**FlinSafe Hazard Sign Off Steps (Sign Off team)**

1. Answer each question as a Yes or No.
2. Write any comments here (especially if Signed Off is a No).
3. Choose Signed Off = Yes or No. Questions must be answered Yes to choose Yes for Signed Off.

If Yes, sign off details automatically entered. Click Save & Close on ribbon bar. The record is closed.
If No, type some comments at (2) and when click Save & Close. The Moderators will be notified to follow up.

**FlinSafe Incident Initial Investigation Steps (as a Supervisor / Manager)**

1. List issues identified
2. List actions already taken or planned to be taken to correct any issues
3. Click 'Yes' for Completed.
4. Click 'Save & Close'