



HAWK

AUDITS USER GUIDE V1.0

Summary

- How to complete audits p3
- How to manage tasks p5
- How to set up and assign a recurring checklist p7

How to complete audits 1/2

To access the Hawk audits systems log on to <https://app.hawksafety.com>

You will then be directed to your assignments page which will show all current tasks.

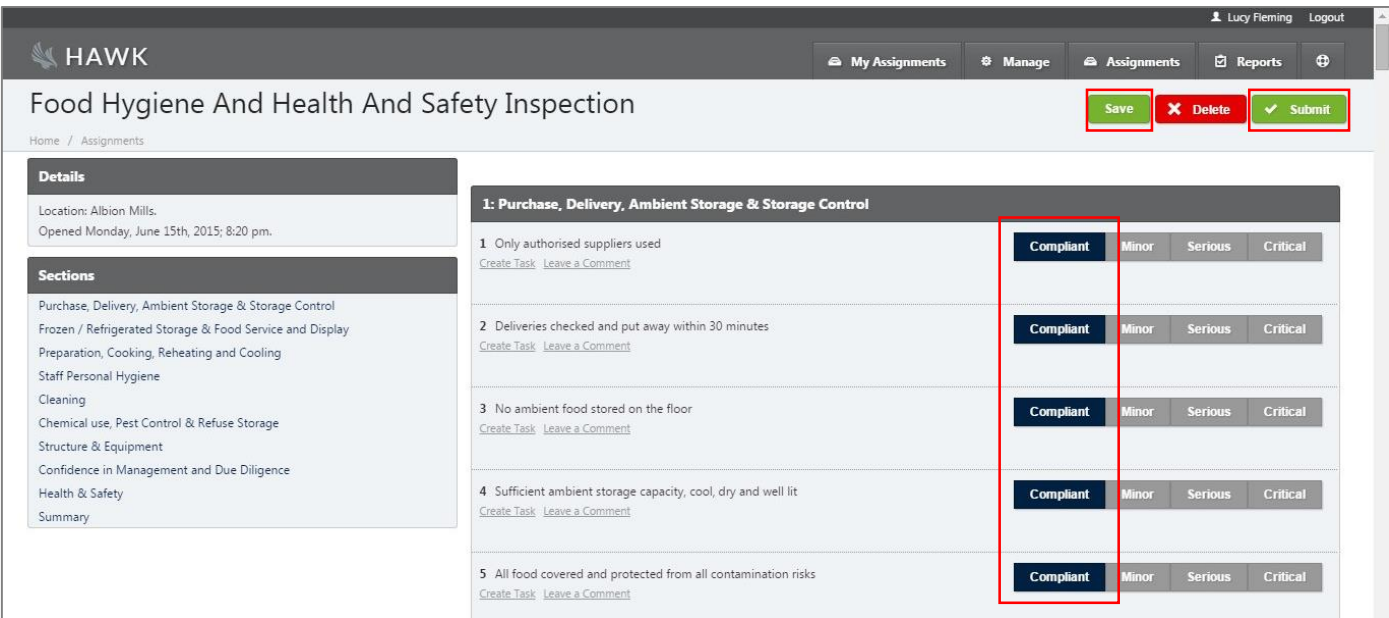
To complete the check for your area, click on the 'Open' button beside the relevant assignment



On the next screen, answer each of the assigned questions with one of the following options: Compliant, Minor, Serious, or Critical.

Click 'Save' and then 'Submit'.

Note: the system will not let you submit an assignment unless all of the questions have been answered.



How to complete audits 2/2

To add a follow up task:

- (a): Click 'Create Task'
- (b): Type in the issue or action
- (c): Assign the ongoing task to a team member
- (d): Select the timescale related to this task
- (e): Click 'save task'

The screenshot shows the HAWK application interface for a Food Hygiene And Health And Safety Inspection. The top navigation bar includes the HAWK logo, user name 'Lucy Fleming', and a 'Logout' link. Below the navigation bar are tabs for 'My Assignments', 'Manage', 'Assignments', and 'Reports'. The main header displays the inspection title 'Food Hygiene And Health And Safety Inspection' with 'Save', 'Delete', and 'Submit' buttons. The left sidebar contains a 'Details' section with location and date information, and a 'Sections' list. The main content area shows a list of inspection items. Item 1, 'Purchase, Delivery, Ambient Storage & Storage Control', is selected, and its details are shown in a form. The form includes a 'Create Task' link, a text input for the issue description, a 'Priority' dropdown set to 'Normal', a 'Date Due' picker, a 'Status' dropdown set to 'Outstanding', and 'Cancel' and 'Save Task' buttons. The form is annotated with letters (a) through (e) corresponding to the steps in the instructions.

Home / Assignments

Details

Location: Albion Mills.
Opened Monday, June 15th, 2015; 8:20 pm.

Sections

- Purchase, Delivery, Ambient Storage & Storage Control
- Frozen / Refrigerated Storage & Food Service and Display
- Preparation, Cooking, Reheating and Cooling
- Staff Personal Hygiene
- Cleaning
- Chemical use, Pest Control & Refuse Storage
- Structure & Equipment
- Confidence in Management and Due Diligence
- Health & Safety
- Summary

1: Purchase, Delivery, Ambient Storage & Storage Control

1 Only authorised suppliers used Compliant Minor Serious Critical

[Create Task](#) [Leave a Comment](#)

(a) Issue / Action Needed: (b)
Required, simply describe the defect observed.

Priority: Normal Date Due: Pick Date » Status: Outstanding Cancel Save Task

Assigned to: [Add New Person](#) (c) (d) (e)

2 Deliveries checked and put away within 30 minutes Compliant Minor Serious Critical

[Create Task](#) [Leave a Comment](#)

3 No ambient food stored on the floor Compliant Minor Serious Critical

[Create Task](#) [Leave a Comment](#)

4 Sufficient ambient storage capacity, cool, dry and well lit Compliant Minor Serious Critical

<https://app.hawksafety.com/task/114238#>

To add a comment, select 'Leave a Comment' underneath the question.

Then, click 'Save'.

The screenshot shows the HAWK application interface for a Food Hygiene And Health And Safety Inspection. The top navigation bar includes the HAWK logo, user name 'Lucy Fleming', and a 'Logout' link. Below the navigation bar are tabs for 'My Assignments', 'Manage', 'Assignments', and 'Reports'. The main header displays the inspection title 'Food Hygiene And Health And Safety Inspection' with 'Save', 'Delete', and 'Submit' buttons. The left sidebar contains a 'Details' section with location and date information, and a 'Sections' list. The main content area shows a list of inspection items. Item 1, 'Purchase, Delivery, Ambient Storage & Storage Control', is selected, and its details are shown in a form. The form includes a 'Leave a Comment' link, a text input for the comment, and 'Save' and 'Cancel' buttons. The form is annotated with letters (a) through (e) corresponding to the steps in the instructions.

Home / Assignments

Details

Location: Albion Mills.
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1: Purchase, Delivery, Ambient Storage & Storage Control

1 Only authorised suppliers used Compliant Minor Serious Critical

[Create Task](#) [Leave a Comment](#)

(a) (b) (c) (d) (e)

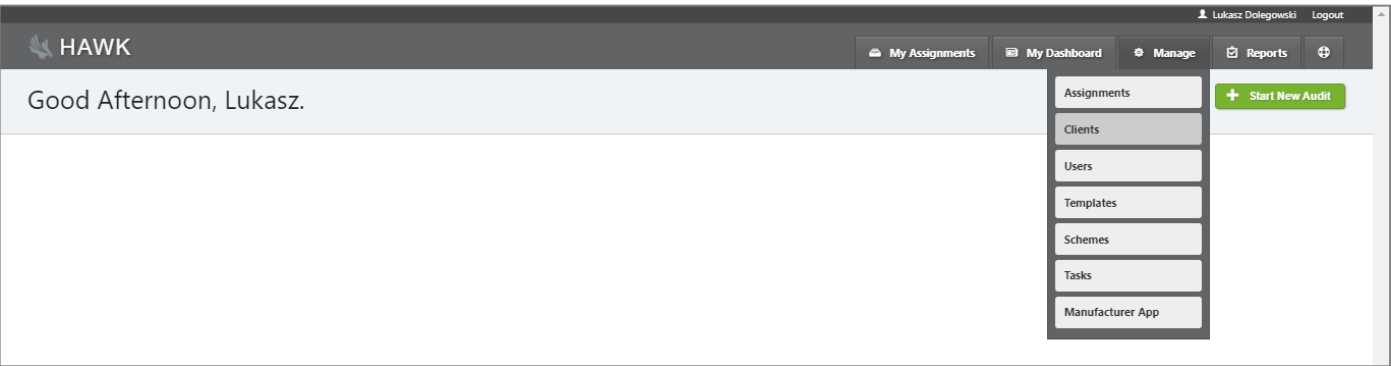
(f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)

2 Deliveries checked and put away within 30 minutes Compliant Minor Serious Critical

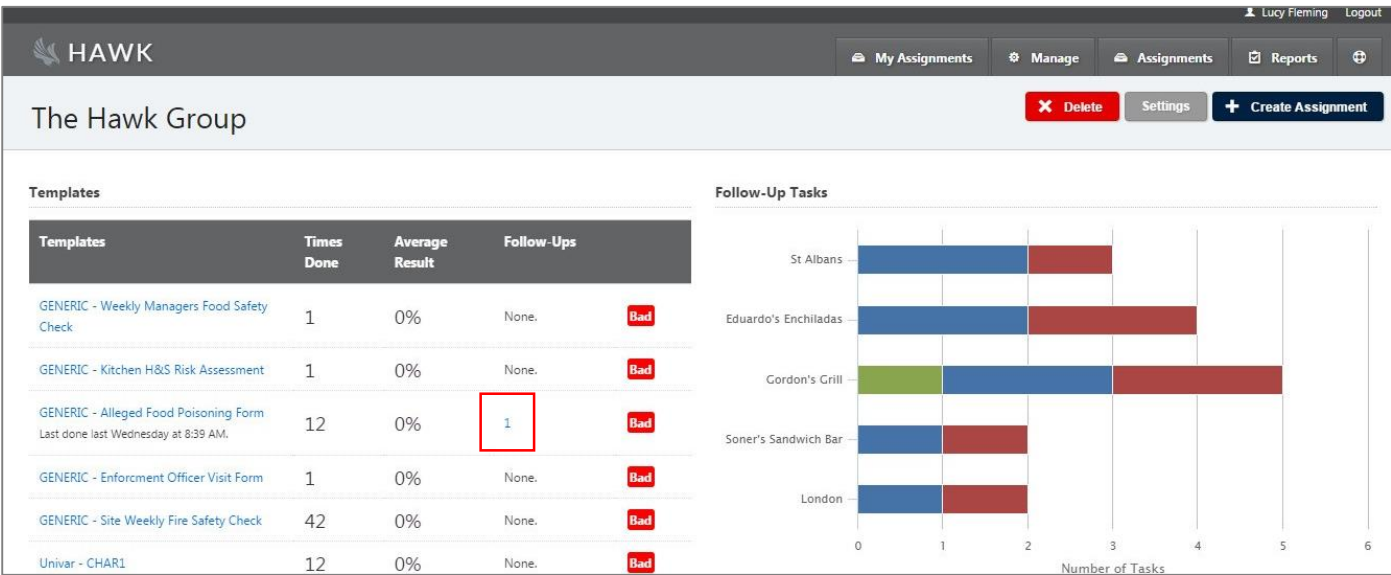
[Create Task](#) [Leave a Comment](#)

How to manage tasks 1/2

To complete or update any of the tasks that have been assigned to you, click on 'Manage' and select 'Clients'.




The next page displays all of the tasks assigned to you.
Click on the blue number in the 'Follow Ups' column to view the task details.



How to manage tasks 2/2

To update a task, simply click on the title.



My Assignments

Manage

Assignments

Reports

Lucy FlemingLogout


Tasks: The Hawk Group

Home / Clients / The Hawk Group / Tasks

| | Site | Title | People | Due By |
|-------------|----------------------|--|------------------------|------------------|
| Outstanding | St Albans | No sanitiser, needs ordering | Demo Murphy & Alan Low | No deadline set. |
| Outstanding | Gordon's Grill | Kitchen extraction system needs cleaning in the next 2 - 3 weeks | Gordon Muscat | May 1st. |
| Outstanding | Eduardo's Enchiladas | Fridges not cleaned | Nobody. | May 7th. |

Type in the updated details and press enter.

Then click 'Mark as Resolved'.



My Assignments

Manage

Assignments

Reports

Lucy FlemingLogout

No sanitiser, needs ordering

Home / Clients / The Hawk Group / Tasks / St Albans / Tasks

Edit

Delete

Mark as Resolved

Information

No sanitiser, needs ordering

Created

May 6th at 11:30 AM.

Reported By

Chris Jarvis

Location

St Albans

Completion Deadline

Not set.

Status

Not yet completed. (Mark as completed)

Priority

Minor

Target deadline is 6 months.

Survey

GENERIC - Opening Check

Section

1) Open Checklist

This should be completed within the first 2 hours of commencing work.

Question

1.4) Food preparation surfaces sanitised before use

Report

GENERIC - Opening Check

View Assignment

View

Comments

You can add further detail to this task by writing a comment.

Type a new comment and press [Enter].

How to set up and assign a recurring checklist

To access the Hawk audits systems, please log on to <https://app.hawksafety.com>.

To create a repeating checklist, please select 'Manage', then 'Client', and 'Create Assignment'.

On the next page, tick the box of the checklist that needs to be repeated.

Then, on settings at the bottom of the page, tick 'available offline' then untick ALL others boxes. Also, complete the title and repeat period boxes.

Set up an issue time (the time you want the checklist to be available from) and due time (the time that the checklist should be completed by) in line with your operational requirements.

It is advisable to set the assignment to expire with a grace time of 2-3 hours to allow for any late operational issues.

HAWK My Assignments My Dashboard Manage Reports

New Assignment

Cancel Assign (b)

Template

☒ **Test** Pick Date

☐ **Test** Pick Date

Settings

Available Offline ☒

Require Approval ☐

Use Defaults ☐

Dummy Data ☐

Issue Now ☐

Issue When? 2 Hours Before Assignment Due Date

Show Interim Score ☐

Display Custom Fields ☐

Allow New Custom Fields ☐

Title TEST

Will this assignment expire after due date? ☒

Grace Period 2 Hours

Assignment Selector

☒ **Assign by specific sites.**
Pick individual sites, sub sites, and personnel from the complete list.

☐ **Assign by a specific role.**
Assign to sites that have a named individual in a specific role.

Assign By Site

Site Select a site...

Final Assignments

You can add multiple site and sub-site combinations. Create at least one assignment to begin.

+ Add to Assignment List (a)

Final Assignments

You can add multiple site and sub-site combinations. Create at least one assignment to begin.

To 'Assign' the recurring checklist, choose a site on the right side of the screen. You can also select subsites. Then select the people you wish to assign the checklist to.

Note : please click on 'Add assignment List' (a) before the 'Assign' (b) button at top right side of the screen.

Further information

If you have any questions, please contact the Hawk team on
+44 3330 14 37 14 or email support@hawksafety.com