

Aspects Register Review

Print a copy of the Aspects register and review all items on the Register.

Circulate the list between the appropriate personnel until all entries on the list have been reviewed and appropriate action taken.

Each item on the register must be approved and signed off.

Update the Master Aspects Register located in I\Global\EMS
(NOTE: each individual record must be updated)

Inform Quality Dept on completion of the review.

On completion of schedule ensure that equipment is functioning correctly including all safety equipment