

Safety Rounds

REPORT DESCRIPTION

This report is used to create an actual hardcopy of the Work Order addressing a required safety round. Information reflected will be the assigned resource, location of rounds, and specific task(s) to be performed during the round.

This is not a standard report included within TMS OnSite/TMS OnLine. It can be developed using the C1 Report Designer software provided by Four Rivers Software should you have the resource to do so. Additional documentation to guide you through the development of the report will be provided upon request. If you would like modifications to the report as shown, a report creation request may be submitted to our Services Department via techsupport@frsoft.com for creation and delivery to you. The below listed fields are all standard fields used within TMS.

INFORMATION IN USE

- Work Order #
- Account Description
- Work Order Description
- Asset Number
- PM Schedule Information
- Schedule Due Date
- Next Due Date
- Participation
- Location
- Date Completed
- Completion Comments
- Labor Time Charges
- Tasks with appropriate subtask within the database

REFERENCE ITEMS

- Clear descriptions on the PE Schedules for reflection as work order description
- Ensure correct statuses are used
- Active
- Completed or Closed
- Effective management of PM type work orders; ensure completion date and appropriate comments are entered when completing/closing work order.

IMPORTANT NOTE

Failure to correctly enter completion dates when setting a work order to complete/closed will cause incorrect/unnecessary negative results within the report.