

Updating Site and Building Pre-Inspection Dates

This Guide Note provides information on the recommended process required to consistently enter the date on pre-inspection reports in the Strategic Asset Management Information System (SAMIS):
https://dit.sa.gov.au/facilities_management/agfma_information_systems/samis

For further assistance contact: DIT.AGFMAServiceDesk@sa.gov.au

This Guide Note assists with the entering of current pre-inspection dates in port[e]co. Where agencies have defined requirements outside the scope of this Guide Note, clients will be directed to the alternative 'agency specific' Guide Note.

By entering the current pre-inspection date and inspector at the site and / or building level, DIT can better track the currency of SAMIS data.

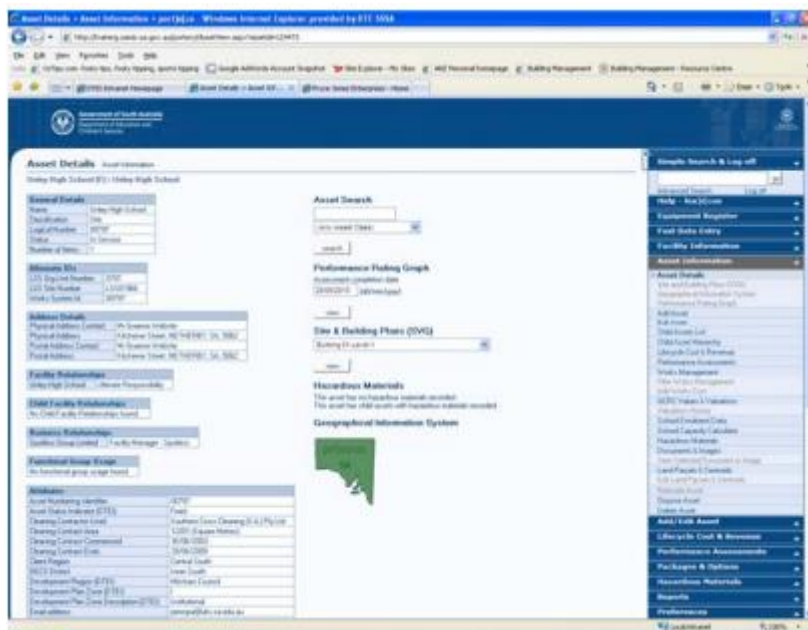
1. Quality Control Process

1. The FM will complete annual audits within the terms of the contract and update the pre-inspection report, including the 'Last SAMIS Inspection Date' and 'SAMIS Inspector.' This process is listed below.
2. Building Management quality control staff will produce a monthly report of all DECS pre-inspection reports that have been updated.
3. If there are any anomalies detected in the data supplied sites may be inspected by Building Management staff. The Facility Manager concerned may then be contacted for clarification.
4. An annual report will be used to ensure that all sites have been inspected and data updated to the contracts requirements.

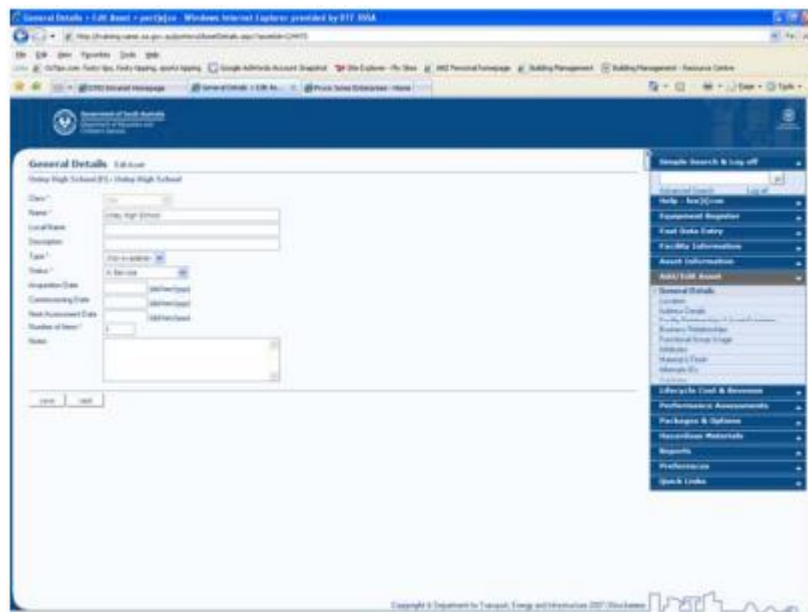
2. Updating Site Pre-Inspection Report Dates

Once the annual audit of a site has been completed update the 'Date of Last SAMIS Inspection' and the 'SAMIS Inspector' by following the following steps:

1. Login to SAMIS and go to the site level. For this example we have used a training version of *Unley Secondary School*.



2. Select 'Add or Edit Asset' toolbox on the right-hand menu.



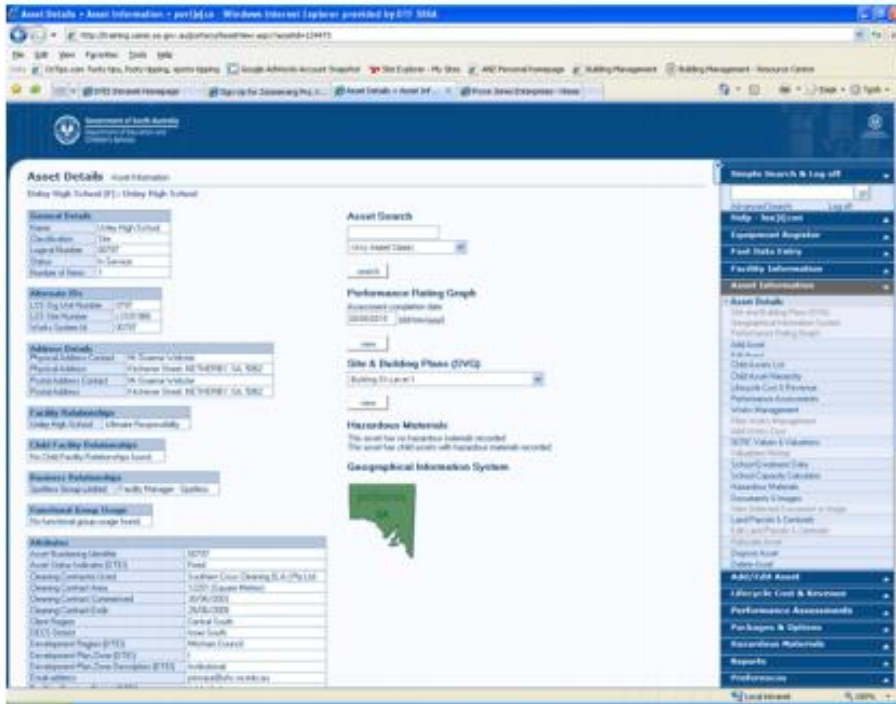
3. Click on the 'Asset Attributes' option to bring up the following screen.

4. A. Go to the 'Last SAMIS Inspection Date' field and enter the current date (dd/mm/yyyy)
 B. Then go to the 'SAMIS Inspector' pull-down menu and select your details (i.e. WEST)

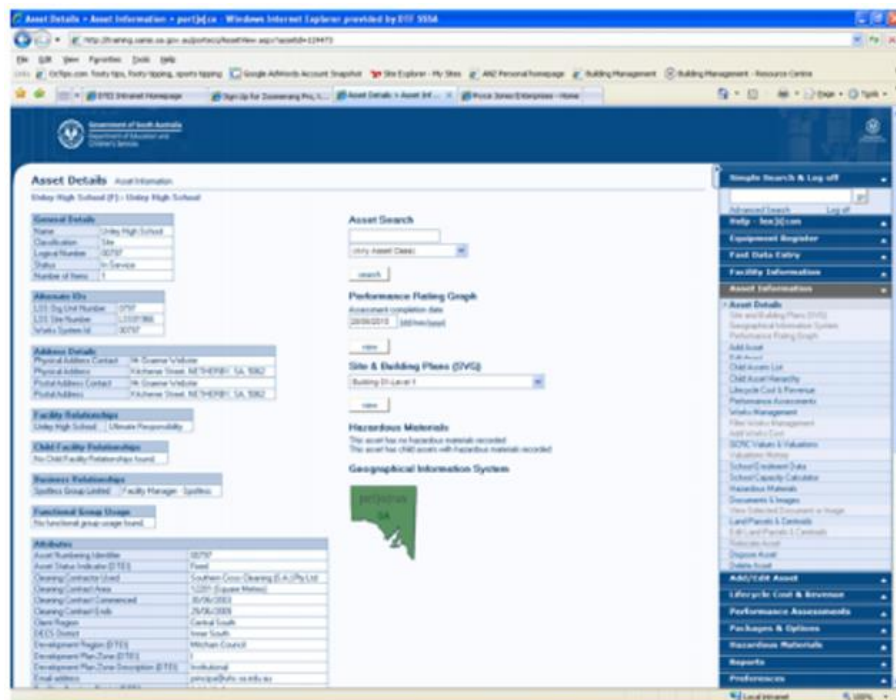
5. Click on 'Save'. Your inspection date and inspector's details are now updated.

3. Updating Building Pre-Inspection Report Dates

1. Log into SAMIS and navigate to the site level of the site you wish to update. This example uses *Building 1 at Unley Secondary School*.



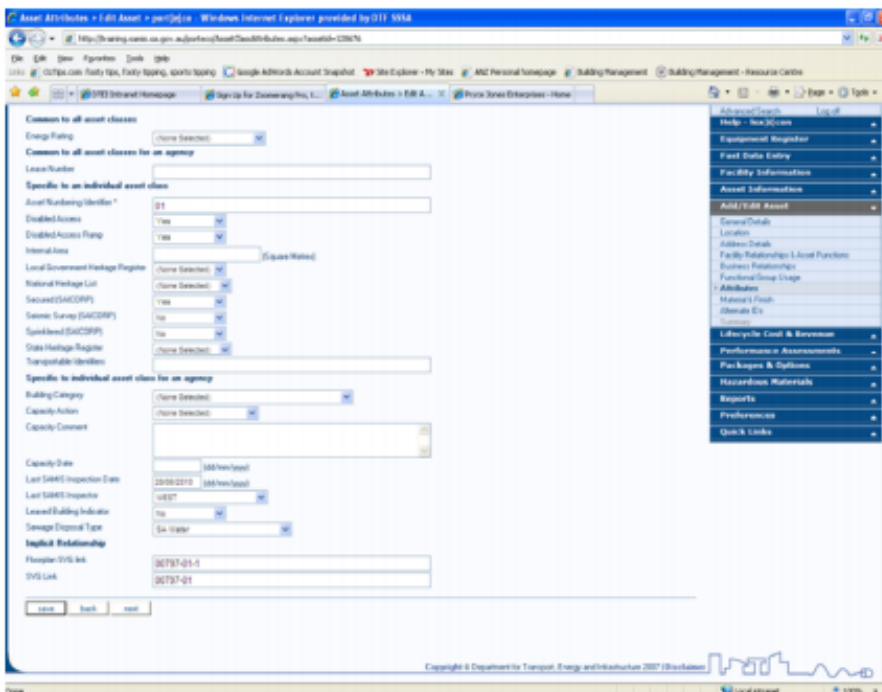
2. Click on the 'Child Parent Hierarchy' option in the 'Asset Details' toolbox.



- Click on the Building that you wish to edit. We have used 'Building 1'.



- Whilst in the 'Add / Edit Asset' window, click on the 'Asset Attributes' option and update the 'Last SAMIS Inspection Date' and 'SAMIS Inspector'.



Last SAMIS Inspection Date	<input type="text" value="28/06/2010"/> (dd/mm/yyyy)
Last SAMIS Inspector	<input type="text" value="WEST"/>

- Click 'Save' to update the new date and Inspectors details.