Managing Corrective Actions: A User’s Guide

This guide describes how to manage and respond to corrective actions in the Assessment & Inspection Management System (AIMS). Other topics described include user designations, email notifications and viewing Inspection reports.
User Designations

Inspection reports and corrective actions can be accessed and managed at any time by registered users by clicking Corrective Actions under the Findings & Reports section of the left side menu.

Your User Designation can be found at the top right hand corner of your login homepage, next to your name. General User can only access and manage those corrective actions assigned directly to them as a result of an inspection.

Area Managers can access and manage both those corrective actions assigned directly to them, if any, and all corrective actions assigned during inspections complete in their areas. They are allowed to view corrective groups assigned to any responsible group/team (Lab/Core, Facilities, or EHS). “Area” can be defined as a school, department, or facility, and is assigned to an area manager by a system administrator.

Inspectors can access and manage all corrective actions as an area manager and conduct inspections using AIMS inspection features.
Before starting an inspection in AIMS, the inspector is required to assign a responsible person to each group (Lab/Core, Facilities, or EHS). If corrective actions are assigned to their group as a result of the inspection, they will receive an automatic inspection notification email. The email contains two links: one to the **Inspection Reports** and the other to the **Corrective Actions Certification** page. Individuals who have been designated to receive the automatic inspection notification emails, but have not been assigned responsibility for corrective actions, will only be provided with a link to the inspection reports.
The **Corrective Actions** homepage is located under **Findings & Reports** section on the left side menu:

- **Select Show: Mine** to display corrective actions assigned to you.
- **Select Show: All** to display all corrective actions in the area (option not available to general users).
- To generate an Excel report of all correction actions, select **Export Action Report** action button.
- To generate an Excel report of all correction actions displayed on the screen, select the **Excel** action.

Managers can look at all data in their area.
To Respond / Manage Corrective Actions

1. Go to Findings & Reports > Corrective Actions > Select the orange “Manage” icon next to the listed Corrective Action

2. At the pop-up window, review details and select an action button to respond to your Corrective Action

Available are the following 5 response/action buttons:

- **Comment** – to leave any comments
- **Photo** – to post any relevant photos
- **Reassign** – to reassign corrective action to another responsible party
- **Extend** – to request a deadline extension
- **Complete** – To certify/complete

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To View Short Inspection Reports

1. Go to Findings & Reports > Corrective Actions > Select the “Report” icon

   ![Image](image1.png)

2. A pop-up window will appear and display a short inspection report

   ![Image](image2.png)

   - Access Previous Inspection Reports

   **Short Report Features:**
   1. Access to view previous reports
   2. Link to view full report
   3. Ability to generate report in a PDF
   4. View lab roster and personnel role assignments
   5. View Inspector notes
   6. View corrective action assignments, notes
   7. View corrective action due and completion dates

3. To view the full report, select the “View Full” action button

4. To export the report into a PDF, select the “Export” action button
To View Full Inspection Reports

**Full Report Features:**
(for each finding)

1. Each finding (set of question, response and corrective actions) is separated by alternating background colors.
2. Inspector notes (if applicable).
3. The assigned role and corrective action statement (if applicable).
4. The assigned person and due date for the corrective action.
5. The person who completed the action, completion date, and any related notes.
6. Any files uploaded by the inspector (e.g. photos).

**Items Provided** and general **Files** attached to the report appear at the end of the Full Inspection Report.
To View Summary Reports

1. Open Summary Reports
2. To view details of report.
3. Group by Facility
4. Filter reports by Template.
5. Select the facility
6. Number of total open corrective actions

Once an inspection is closed (i.e., has no remaining corrective actions), the inspection reports must be accessed through the Summary Reports page.

TO ACCESS A REPORT
1. Go to Findings & Reports > Summary Reports
2. To view detail, select the magnifying glass beside the appropriate inspection date.

NOTE: Take the remaining steps to filter the list of reports if necessary (e.g., if you are an area manager)

3. Group by Facility. The report list will automatically sort by facility in alphabetical order.
4. Filter the reports by Template (e.g. filter by General Lab, etc.).
5. Click on the facility name from the list
6. Look under Actions column for the number of total corrective actions