INSPECTION APPS – WEATHER EVENT DAMAGE ASSESSMENT

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

App Access

Web Portal Access

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. If you already have Inspection Apps downloaded onto your device from a previous year, please delete the app and re-install it to your device.
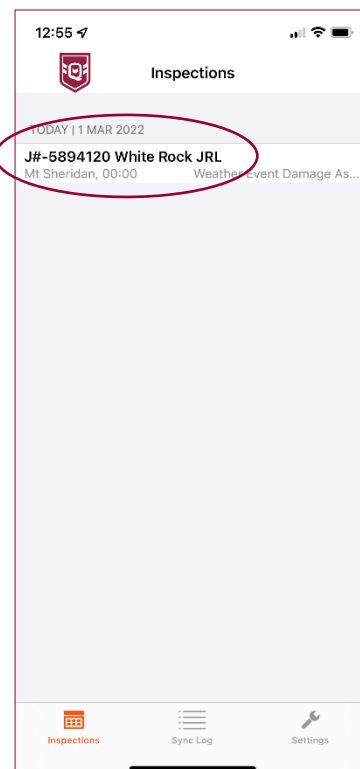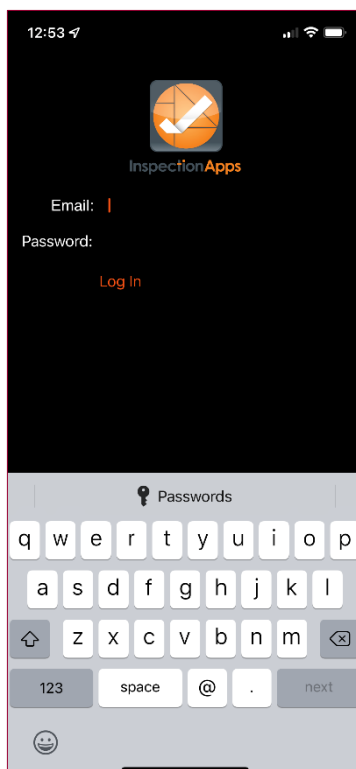
Step 2: The landing page will display contact and address information relevant to the Club. Select *Safety* to start the audit process and choose the relevant responses from the available options.

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.

Step 4: [i] 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. Use the camera on your device to take a photo and select *Use Photo* it to upload to the app.
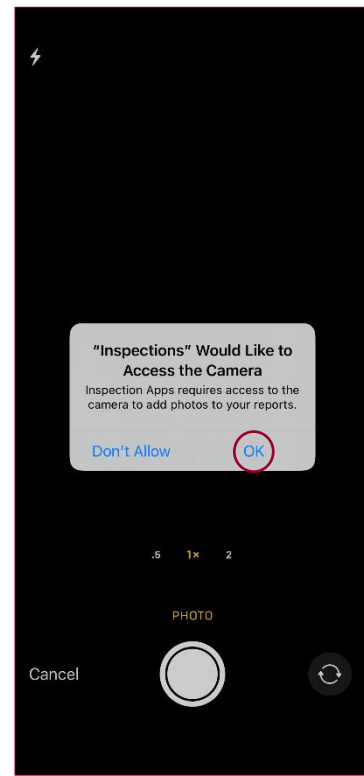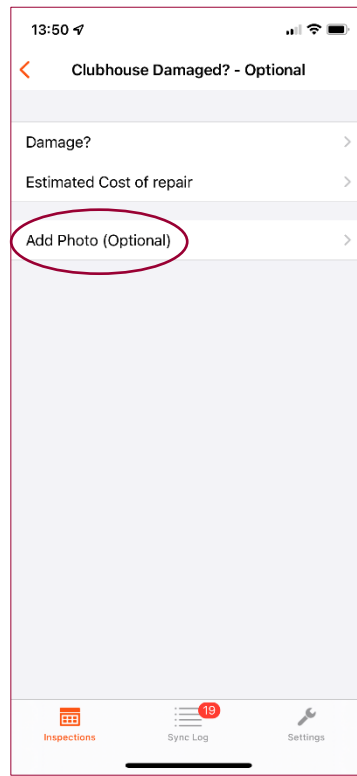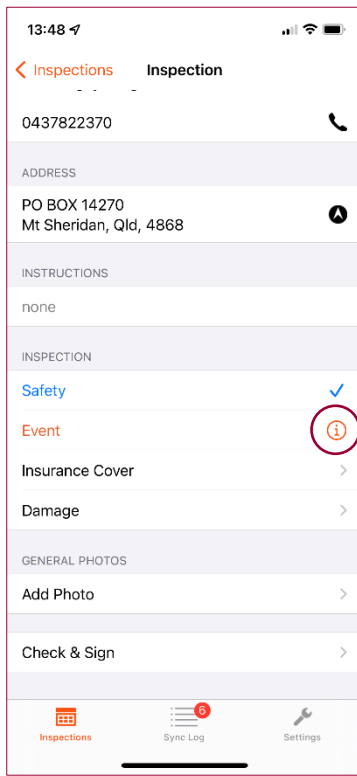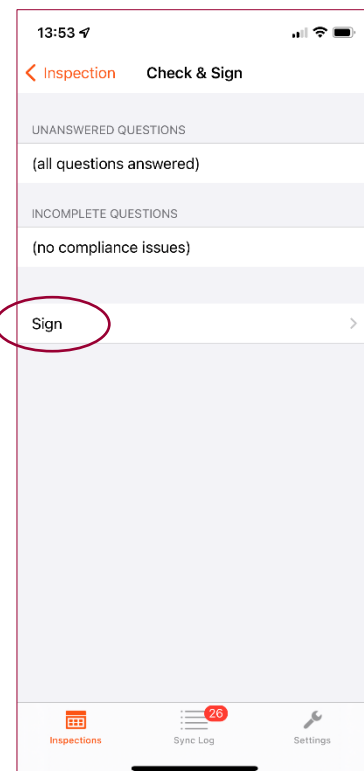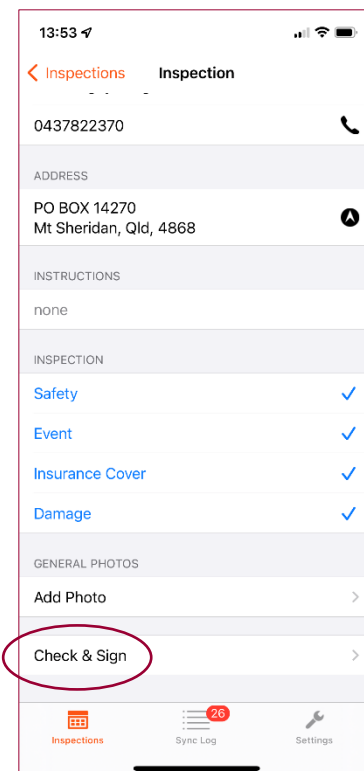

Step 5: Select *Check & Sign* to review your responses and ensure that all responses have been completed and submitted.
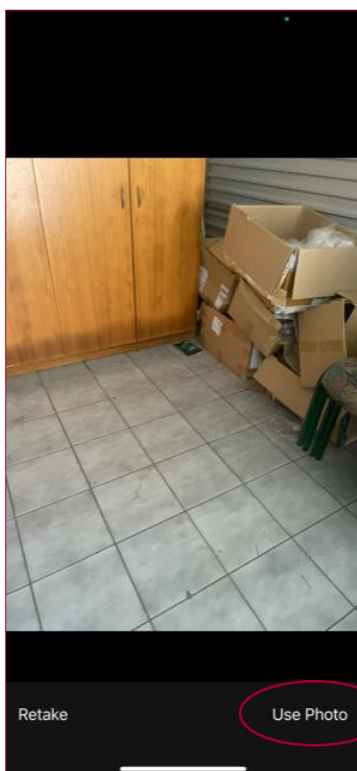
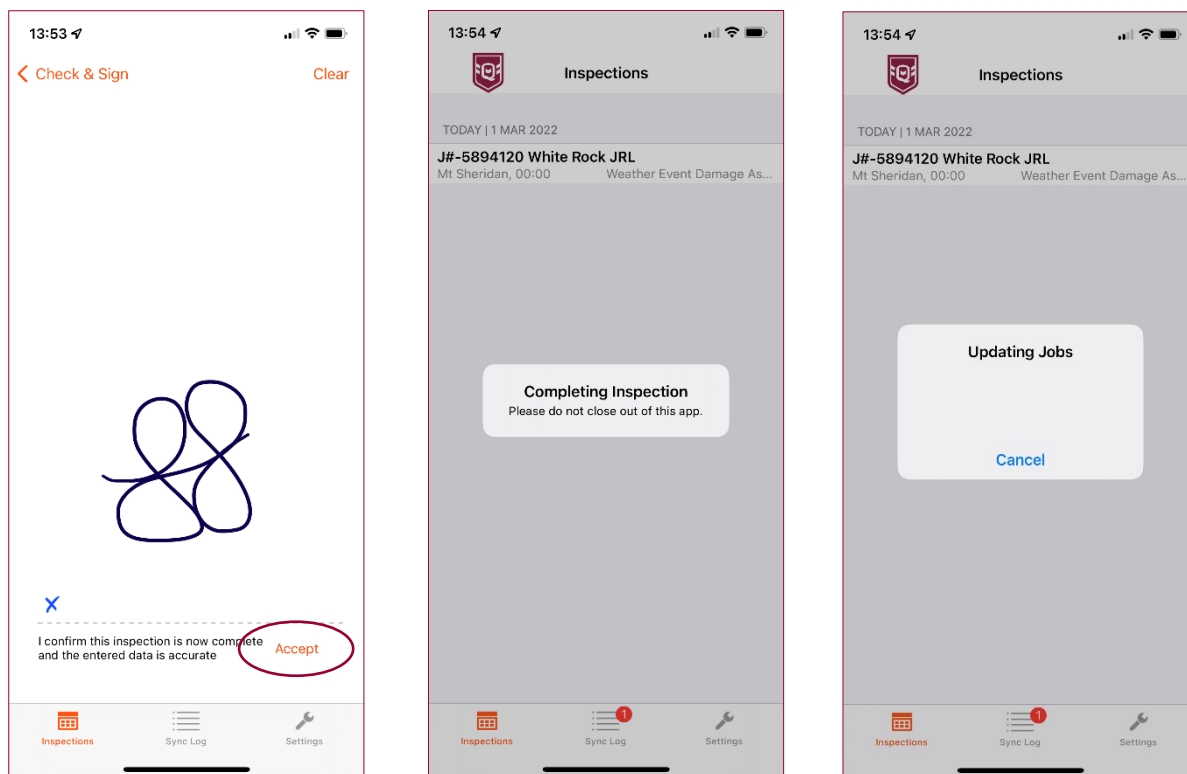**Step 6:** To finalise the inspection, submit your electronic signature and select *Accept*. Upon final submission on your device, you will receive an email advising that the inspection has been completed but not verified.

The submission process outlined above can be used to complete other audits or club health checks including the Club Risk Register and Facilities Audit 2022.

Please contact your local QRL Area Manager or League and Club Coordinator if you require any further assistance with the Inspection Apps process.