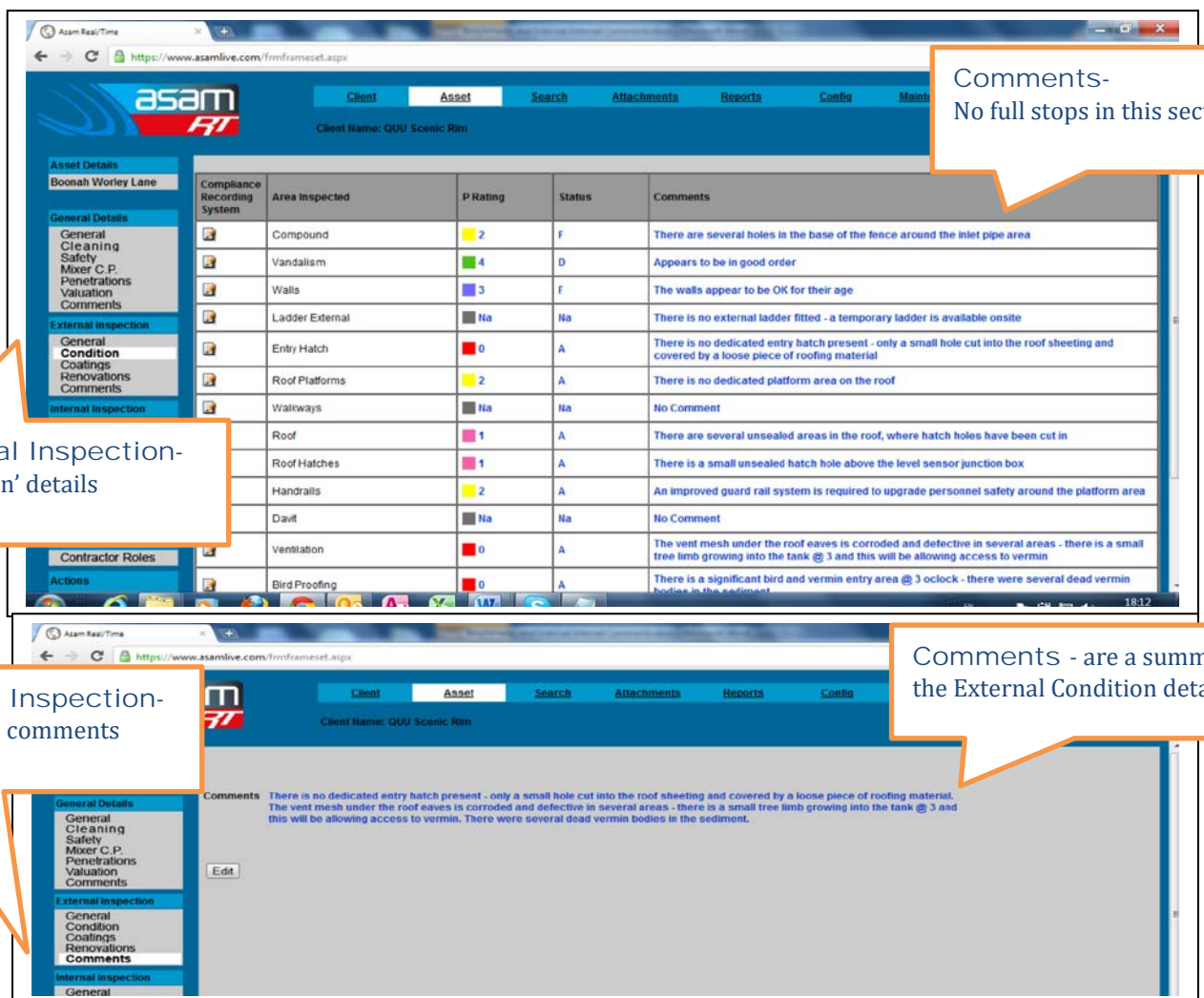


ASAM – PROOF READING

Data entered into the program sections is usually in a continuous string, so accurate proof reading for spacing's and grammar is not always possible at this point. Proof reading is more accurate when the data is viewed in a report format. As the reports are also the final product presented to the client, it is important that they are checked for content and accuracy.

Field data should be gathered with a view to entering it easily and accurately into the program. Likewise, data entry must be aimed at looking professional when the reports are generated at the end of the process.

Full stops at the end of sentences, is recommended in all comments sections. The exception is sentences placed into the External and Internal condition areas. The Comments sections at the bottom of these two areas are the key issues identified in the External/Internal inspections. Regardless of what information is entered into the individual areas, the Comments sections at the end of each page should contain the 'essence' of the External and Internal areas, similar to the Executive Summary section.



The screenshot displays the ASAM software interface for a client named 'GDU Scenic Rim'. It features a table of inspection results and a detailed view of the 'Comments' section for the 'External Inspection - Condition' area.

Compliance Recording System	Area Inspected	P Rating	Status	Comments
	Compound	2	F	There are several holes in the base of the fence around the inlet pipe area
	Vandalism	4	D	Appears to be in good order
	Walls	3	F	The walls appear to be OK for their age
	Ladder External	Na	Na	There is no external ladder fitted - a temporary ladder is available onsite
	Entry Hatch	0	A	There is no dedicated entry hatch present - only a small hole cut into the roof sheeting and covered by a loose piece of roofing material
	Roof Platforms	2	A	There is no dedicated platform area on the roof
	Walkways	Na	Na	No Comment
	Roof	1	A	There are several unsealed areas in the roof, where hatch holes have been cut in
	Roof Hatches	1	A	There is a small unsealed hatch hole above the level sensor junction box
	Handrails	2	A	An improved guard rail system is required to upgrade personnel safety around the platform area
	Davit	Na	Na	No Comment
	Ventilation	0	A	The vent mesh under the roof eaves is corroded and defective in several areas - there is a small tree limb growing into the tank @ 3 and this will be allowing access to vermin
	Bird Proofing	0	A	There is a significant bird and vermin entry area @ 3 oclock - there were several dead vermin bodies in the sediment

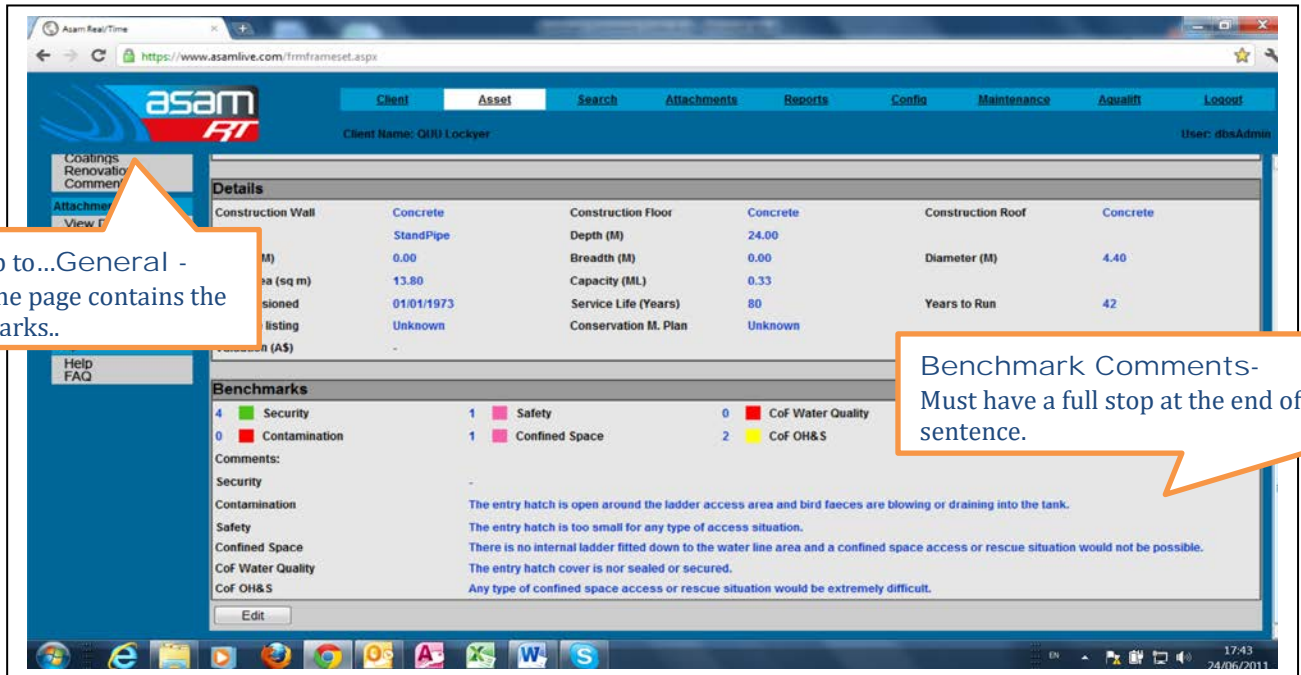
Callout boxes:

- Comments- No full stops in this section** (points to the 'Comments' column in the table)
- External Inspection- 'Condition' details** (points to the 'External Inspection' menu item)
- External Inspection- 'Condition' comments** (points to the 'Comments' section in the detailed view)
- Comments - are a summary of the External Condition details.** (points to the summary text in the detailed view)

ASAM Data Management – Online and Accessible

Benchmarks are found at the bottom of the General Details > 'General' section and are a summary of the key findings of the inspection process.

Comments which are placed against the first four Benchmarks, appear on the 'Safety and Security' report in a continuous sequence, so thought must be given when using the comments section, to avoid doubling up on the text. Full stops are required at the end of each sentence.



Any section with a '4' (or green colour block) does not require a comment. If a 'No Comment' was placed against a section (in this case) the 'Security' benchmark, the report below would read – "No Comment. The entry hatch is open around the ladder access area etc". This would look confusing to anyone reading the report.



ASAM Data Management – Online and Accessible