MEX Asset Auditing

Capture the information you need, when you need it with the newly introduced Asset Auditing Inspections.

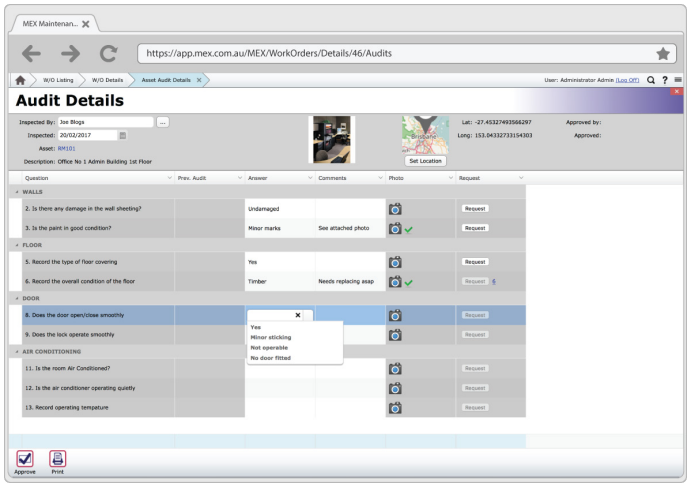
What is Asset Auditing?

Over time, situations change, Assets get upgraded or replaced and some get relocated. Without the correct information recorded against these Assets, you run the risk of having Assets unaccounted for. This brings about the need to Audit your Assets on a regular basis.

Off the back of our Preventative Maintenance Inspections module, we have enhanced it's functionality to make MEX more suitable for an Audit. Providing our users with a platform to easily perform specific audits on single Assets or groups of Assets and introduced the ability to create follow-up requests from every Audit performed.

How can I perform an Asset Audit in MEX?

Asset Auditing works in the same way as Inspections, in that a set of questions define the Audit checks that are required to be performed on a particular group of Assets.



To improve formatting and data capture, we have introduced the ability to:

- Add **Individual Asset Locations** to confirm the exact location of each Asset Audited
- **Take Pictures** to highlight issues/conditions with equipment to each Audit line
- **Create Requests** from each Audit line, requesting maintenance with ease
- Review **Asset History** at any point in time
- Define **Headings** that can be used to clearly group related questions
- Capture **Comments** from users.

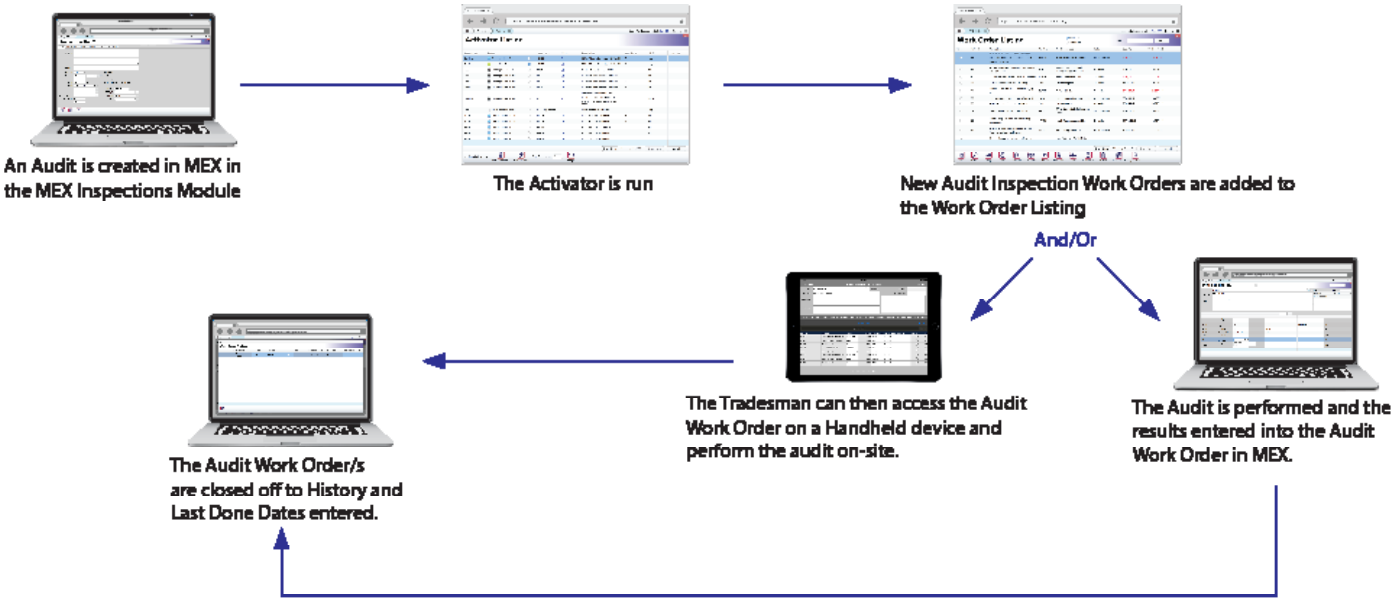
Once the specific Audit Inspection date is due, MEX will raise an Audit Work Order and assign it to the appropriate party. An Audit Tab then appears inside the Work Order allowing the user to perform the Audit and input the data required.

Upon completion of the Audit, all entered information is saved and will be called up upon in future Audits to allow users to identify any flaws instantly and also gain an understanding of the state of the Asset. This information is readily available against each Audited Asset in the MEX Asset Register.

MEX ASSET AUDITING

Auditing Process Flow

We have made auditing as simple as possible to set up and to execute. Users can either perform the tasks at their workstation or on-site with a handheld device. The latter allowing the user to utilise the devices camera to capture real-time images of the piece of equipment or building they are auditing.



Work With Auditing On Handheld Devices

Give yourself the best chance to capture all Audit information and eliminate double handling by performing the Audit on a handheld device on-site. MEX recommends the use of iPads and Tablets.

Save Individual Asset Locations

Inside each Audit Work Order users have the option to set the location of the Asset being audited by either:

- Tapping the **Set Location** button
- Selecting the location from the map provided

This helps to confirm the location of the Asset and can be compared with previous audits to ensure that the Asset is situated where it should be.

To expand Asset Auditing's capability we have added an option to find other assets within a 50 metre radius using the **Find Near Here** button located in the Work Order Audit Tab.

CAPTURE THE PICTURES YOU NEED

Including a picture in an Audit further highlights a particular issue or an Asset's current condition. This can prove to be valuable information, allowing your maintenance team to easily relate to the reported Asset when on-site and prepare for the work they need to carry out.

When using MEX on a computer users can upload images from the local computer or pull it down from a network location. On handheld devices, the camera can be used to capture a picture on the spot.

MEX ASSET AUDITING

Request Maintenance With Ease

We have made it easy to raise a Maintenance Request directly from the Asset Audit details.

If a user feels the need to create a request, simply click the **Request** button on the associated audit line of the issue identified and a Request will be added to the system detailing who requested it, the question description and the Asset it applies to.

Access Audit History

In each Audit line you will also notice the **Prev. Audit** column which displays the last answer saved in the previous Audit to the person carrying out the current one. This serves as a means to relay any historical information relating to this check.

In order to see the history of each and every Audit performed on an Asset, we have included a new tab in the respective Assets Details in the Asset Register. Giving users the ability to scroll through the history of all Audits performed on that Asset to date.

Create Ad-Hoc Audit Work Orders On The Fly

If the need arises to perform an audit immediately, a user can instantly create an Audit Work Order from the Asset's details inside the Asset Register. This will create a Work Order populated with the same Audit questions that have been previously applied to this Asset.

We have also added a Search option inside the Work Order Audit tab to easily find Assets within the Audit list.

All this Features are now available in the latest version of MEX released on the 20th of February, 2017.

If you have any questions about Asset Auditing and how best it can serve your maintenance operation, please contact the MEX Sales team at **sales@mex.com.au** or call **+61 7 3392 4777**.

MEX
Maintenance Software

64 Commercial Road, Newstead, QLD, Australia 4006
PO Box 3322, Newstead, QLD, Australia 4006
ABN: 49 100 949 002
Ph: +61 7 3392 4777 **Fax:** +61 7 3392 4888
Email: sales@mex.com.au
Web: www.mex.com.au