Step 5:** Complete the description field – this is a mandatory free format field used to reference the uploaded document to make it easier to locate within the Inspection App library. Select the type of document from the drop-down box.



[→ Log Out]



#### Add New Document

Description	<input type="text" value="2018-2022"/>
Type	<div>Strategic Plan <span>▼</span> (optional)</div>
Upload Document	<a href="#">Choose file</a>
	<a href="#">Save Changes</a>



**Step 6:** Select *Choose File*, select the file to upload and select *Open*. Select *Save Changes* to finalise the upload process.

The screenshot shows the 'Add New Document' form in the Inspection Apps interface. The form includes a 'Description' field with the value '2018-2022', a 'Type' dropdown menu set to 'Strategic Plan' (with '(optional)' text), and an 'Upload Document' button. Below the form, there are two red circles: one around the 'Choose File' button and another around the 'Save Changes' button. To the right, a Windows 'Open' file explorer window is open, showing the 'Documents' folder. The file 'Strategic Plan' is selected. Red arrows point from the 'Choose File' button to the 'Strategic Plan' file, and from the 'Open' button in the file explorer to the 'Save Changes' button in the form. The file explorer also shows a 'File name' field with 'Strategic Plan' and 'All Files' selected in the file type dropdown. A 'Log Out' button is visible in the top right corner of the interface.

Your document is now uploaded to Inspection Apps, repeat the process to upload other documents, pictures, or resources.