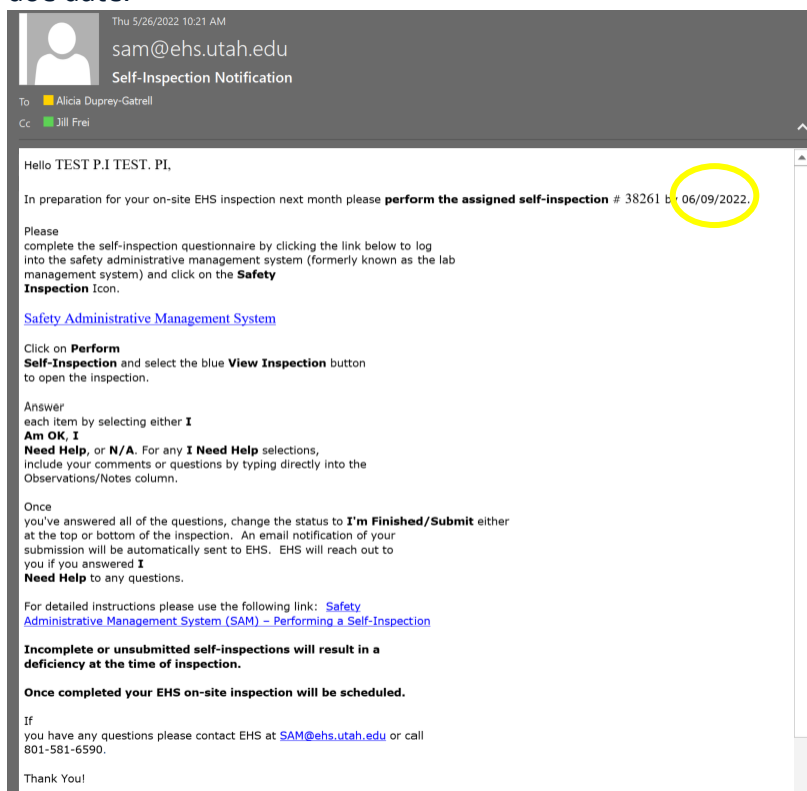# Performing a Self-Inspection

When you receive a notification email similar to the one below, log on to the **Safety Administrative Management System** website to perform your assigned self-inspection by the due date.
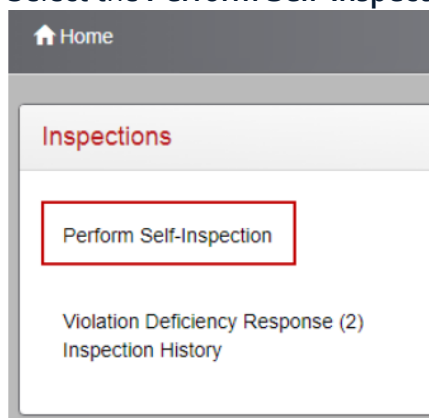

Click on the **Safety Inspections** icon on the home page to begin.

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Select the **Perform Self-Inspection** option from the menu.

Choose the assigned PI/Group from the **User/PI drop-down.**

Then click on the blue **View** button to open the inspection.

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Work your way through each inspection item by selecting either **I Am OK, I Need Help,** or **N/A**.

On any items where **I Need Help** is selected, you can describe the issue or question in more detail in the Observation/Notes memo field.

After you've answered all of the self-inspection questions, there will be a status question at the very end. When you're ready to submit, change the status from **In Progress** to **I'm Finished/Submit**. This will automatically send a submission notification to EHS and you have now successfully completed the self-inspection.

*Note – If <u>all</u> questions are not answered the system will not complete the final submission.

You may also change your inspection status on the header at the top of the page.

Revised 6/29/2022

Immunization/vaccination records are current.

I Am OK
I Need Help
N/A

Change the status from in Progress to I'm Finished/Submit to automatically notify EHS of your submission

Set To N/A

Update Inspection Status

● In Progress
○ I'm Finished/Submit

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