

Workbench

FIELD SOLUTIONS GUIDE

Justin Gardner
WORKBENCH INTERNATIONAL LTD



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Introduction

Workbench utilises the Upvise Framework as its Mobile Solution offering. Upvise is a proven international leader in the delivery of cutting edge mobile solutions for the construction industry and is in use by a number of the worlds leading construction contractors. Upvise represents a part out of the box solution and also a development framework that can be extensively tailored to suit a clients particular operational requirements. One of the key strengths in the solution is the sophistication of the Mobile App and its ability to work fully offline.

Further to the Upvise solution that Workbench provides there is a more advanced Enterprise level solution available using the same Upvise platform called Novade - www.novade.net. Workbench also work with Novade and refers this solution where businesses have requirements that go beyond the core Upvise offering.

Integration

Workbench over the last few years has developed extensive integration with the Upvise platform comprising of the following data flows:

Workbench to Upvise	Upvise to Workbench
Companies	Datasheets
People	AR invoices
Plant Items	Stock
Stock	Timesheets
Jobs	Plant Items
Docket Cost Schedules	Dockets
	Leave Requests
	Plant Assignments
	Production Outputs
	Purchase Orders
	Expense Claims
	Plant Issues
	Service Logs

The integration is developed and supported by Workbench and uses the Workbench API.

Upvise is designed to operate in both a desktop based Web environment and a dedicated mobile App. One of the key strengths of Upvise is that it is a mobile first application and all of the modules and features are available in both the mobile app as well as the web environment.

Upvise Key Modules

Contacts

<input type="checkbox"/>	Name	Company	Email	Mobile	Groups
<input type="checkbox"/>	Administrator				
<input type="checkbox"/>	Adrian Sheffey, Operator/Construction Worker	INTERNAL COMPANY			Employees
<input type="checkbox"/>	Alexander Schmidt, Operator/Construction Worker	INTERNAL COMPANY			Employees, WBHO
<input type="checkbox"/>	Alonzo Ginsburg, Driver	INTERNAL COMPANY			Employees, Newlands Contacts, Car
<input type="checkbox"/>	Anton Grebinchukov, Web Developer	Workbench International Ltd	AntonG@workbenchinternational.c		Prison, Employees, Carpenters
<input type="checkbox"/>	antong@wbi.co.nz		antong@wbi.co.nz		
<input type="checkbox"/>	Arthur Read, Operator/Construction Worker	INTERNAL COMPANY			Employees, WBHO, Newlands Conta
<input type="checkbox"/>	Beau Bolivar, Operator/Construction Worker	INTERNAL COMPANY			Employees
<input type="checkbox"/>	Benjamin Caskie, Developer	Workbench International Ltd	BenjaminC@workbenchinternational		Employees, Newlands Contacts
<input type="checkbox"/>	Bill Bailey	ABC RESOURCE CO			
<input type="checkbox"/>	Bob Cates		Bob@Cates.co.nz		WBHO
<input type="checkbox"/>	Bob Steelsmith, Managing Director	ABC RESOURCE COMPANY	bob@abcresourceco.com.au	+61425636988	Newlands Contacts
<input type="checkbox"/>	Brian Feeney		BrianF@ardreaghformwork.com		WBHO
<input type="checkbox"/>	Cairan Laidlaw, Support	Workbench International Ltd	CairanI@workbenchinternational.c		Employees

The Contacts module lists the Companies and People that have synched from the Workbench database. Companies are a combination of Clients and Suppliers and People are a mix of Company Contacts and Employees.

Workbench automatically puts all these records into logical Groups in Upvise.

Anton Grebinchukov, Web Developer
Workbench International Ltd

Related: 1 | Tasks: 16 | Events: 54 | Notes: 10 | Files: 4

Forms

Assigned Equipment: 6 | Emergency Contact Details Form: 2 | Leave Application: 4 | Site Induction: 1 | Training Record: 9

Archived forms: 3

email: AntonG@workbenchinternational.com

phone: Work: +64 9 360 9450

fax: +64 9 361 3068

skype: wbi.antong

Address: PO Box 17 169 1546 Greenlane New Zealand

Group: Prison Employees Carpenters

Region: NSW

owner: Civil Demo

Note: FROM MERGE: name: antong@wbi.co.nz email: antong@wbi.co.nz

Individual Contacts such as Employees allow you to track such things as Reminder Tasks for things like Training Certificate Expiry, Planned Events e.g. Employee Review. You can also create Form records to capture any of your own content for instance a Training Record. In the event of filling in a Training record form it automatically creates a reminder task based on the expiry date and will alert you of the upcoming

expiry. These Training Records can also be accessed on the Mobile and are compiled into a custom Dashboard and Training Matrix.

Anton Grebinchukov
Training Record (9)

<input type="checkbox"/>	Linked To	Qualification Name	Or Enter	Type	Assessment Date:	Expiry Date (If Applicable):
<input type="checkbox"/>	Anton Grebinchukov	VOC Earthmoving		Certificate	1 May 2020	30 Jun 2021
<input type="checkbox"/>	Anton Grebinchukov	Drivers Licence		Licence	10 Oct 2010	31 Oct 2020
<input type="checkbox"/>	Anton Grebinchukov	VOC Excavator		Certificate	1 Sep 2020	30 Sep 2021
<input type="checkbox"/>	Anton Grebinchukov	First Aid		Certificate	1 Nov 2020	31 Dec 2020
<input type="checkbox"/>	Anton Grebinchukov	Confined Spaces		Certificate	1 Nov 2020	25 Dec 2020
<input type="checkbox"/>	Anton Grebinchukov	VOC Loader		Certificate	1 Feb 2021	31 Jul 2021
<input type="checkbox"/>	Anton Grebinchukov	Heavy Vehicle		Licence	13 May 2021	31 May 2021
<input type="checkbox"/>	Anton Grebinchukov	Heavy Vehicle		Licence	29 Jul 2021	30 Sep 2021
<input type="checkbox"/>	Anton Grebinchukov	VOC High Risk Work		Licence	1 Aug 2021	30 Nov 2021

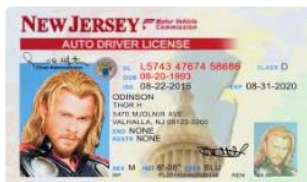


Training Record Anton Grebinchukov - VOC Earthmoving Certificate

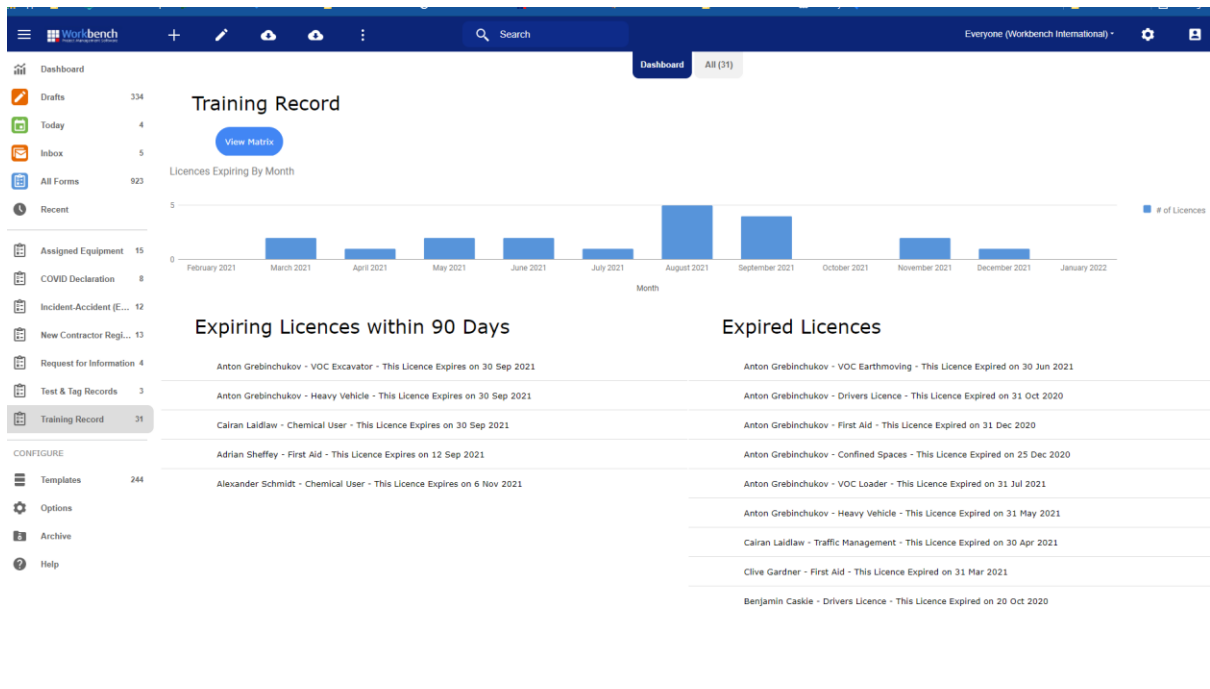
	Created by	Civil Demo, 2 Oct 2020 09:51
	Contact	Anton Grebinchukov
	Qualification Name	VOC Earthmoving
	Type	Certificate
	Assessment Date:	1 May 2020
	Expiry Date (If Applicable):	30 Jun 2021
	Verified by:	Justin Gardner

Verification Signature:

Licence / Certificate / Ticket Image:



Thor Licence.jpg



Workbench

Certificates

Search

Everyone (Workbench International)

Dashboard

Drafts 334

Today 4

Inbox 5

All Forms 923

Recent

Assigned Equipment 15

COVID Declaration 8

Incident/Accident (E... 12

New Contractor Regi... 13

Request for Information 4

Test & Tag Records 3

Training Record 31

CONFIGURE

Templates 244

Options

Archive

Help

31

Expired 15

Expires in 30 Days 1

Expires in 60 Days 3

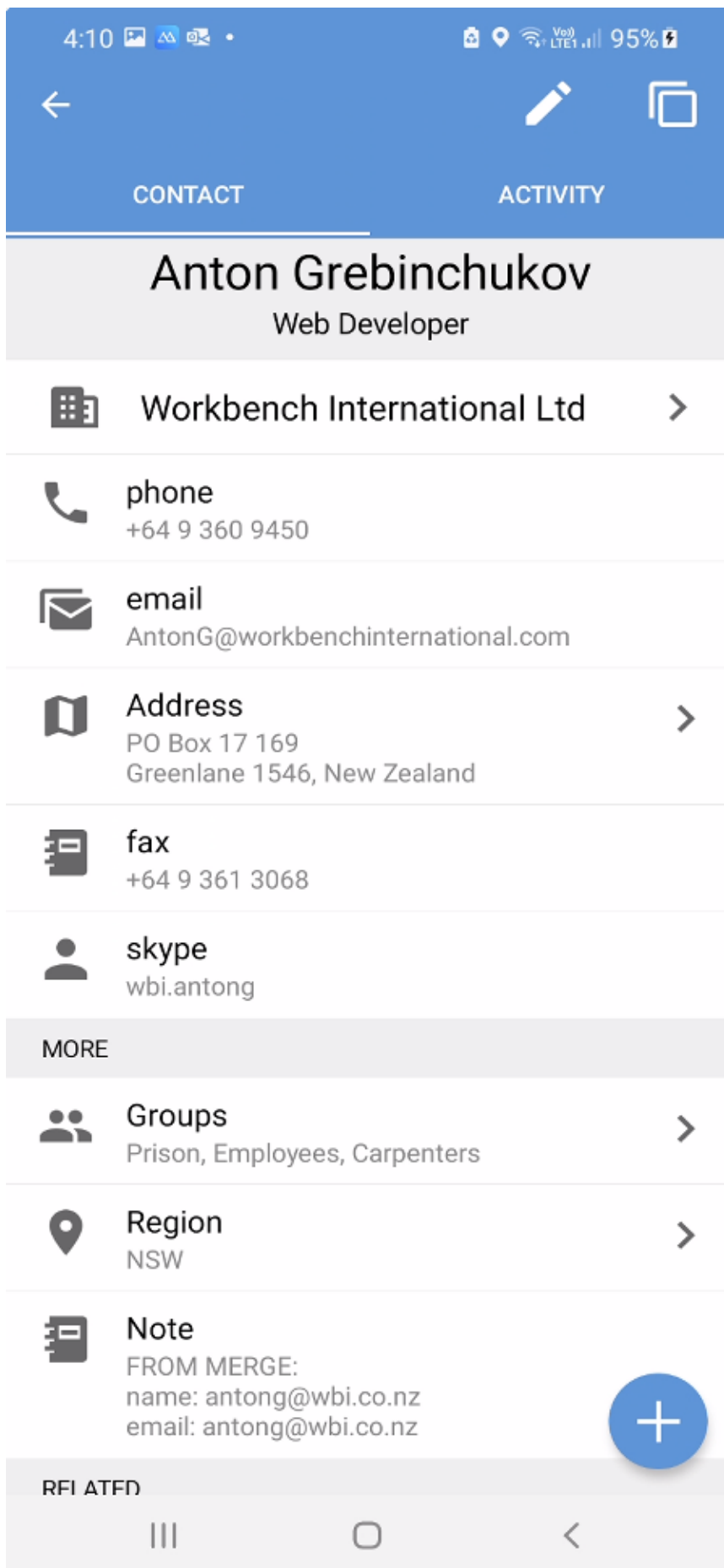
Expires over 60 Days 7





Not Expiring 5






« Certificates »


Staff	Drivers	Heavy Vehicle	First Aid	Chemical User	White Card	Confined Spaces	VOC Earthmoving	VOC Loader	VOC Roller	VOC Backhoe	VOC Excavator	VOC Skid Steer
Adrian Sheffey	X	X	12/09/2021 Expired	X	X	X	X	X	X	X	X	X
Alexander Schmidt	X	X	X	06/11/2021	X	X	X	X	X	X	X	X
Alonzo Ginsburg	X	X	X	X	X	X	X	X	X	X	X	X
Anton Grebinchukov	X	09/09/2021	Expired	X	X	Expired	Expired	Expired	X	X	30/09/2021	X
Arthur Read	X	X	X	11/12/2021	X	X	X	X	X	X	X	X
Beau Bolivar	X	X	X	X	X	X	X	X	X	X	X	X
Benjamin Caskie	X	X	Expired	X	X	X	X	X	X	X	X	X
Cairan Laidlaw	X	X	X	10/09/2021	X	X	X	X	X	X	X	X
Campbell Mackay	Expired	X	X	X	X	X	X	X	X	X	X	X
Cassi Commander	X	X	X	X	X	X	X	X	X	X	X	X
Chase Estep	X	X	X	X	X	X	X	X	X	X	X	X
Civil Demo	X	X	X	X	X	X	X	X	X	X	X	X
Clifford Nolin	X	X	X	X	X	X	X	X	X	X	X	X
Clive Gardner	X	X	Expired	X	X	X	X	X	X	X	X	X
Clorinda Scorpelli	X	X	X	X	X	X	X	X	X	X	X	X


Some Mobile screenshots are shown below:




4:10

 95%









CONTACT


ACTIVITY


Anton Grebinchukov


Web Developer

 Nearby >


 Tasks 5


 Events 54


 Notes 10


 Files 4


FORMS


 Assigned Equipment 6


 Emergency Contact Details Form 2




 Leave Application 4

 Site Induction 1

 Training Record 9

 Archived Forms







Training Record

**Anton Grebinchukov - VOC Earthmoving**

2 Oct 2020 9:51 am, Civil Demo

**Anton Grebinchukov - Drivers Licence**

2 Oct 2020 9:52 am, Civil Demo

**Anton Grebinchukov - VOC Excavator**

2 Oct 2020 9:54 am, Civil Demo

**Anton Grebinchukov - First Aid Certificate**

16 Nov 2020 11:18 am, Civil Demo

**Anton Grebinchukov - Confined Spaces**

17 Nov 2020 1:40 pm, Civil Demo

**Anton Grebinchukov - VOC Loader**

2 Feb 2021 3:12 pm, Civil Demo

**Anton Grebinchukov - Heavy Vehicle**

13 May 2021 5:01 pm, Civil Demo

**Anton Grebinchukov - Heavy Vehicle**

29 Jul 2021 2:13 pm, External Contractor

**Anton Grebinchukov - VOC High Risk**

3 Aug 2021 2:20 pm, Civil Demo





Training Record Anton Grebinchukov - VOC Earthmoving Certificate

2 Oct 2020 by Civil Demo

Contact

Anton Grebinchukov



Qualification Name

VOC Earthmoving

Type

Certificate

Assessment Date:

1 May 2020

Expiry Date (If Applicable):

30 Jun 2021

Verified by:

Justin Gardner



Verification Signature:

LICENCE / CERTIFICATE / TICKET IMAGE:



Thor Licence.jpg



Projects

The Projects module in Upvise links with Jobs in Workbench. The Workbench structure of Job Work Centres links through as Project Milestones. This is key for data capture so that transactions can be correctly allocated to the Work Breakdown structure and be correctly fed back into Workbench.

←

✎

📎

+

☁

⋮

🔍 Search

44 of 65

◀ ▶

🏠 Construction / Onsite

HEB Road Works - 6102

📄 Info

📅 Schedule

💰 Finance

📑 Plans 6

📷 Photos

Activity

📋 Tasks (33%) 6

📋 Punch Items 1

📋 Notes 1

Forms

📋 Clarke Energy 1

📋 Daily Diary 13

📋 Incident-Accident (Event) Statement 2

📋 Request for Information 4

📋 Safe Work Observation 2

📋 Site Induction 2

📋 Traffic Management SWMS 2

📋 Working at Site SWMS 2

📋 Archived forms

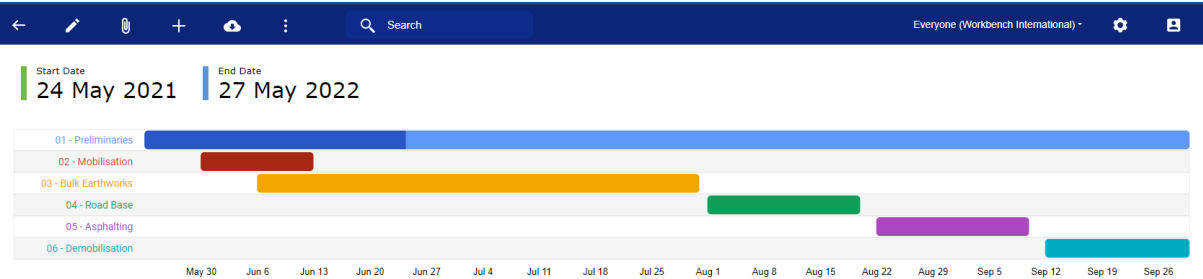
Site Control

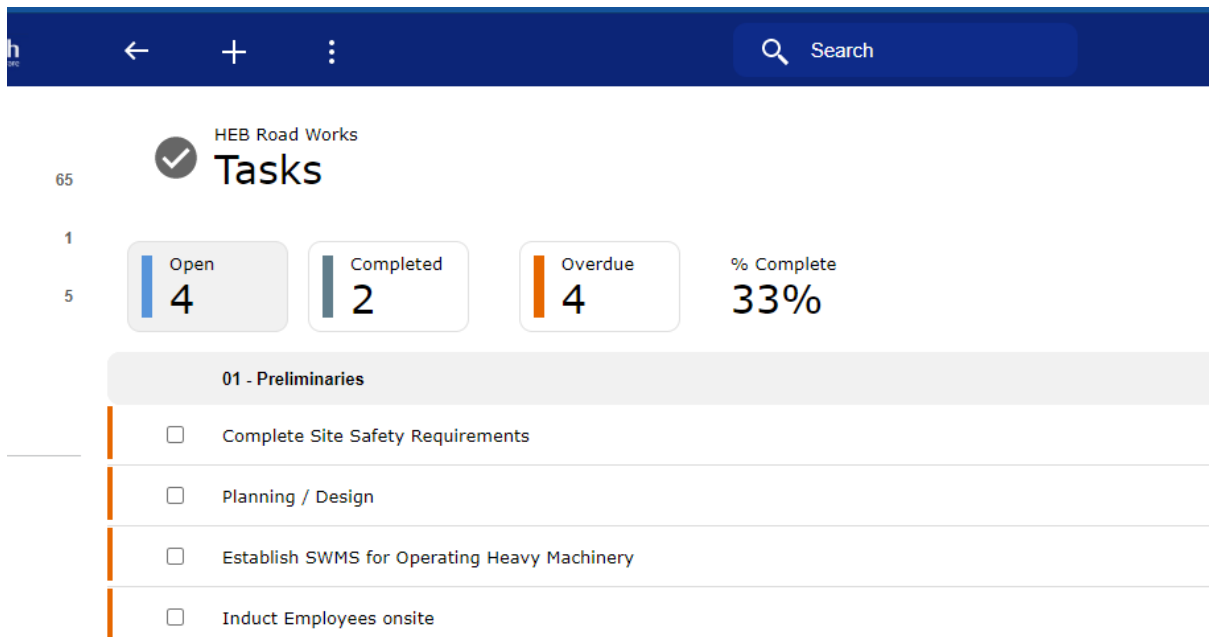
👤 Staff

🕒 Time

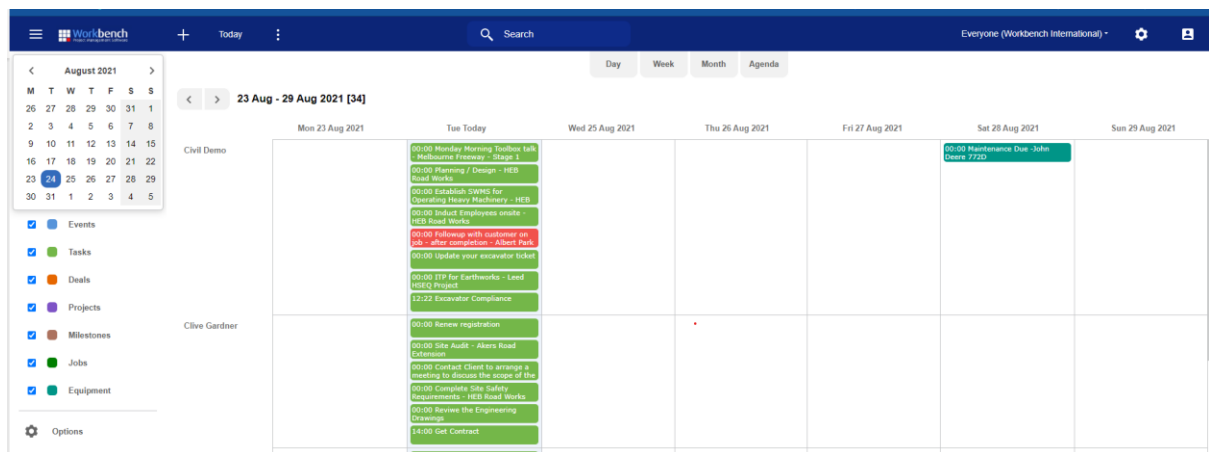
📦 Products 4

🛠 Equipment 5





Project Tasks can be utilised to manage key aspects of the project. They can be template driven or created as required. They can also be associated with Project Milestones and form part of the process of managing the completion of each project stage. Key sign off forms can be linked with these tasks to enforce proper completion of each project stage. Tasks can be assigned to one or more people and as well as appearing on the Project they will appear in the Upvise Calendar which all users will have access to and it can also synch with Outlook. There is also a global view of Tasks



Some Mobile Shots

4:25

Vol 100%
LTE1



HEB Road Works



5

Equipment



28

Forms



6

Tasks



1

Punch Items



1

Notes



Info



Schedule



4

Products



Staff



Finance

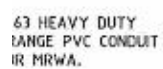


Plans

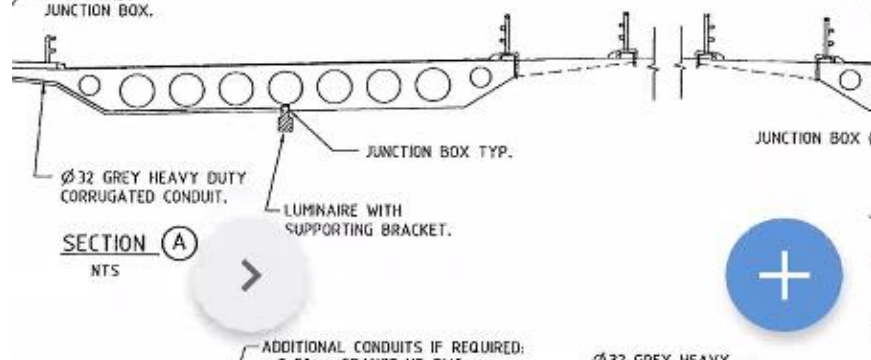


Photos





MAIN ROADS
JUNCTION BOX.



4:26

100%



HEB Road Works



OPEN (4)

COMPLETED (2)

OVERDUE (4)

Complete Site Safety Requirements

16 Jun 2021 12:00 am, 4h



Planning / Design

Garth Jones

20 Aug 2021 12:00 am



Establish SWMS for Operating Heavy

20 Aug 2021 12:00 am



Induct Employees onsite

20 Aug 2021 12:00 am



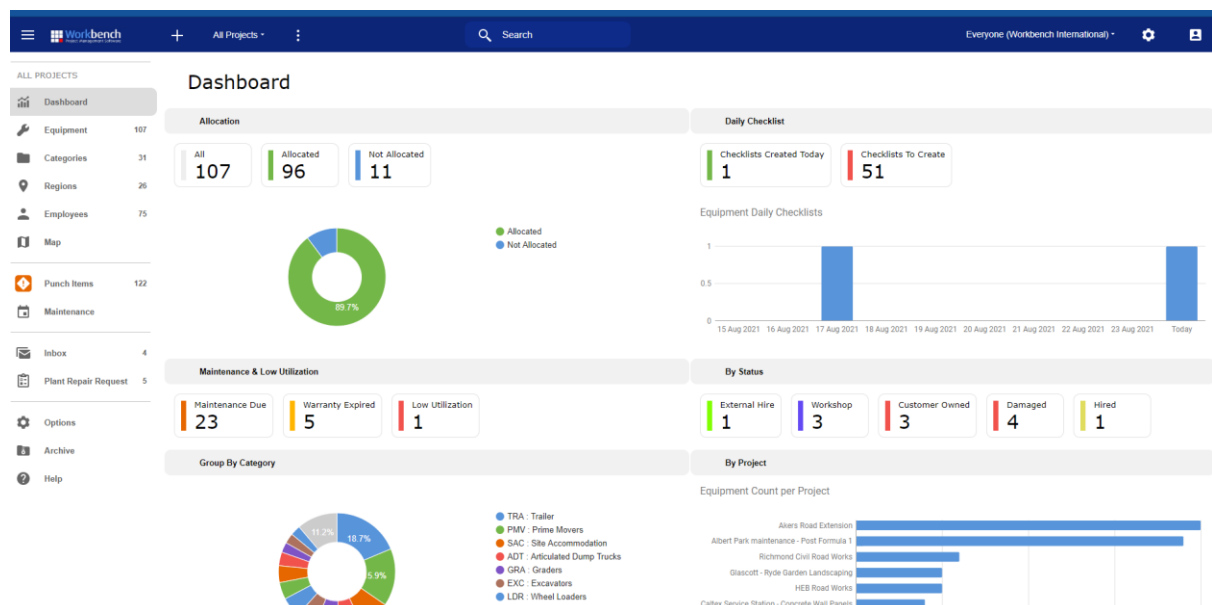
Equipment

Workbench Plant items synch through to the Upvise Equipment Module. Workbench and Upvise have been designed to work together to provide a complete operational equipment solution. Where Plant is used in the field on a project the plant costs data feeds back in to Workbench. Alternatively if you use Plant Assignments in Workbench the Assignment can synch to Upvise and you can manage the shipping of Plant to the intended project which will put the plant on hire for costing purposes. This can all be supported by appropriate electronic forms. A summary of usage for each system is shown below.

Workbench	Upvise
Manage Plant Masterfile Plant Budgetting Plant Financial Reporting Plant Depreciation Plant Costing Rates	Plant Location Tracking (Geo and Project) Plant Meter Readings Plant Maintenance Forecasting Plant Maintenance Jobs Plant Compliance e.g. PreStarts Plant Usage (Plant Issues) Plant Movement Orders (Assignments) Driver Change Outs Maintenance Daysheets (Mechanic)

Please refer to the attached Equipment guide for more thorough details (It is a little out of date but still relevant)

The Plant Dashboard provides an ideal snapshot of the status of the Fleet.



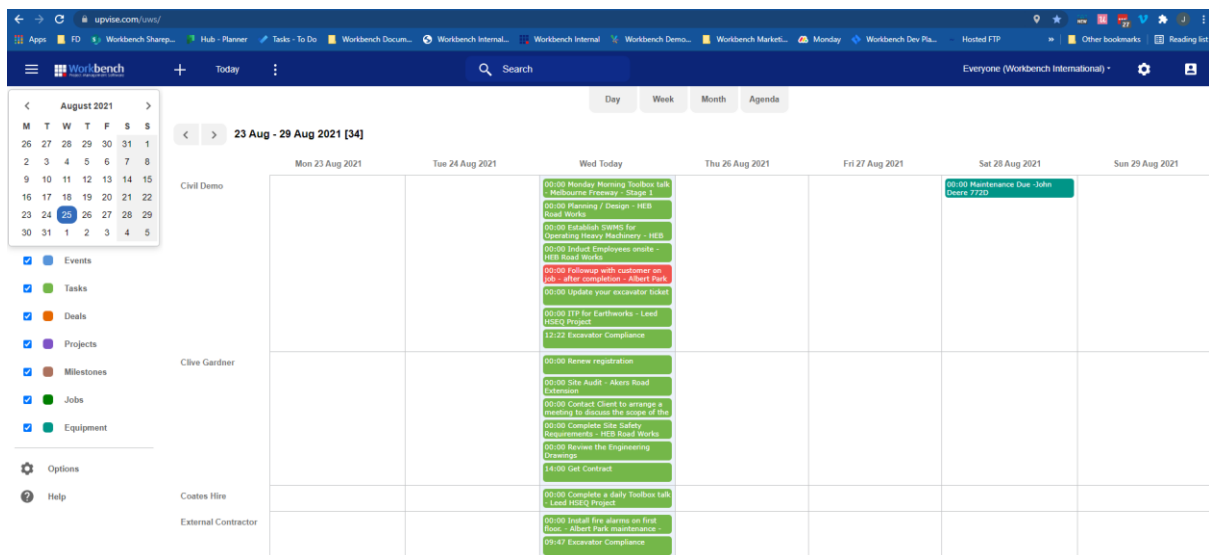
Useful User Functions

Calendar

The calendar in Upvise presents a range of key data to the User, the calendar is a good place for a user to start each day and the calendar function provides email and push app notifications and can also integrate with Outlook and Google Calendars. Items can be opened and dealt with from the calendar and also new items raised e.g. raising an event for a project meeting and inviting other users.

The Calendar presents information such as:

- Tasks which could be related to Projects, Equipment, People, Companies or stand alone
- Events / Calendar Reminders
- Project Start and Finish Dates
- Key Project Milestone Start and Finish Dates
- Equipment Maintenance Due.





8:27

VoLTE 99%



Wednesday, Today

Civil Demo



Monday Morning Toolbox talk

12:00 am

Civil Demo



Planning / Design

12:00 am, Garth Jones

Civil Demo



Establish SWMS for Operating Heavy

12:00 am

Civil Demo



Induct Employees onsite

12:00 am

Civil Demo



Followup with customer on job - after

12:00 am, 4h

Civil Demo



Update your excavator ticket

12:00 am, Anton Grebinchukov

Civil Demo



ITP for Earthworks

12:00 am

Civil Demo



Excavator Compliance

12:22 pm

Civil Demo



Equipment

23 Aug 2021 8:00 am - 27 Aug 2021

4:00 pm

Civil Demo



8:29

100%



8 of 8



2 days Overdue

Task

Monday Morning Toolbox talk

Due Date

23 Aug 2021

Time

8:28 am

Project

Melbourne Freeway - Stage 1



COMPLETE FORM

Note



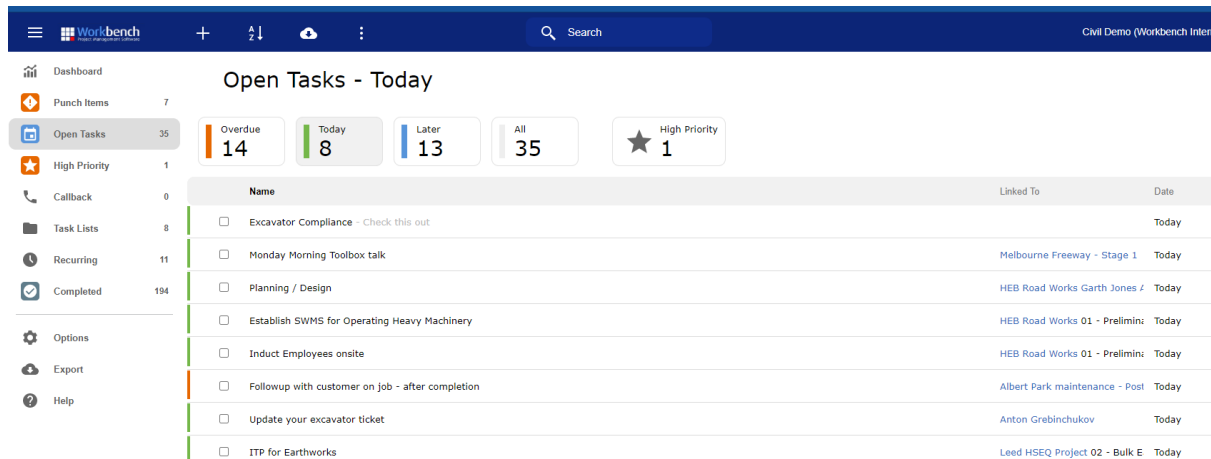
Repeat

Every week



Tasks

Tasks in Upvise are really useful for planning and managing key deliverables. Tasks can be associated to any object and / or stand alone. They can be assigned to people with due dates and the system will automatically send email notifications and reminders associated with these tasks, you can also attach additional information to them. Tasks can be used to capture information like Photos etc and you can also assign Forms that must be completed as part of completing the Task. There is a Task Dashboard where depending on Access you can monitor Tasks Globally across all Users / Projects.

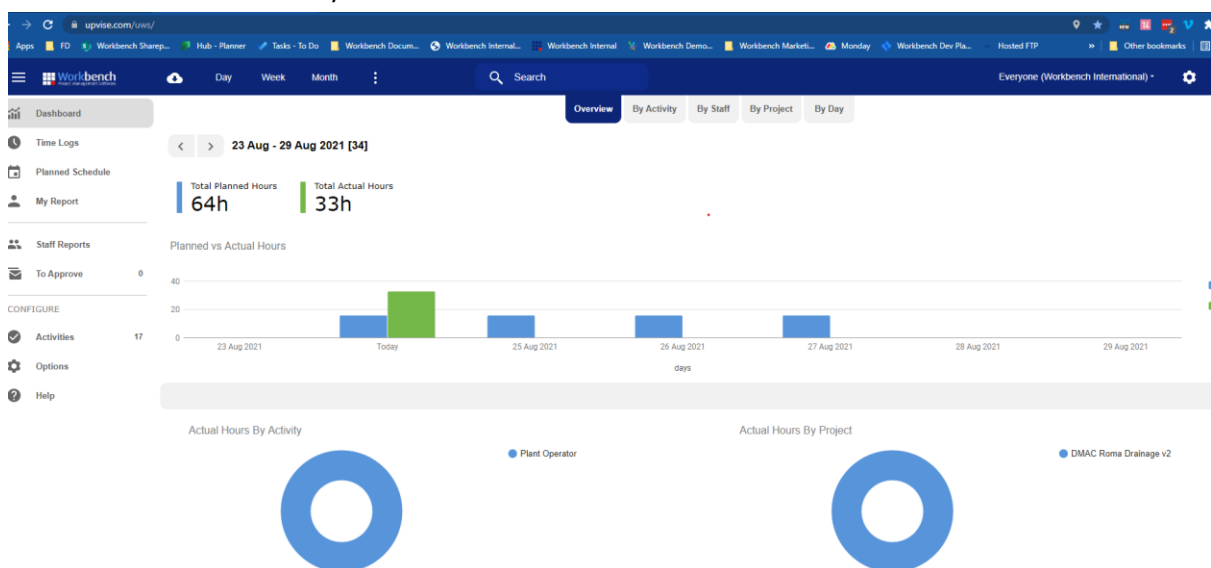


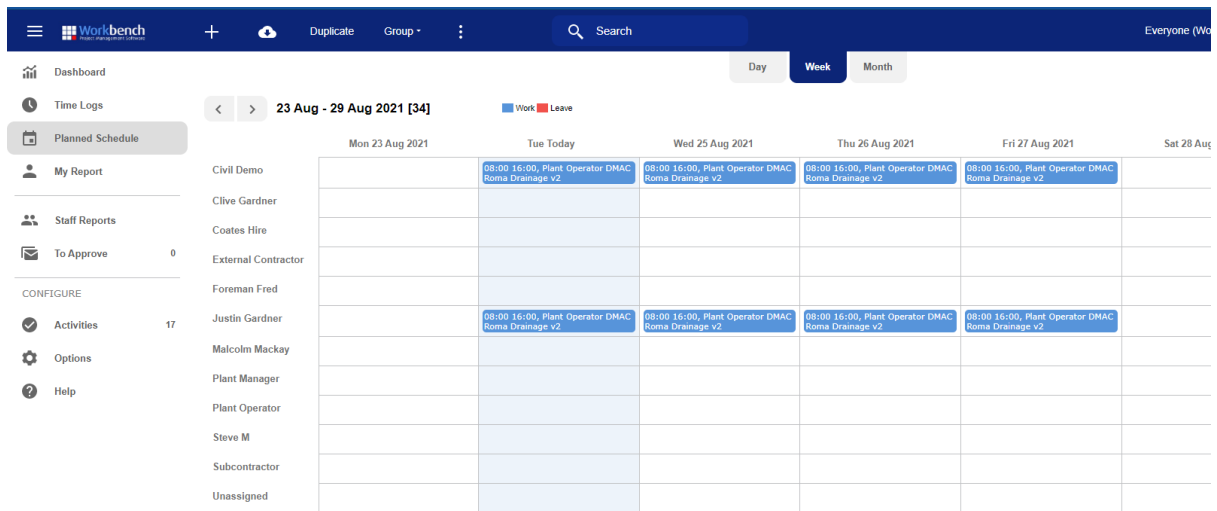
Timesheets

The timesheets module covers 2 key functions:

1. Scheduling people
2. Capturing Time

The Dashboard summarises your Planned vs Actual Hours





The Schedule shows the Projects Staff are allocated to. Individuals can see their Planned work schedule on the mobile app. Schedule changes will update employees and you can also SMS Employees in the field as required or alternatively send messages through the app.

5:07

VoLTE 98%



Timesheets



Planned Schedule

Civil Demo

TUESDAY, TODAY

8:00 am - 4:00 pm

Work - Plant Operator DMAC Roma Drainage v2,
Parliament House
Parliament Street 3000, VIC

WEDNESDAY, 25 AUG 2021

8:00 am - 4:00 pm

Work - Plant Operator DMAC Roma Drainage v2,
Parliament House
Parliament Street 3000, VIC

THURSDAY, 26 AUG 2021

8:00 am - 4:00 pm

Work - Plant Operator DMAC Roma Drainage v2,
Parliament House
Parliament Street 3000, VIC

FRIDAY, 27 AUG 2021

8:00 am - 4:00 pm

Work - Plant Operator DMAC Roma Drainage v2,
Parliament House
Parliament Street 3000, VIC

SATURDAY, 28 AUG 2021

None

SUNDAY, 29 AUG 2021



Knowledge Base

In the knowledge base you can setup key Policy, Procedure documents. These can be associated with document templates or even Charts and Videos. You can manage Revisions of these and users can comment back against these articles.

Articles can be grouped and also incorporated with User Roles and these can also be tied into Risk items and link back into a Risk Matrix


Workbench

HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONTROL

Applicable To: Civil Demo

Group: Site Management Plan

MakMax Australia will not commence work at the site unless:



Ø The Principal Contractor has provided MakMax Australia with a copy of the relevant parts of its workplace WHS Management Plan (or equivalent);

Ø MakMax Australia has undertaken an assessment of the risks associated with the work activities and has provided to the Principal Contractor a written Safe Work Method Statement (SWMS); and

Ø Site-specific induction training has been provided to all workers.

1.1 IDENTIFYING HAZARDS

Whenever workers identify hazards, they shall attempt to rectify them where possible. Where the hazard or hazards can not be easily rectified, the workers shall stop work, and bring the hazard to the attention of their supervisor subsequently the Principal Contractor for rectification. All reasonable efforts will be made to eliminate the hazard or at the very least reduce it to an acceptable level. MakMax Australia breaks down specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work-related practices. For each of the work activities and associated job steps identified in the SWMS, MakMax Australia has identified potential hazards and their risks. To assist in identifying hazards and risks, MakMax Australia has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

1.2 ASSESSING RISKS

Risk management is the process of identifying, assessing and controlling hazards to an acceptable level with follow up reviews to ensure the effectiveness of the controls. MakMax Australia is committed to identifying all potential hazards assessing the risks associated with these hazards and deciding on and implementing the appropriate controls necessary to eliminate or minimise the risks associated with tasks that will be carried out.

MakMax Australia has implemented a Risk Matrix to identify potential workplace hazards. The risk matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that the risk will occur (i.e. likelihood/probability) and therefore how control measures will need to be implemented to eliminate or minimise the risk.

Workbench

Matrix

Very Low Severity Low Severity Medium Severity High Severity Very High Severity

Very High Probability					
High Probability		1	4		
Medium Probability			2		1
Low Probability	1	1	1		
Very Low Probability					



Description



Ø The Principal Contractor has provided MakMax Australia with a copy of the relevant parts of its workplace WHS Management Plan (or equivalent);

Ø MakMax Australia has undertaken an assessment of the risks associated with the work activities and has provided to the Principal Contractor a written Safe Work Method Statement (SWMS); and

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Forms

Upvise is very much designed as a digital construction management platform and a big part of this function is orientated around being able to capture data digitally in the field.

Data Collection

The forms module allows you to develop any sort of digital form for capturing data in the Upvise system and then you can use the data in a number of ways for instance:

- Print the form as a distributable PDF
- Download form data into Excel as a Table
- Display a Dashboard of the data In Upvise Desktop or Mobile App
- Output the Data to a 3rd party reporting tool e.g. Sharperlight or Power BI

Form Functionality

Forms include the ability to add custom software code throughout so that you can further develop form functions to do certain things in Upvise. E.g Updating a certain field in a form may perform a certain action elsewhere in the form or depending on the status of the form it may trigger certain events withing the Upvise system. Because you can effectively develop off the back of forms the things you can do are virtually limitless, for instance a form may on submission go and raise a task for someone to do something or alternatively maybe it updates a meter reading on a plant item etc.

Form Workflows

Every Form can have its own Workflow and these Workflows can incorporate Users Roles or named individuals. When a form is submitted into a Workflow then the assignee will get an email notification and also it will appear in the users Inbox in Upvise. Form data can be conditional based on workflow steps and this is really useful for building out specific processes e.g. An incident report is raised and submitted. The Site Supervisor reviews it and adds additional Comments, The HSEQ Manager gets notified of the incident and reviews it and details the corrective Action Required and raises and Assigns a Task before closing the incident.

Plant Repair Request Workflow				
Rank	State Name	Action Button Label	Role	Staff
0	Draft	Submit		Everyone
1	Submitted	Review	Plant Department Manager	
2	Reviewed	Action		Initiator
3	Repair Actioned			

Form Designer

Workbench

Preview

Search

Everyone (Workbench International)

Dashboard

Drafts 334

Today 0

Inbox 5

All Forms 923

Recent

Assigned Equipment 15

COVID Declaration 8

Incident Accident (E... 12

New Contractor Regi... 13

Request for Information 4

Test & Tag Records 3

Training Record 31

CONFIGURE

Question

Combo Box

Text Box

Date Box

Photo

Button

Label

Check Box

Section

Formula

Signature

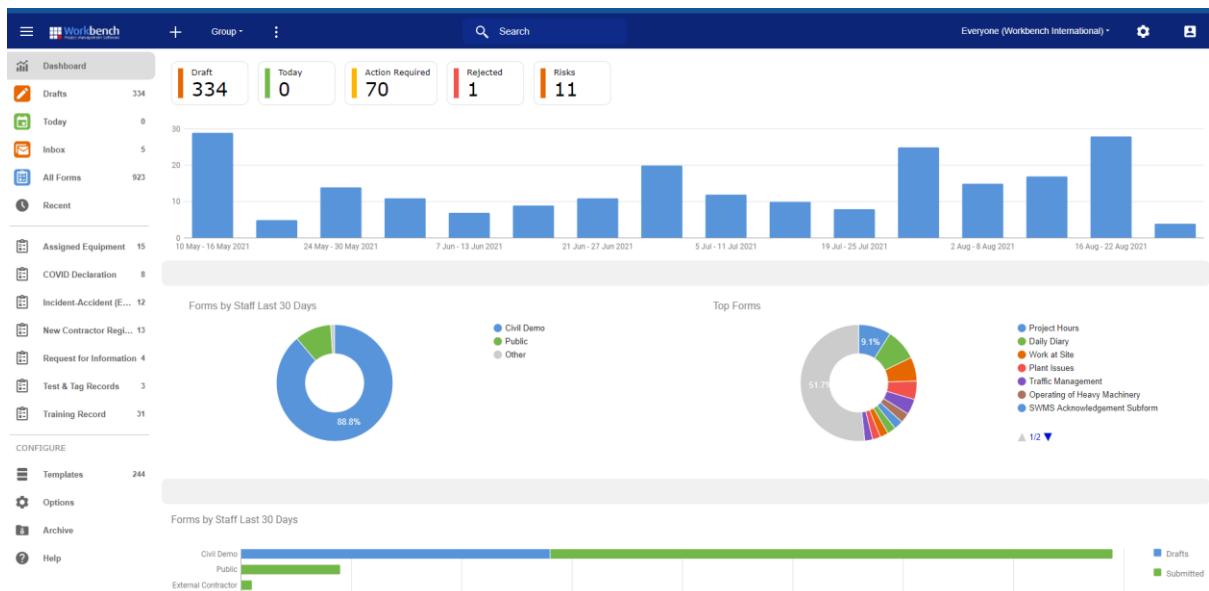
Risk

Vehicle Daily Pre-Start Checklist

Sections 2

Name	Type	ID
<input type="checkbox"/> 1 Daily Checklist	Section Header	F9
<input type="checkbox"/> 2 Tyre Condition & Air Pressure	Question	F1
<input type="checkbox"/> 3 Windscreen, Wiper, Mirrors Clean & No Damage	Question	F2
<input type="checkbox"/> 4 Fluid, Engine Oil, Coolant, Hydraulics, Brakes, Clutch & Battery, Correct Fuel	Question	F3
<input type="checkbox"/> 5 No visible oil or coolant Leaks	Question	F4
<input type="checkbox"/> 6 Radiator & Cooler clean of debris	Question	F5
<input type="checkbox"/> 7 Daily greasing points, Greased	Question	F6
<input type="checkbox"/> 8 Lights, Indicators, Rotating Beacons Reverse Alarm	Question	F7
<input type="checkbox"/> 9 Air Cleaner Indicator/ pre-clean	Question	F8
<input type="checkbox"/> 10 Safety Checklist	Section Header	F10

Forms Dashboard



Form Desktop View

Apps

FD

Workbench Sharep...

Hub - Planner

Tasks - To Do

Workbench Docum...

Workbench Internal...

Workbench Internal

Workbench Demo...

Workk

Workbench

Project Management Software

←

✎

📄

ℹ

☁

⋮

🔍 Search

Dashboard

Drafts 334

Today 0

Inbox 5

All Forms 923

Recent

Assigned Equipment 15

COVID Declaration 8

Incident-Accident (E... 12

New Contractor Regi... 13

Request for Information 4

Test & Tag Records 3

Training Record 31

ONFIGURE

Templates 244

Options

Archive

Help

📋

Vehicle Daily Pre-Start Checklist CDE-64

⚠

Punch Items 1

👤

Created by

Civil Demo, 24 Aug 2021 13:34

🚚

Equipment

Amarok Ute 4 door

Daily Checklist

Tyre Condition & Air Pressure

OK

Windscreen, Wiper, Mirrors Clean & No Damage

OK

Fluid, Engine Oil, Coolant, Hydraulics, Brakes, Clutch & Battery, Correct Fuel

Not OK

No visable oil or coolant Leaks

OK

Radiator & Cooler clean of debris

OK

Daily greasing points, Greased

OK

Lights, Indicators, Rotating Beacons Reverse Alarm

OK

Air Cleaner Indicator/ pre-clean

OK

Safety Checklist

Truck\Utes - Loads Covered \ Secured

OK

ID

CDE-65

Equipment

Amarok Ute 4 door

Vehicle Daily Pre-Start Checklist

DAILY CHECKLIST

Tyre Condition & Air Pressure (*)

OK	Not OK	N/A
----	--------	-----

Windscreen, Wiper, Mirrors Clean & No Damage (*)

OK	Not OK	N/A
----	--------	-----

Fluid, Engine Oil, Coolant, Hydraulics, Brakes, Clutch & Battery, Correct Fuel (*)

OK	Not OK	N/A
----	--------	-----

No visible oil or coolant Leaks (*)

OK	Not OK	N/A
----	--------	-----

Radiator & Cooler clean of debris (*)

OK	Not OK	N/A
----	--------	-----

Daily greasing points, Greased (*)

OK	Not OK	N/A
----	--------	-----

Form PDF

Workbench International Ltd
Unit 31, 3 Westside Avenue
Port Melbourne
VIC 3207



Vehicle Daily Pre-Start Checklist

Created by	Civil Demo	Date	24 Aug 2021 13:34
ID	CDE-64	Equipment	Amarok Ute 4 door

Daily Checklist

Tyre Condition & Air Pressure	OK
Windscreen, Wiper, Mirrors Clean & No Damage	OK
Fluid, Engine Oil, Coolant, Hydraulics, Brakes, Clutch & Battery, Correct Fuel	Not OK
No visible oil or coolant Leaks	OK
Radiator & Cooler clean of debris	OK
Daily greasing points, Greased	OK
Lights, Indicators, Rotating Beacons Reverse Alarm	OK
Air Cleaner Indicator/ pre-clean	OK

Safety Checklist

Truck/Utes - Loads Covered \ Secured	OK
Warning signs \ labels fitted & visible	OK
Operators manual in cabin or storage box	OK
Steps, Handrail & panel in place, not damaged	N/A
Moving parts guarded & labelled	OK
Service & Park brake -Emergency Stop (if fitted)	OK
Quickhitch safety pin installed & secure	OK
Safety guard in place & secure	OK
Fire Extinguisher in place, tagged & tested	OK
Seat, Seat belts, Cabin is clean	OK
First Aid Kit in place & Complete	OK
2 way/ UHF radio working & Clear	OK

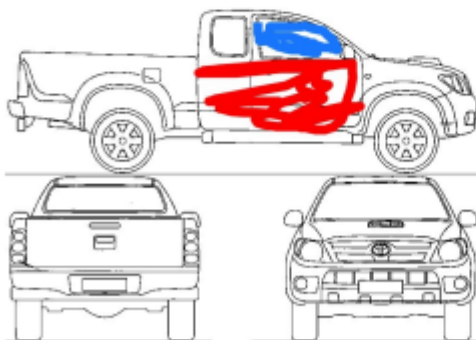
Operator

Operator Comments	this is a demo
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Markup Damage

Vehicle Daily Pre-Start Checklist CDE-64 Amarok Ute 4 door

Page 1 / 2



OPERATOR SIGNATURE

Punch Items

1. Fluid, Engine Oil, Coolant, Hydraulics, Brakes, Clutch & Battery, Correct Fuel (*)

Open

Description | there is a coolant leak

Access Options for Upvise

Desktop User

The Desktop User interface provides a web based interface for using the Upvise system this is particularly good for doing things like Scheduling of People and Plant to Projects and also reviewing dashboards etc as you have a large screen to view large amounts of Data.

Mobile Application User

For use on the go and in the field, the mobile application can be used on both phone and tablet devices and on both Android and iOS environments. The Android environment is technically better as Apple has some self imposed limitations such as support for NFC Tags.

External Anonymous Access

Where you might have an external party that you want to provide access to you can set them up with a specific web account for them to open the Upvise web interface. This is typically so that they can participate actively with you within the Upvise environment. You can also assign this user tasks and book events with them like you would your own staff.

Some scenarios of how you may use this.

- You have a service contract and you provide Upvise Access to your client so they can raise service jobs directly in Upvise for you to then Assign to your maintenance people.
- You are working with a subcontractor and you want them to upload the details and training records of all their staff and keep them up to date for the period of time you are engaging with them.

External Public forms

There are certain times where you might want to capture data in a form without restriction and without having to use a mobile app. You can do this by making a form public, when a form is made public then it is accessible via a web page by anyone with the web address. Once the form is completed it will appear in Upvise and can notify key staff as required. A prime example of using this sort of form would be getting attendees to site to complete a covid declaration, this form could be accessed via a QR Code displayed on a site checkin plaque.

upwise.com/wws/form.htm?i=HQh-UItAEdeusp_cAqmw9CgdMurHpeLumHYXMY4Cr8C0074w8tvk_VXg-C1cd10&i=1C1C6EFA07EC33A31C888996488C6E

Workbench

COVID Declaration

First Name (*)

Last Name (*)

Mobile No.

Email

Have you travelled internationally in the last 14 days? (*)

Yes No

Have you travelled interstate in the last 14 days? (*)

Yes No

If you have travelled interstate, which states?

Have you been in contact with a person that has travelled internationally in the last 14 days? (*)

Yes No

Have you been in contact with a person diagnosed with COVID-19 in the last 14 days?

You can access the form above by using the QR Code shown below:

