The main objective for the portal is to allow clients to upload documentation in PDF form so that we can organise and maintain a diary that they have access to in relation to the management of tooling and equipment (preventative maintenance, calibration, insurance inspection, and testing.)

Our process manuals are printed in a 10 chapter format an contain usable documents that the repairer my need throughout the repair process I would like to be able to store these specific documents which may vary from site to site within the portal relevant to the client that way they have access two important documents that they will require when managing their BS 10125 compliance.

Portal Login

1. 4.0 Repair Process
2. 4.4 People Processes
3. 4.5 Relevant Repair Methods
4. 4.6 Equipment and Tools
5. 4.7 Parts & Controlled Consumables
6. 4.8 Repair Task Control
7. 4.9 Use of Subcontractors
8. 5.0 Repair Process Management
9. 6.0 Claims of Conformity
10. 7.0 Customer Complaints
11. Internal Audits and Reports

4.0 Repair Process

4.4 People Processes

4.5 Repair Methods

4.6 Equipment & Tools

4.7 Parts & Consumables

4.8 Repair Task Control

4.9 Use of Subcontractors

5.0 Process Management

6.0 Claims of Conformity

7.0 Customer Complaints

Internal Audit & Reports

Document Upload Folder

Staff Competency

Calendar

Tools & Equipment

Calendar

On the landing Page, access to a **DOCUMENT UPLOAD FOLDER**. The client will place PDF Documents in this folder, so that I can review and place them in the relevant holding folders (1-11) as may be required. These could be copies of either Tooling and Equipment documents for Calibration, Preventative Maintenance, Insurance Inspection or Testing, or Evidence of Competency relating to Employees Accreditations/Certifications.

The Two Calendars, (if possible) will allow me to populate with expiry dates of any related info for Equipment and Tooling, or Competency for Staff. Currently, I run these on Spreadsheets, that detail the expiry dates (as that is the important part) of both calendars. So, they don’t need to look like a calendar, as having an overview is far more important.

File 11 – Internal Audits and Reports. This is where I’d upload our PDF Audit Reports, and also the reports we receive from the awarding Body’s Auditers after their unannounced visits.

The above is a fairly brief outline of what I see and think, but you’re the expert and I’m certainly not 😊

Lastly: I fully understand that your offer to do this holds a father son reason for both you and I. I don’t want you getting too deep and involved and ignoring other important elements in your life (Sylvia being the most important one) as you have your own star to follow, but I really do appreciate your support. Happy to give it a go (maybe with one or two clients) and see where it goes and how much you may or mayn’t enjoy it, what you learn, and what get to play with (as much or as little as you want). It could grow and provide a nice stream of income at some point, or it might just be useful to have around and learn from. The choice is up to you, Tiger.

Love you lots, Dad xxx