

Safety Reports Inspection App – Performance Report Interpretation Guide

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For more information, contact:

Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'

Safety Observation Report

Report Overview

Safety Observation Report is a checklist-specific report, built to show all positive and negative observations for each inspection item from submitted inspections within a certain date range (default – last 12 months). The report is organized as individual tables, with each category as a table, and the individual items in the rows below. Report data includes the number of positive and negative observations for each item in columns to the right-hand side of the page, and the percentage of positive against negative (example, 6 positive and 2 negatives out of 8 is 75%).

Available Filters

Date Range
User (Inspector)
Checklist *required
Category
Company
Group

Inspection Name
Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

One of the most popular reports in the Safety Reports system. Clients use this report for many applications including setting training targets, trending, and employee incentive programs.

[View Report Example Here](#)

Top 10 List

Report Overview

Top 10 List Report is built to show the 10 most common positive and negative observations noted by inspectors for submitted inspections within a certain date range (default – last 12 months). The report is organized as 2 tables, with positive and negative observations in each respective table. Bar graphs are set below each table. The report is not checklist-specific and brings back results for observations across all standard and custom checklists unless otherwise filtered.

Available Filters

Date Range
User (Inspector)
Checklist
Category
Company
Group

Inspection Name
Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

One of the most popular reports in the Safety Reports system. Information from this report is often used to identify the most common types of issues the enterprise may have, and/or identify the most common areas where the enterprise performs well.

[View Report Example Here](#)

Monthly Trending Report

Report Overview

Monthly Trending Report is built to show trends in inspections and positive, negative, total observations and percentages in a month over month fashion for a given time period (default – last 12 months). The first part of the report is a table with statistics shown in the graphs further down the spreadsheet. The month and year are shown in the column at the left, and items such as inspections and observations in the columns to the right. Graphs include Total Monthly Inspections, Positive Observations Monthly, Negative Observations Monthly, All Observations Monthly and Percentage of positive observations (also called the safety score). It is best to run this report using “whole” month date ranges (i.e. 1/1/2020 to 12/31/2020).

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Information from this report is often used to identify general trends of whether more or fewer inspections and/or observations are happening month by month. Trends are best observed in a broad sense, or with the default 12-month interval.

[View Report Example Here](#)

Inspector Activity Report

Report Overview

Inspector Activity Report is built to show the list of inspections completed by inspectors, along with basic statistics for a given time period (default – last 12 months). The report is structured with a table for each inspector. Tables include the unique inspection name to each row in a column at the far left, the company under which the inspection was conducted in the center, and the number of inspections and observations in columns at the right. Totals for all rows are located at the bottom of each column. Grand totals are located below all tables for inspectors at the bottom of the spreadsheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

The report is typically used as a completion report to show the quantity and frequency of inspections submitted by individual inspectors by either their company or project, depending on the account setup. Data from this report can be used in Employee Incentive/Recognition Programs and for Employee Performance Reviews.

[View Report Example Here](#)

Inspector Report by Month

Report Overview

Inspector Report by Month is built to show the number of inspections and observations inspectors submit monthly for a given time period (default – last 12 months). Like the Inspector Activity Report, except that it does not list individual inspections. The report is structured with a table for each inspector. Tables include the months, one per row, in a column at the far left. The number of inspections, positive and negative observations and percentages for each month are in the columns to the right. Totals are found below each of those columns, with grand totals for all inspectors at the bottom of the spreadsheet. It is best to run this report using “whole” month date ranges (i.e. 1/1/2020 to 12/31/2020).

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

The report is typically used as a statistical review of inspections and observations individual inspectors have submitted each month. Data from this report can be used in Employee Incentive/Recognition Programs and for Employee Performance Reviews.

[View Report Example Here](#)

Inspection Activity Report

Report Overview

Inspection Activity Report is built to show inspections conducted under the same name on multiple occasions for a given time period (default – last 12 months). Like the Inspector Activity Report, the inspection name is listed one to a row in the column at the far left, with statistics on which company the inspection was done under, and the number of inspections and observations in the columns that follow left to right. Totals appear at the bottom of the spreadsheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Applications for this report are best suited for clients using Job Bank, so project-specific statistics can be gathered by job name.

[View Report Example Here](#)

Company Activity Report

Report Overview

Company Activity Report is built to show statistics for inspections conducted under a given 'Company' for a given time period (default – last 12 months). Recall that 'Company' may be a literal company, or may be a client, department and/or location etc. depending on account setup. The company name is setup one to each row in the column at the far left, the number of inspections, positive and negative observations and percentages for each month are in the columns to the right. Totals appear at the bottom of the spreadsheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Like Inspection Activity Report the Company Activity Report is used to show project- and/or client-specific statistics from inspections. Data here can be used to measure performance of a client or site or for several other functions. This report can be used to create competition between locations, departments, divisions, etc. (i.e. pizza lunch monthly to the location with the greatest number of inspections).

[View Report Example Here](#)

Open Jobs Report

Report Overview

Open Jobs Report is built to show the inspection jobs which have been either started in the field, or assigned on the web, but not completed and submitted by the inspector for a given time period (default – last 12 months). The report comes out as a table with inspection names in the column to the far left. The inspector the individual inspections are assigned to in the center, with company name, site contact and date of the assignment in the columns to the right. At the top of the page the number of assigned, open and closed inspections is shown along with a percentage completion rate.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Open Jobs Report is most used to measure if an inspector is completing their assigned inspections, and to see how many (if any) have been left incomplete.

[View Report Example Here](#)

Responsible Party Summary

Report Overview

Responsible Party Summary is built to show the number of corrective actions for each violation or discrepancy (called violations in this report) assessed to an individual responsible party for inspections during a given time frame (default – 12 months). Responsible Parties can be individual employees, sub-contractors, etc. The report is setup with a table showing the responsible parties in successive rows in a column at the far left, with the number of inspections where the responsible party was given a corrective action, and number of violations they have been assessed. The far-right column shows the ‘violation rate’ which is just the number of corrective actions per inspection on average. Below the table, bar charts are given to show number of violations, and violation rate for each responsible party.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Data from this report is often used to measure performance, and may even be used later in assessing penalties or awarding safety bonuses etc. Construction contractors often use this report to evaluate sub-contractor safety performance at jobsites.

[View Report Example Here](#)

Responsible Party Detail

Report Overview

Responsible Party Detail is built to show the individual items responsible parties have been assigned as corrective actions during inspections, and the number of times they've been assigned that item during a given time frame (default – 12 months). The report is created with each responsible party having their own sheet, with each inspection category as its own table within that sheet. Items within those categories show on rows below in the far-left column, with the number of occurrences in the column to the right. A grand total of all negative observations assigned is found at the bottom of each sheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Data from this report is often used to measure performance as with Responsible Party Summary and is often applied similarly but provides greater detail and is presented as less of a statistical rollup.

[View Report Example Here](#)

Corrective Action Tracking

Report Overview

Corrective Action Tracking is built to show the whole view of all corrective actions whether assigned to responsible parties or not, from all negative observations in inspections during a given time frame (default – 12 months). The report is a spreadsheet which shows individual inspections (repeated for each individual corrective action within that inspection) in the column at the far-left, inspector/inspection details such as notes, the inspection item for which the corrective action is issued, company, responsible party and date in columns in the center, with details related to the corrective action such as number of days open, severity, actions taken, a color-coded 'Status' (green = Closed, yellow = Pending, red = Open) and a link to manage the item in the columns continuing to the right.

Available Filters

Date Range	General Contractor
User (Inspector)	Division
Checklist	Location
Company	*Custom Filters if Applicable
Group	Responsible Party
Inspection Name	Corrective Action Status
Contact Name	

Common Applications

Possibly the most used performance report in the entire Safety Reports System, this extremely detailed report has data on every corrective action in a single comprehensive pane. Very frequently scheduled for delivery to account administrators and responsible parties themselves for review. If being sent to clients or subcontractors, filtering options become important to separate out corrective actions which may only apply to other entities.

[View Report Example Here](#)

CAT Summary by Inspection

Report Overview

CAT Summary by Inspection is built to show a snapshot of each inspections' statistics for corrective action tracking. In some ways the report is similar to Corrective Action Tracking, but with different presentation and details. Columns to the left contain company and inspection information, columns in the center have action items open, pending, closed and percentages, with those to the far-right statistics relating to closure. Inspections with remaining open items are flagged in red text. Aggregate totals show at the bottom of the spreadsheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

One of many reports dealing with Responsible Parties and Corrective actions, data from this report is often used to show an account administrator or safety leadership at a client which inspections have remaining open items, and statistics which are also shown on the account dashboard.

[View Report Example Here](#)

CAT Summary by Company

Report Overview

CAT Summary by Company is built to show a snapshot of inspections statistics for corrective action tracking. In some ways the report is similar to Corrective Action Tracking, but like CAT Summary by Inspection it gives different details. In this case, a statistical rollup of action items per company. Company names show in the column to the far-left, with number of inspections, action items, open, closed and pending status items in the center and continuing to the right, which shows the closure rate.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

One of many reports dealing with Responsible Parties and Corrective actions, data from this report is often used to show an account administrator or safety leadership at a client which locations have remaining open items, and statistics which are also shown on the account dashboard. This report can be used to create competition between companies, locations, departments, divisions, etc. (i.e. pizza lunch monthly to the location with best “close” rate).

[View Report Example Here](#)

CAT Status Report

Report Overview

CAT Status Report is a hybrid report, built to show combination data related to Corrective Action Items. Elements of this report come from 3 other Performance Reports: Inspection Detail, CAT Summary by Inspection, and Safety Score Report. Each row represents items from an individual inspection, which is named in the furthest left column. Working left to right columns identify items such as the inspection date, number of open items, days to close of the most recent item in that inspection, any potential custom fields, percentages, and a link to the inspection report.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

The newest of many reports dealing with Responsible Parties and Corrective actions, the planned application of data from this report is to help administrators to monitor statistics related to open negative observation items from reports rather than piecing this information together from an aggregate of reports mentioned above.

[View Report Example Here](#)

Severity Rating Detail

Report Overview

Severity Rating Detail is a checklist-specific report, built to show severity rating by negative item for specific checklist standards. The report is organized as individual tables, with each category as a table, and the individual inspection items in the rows below. Report data is shown on two tabs. The first tab has a row for each type of inspection item, and columns showing whether severity of N/A through Catastrophic (or custom severity) has been applied, and how many times within the date range set when generating the report. The second tab is a statistical rollup of how many times each of the severity ratings were used within the same date range.

Available Filters

Date Range
User (Inspector)
Checklist *required
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Use of data in this report will vary considerably based on client application, and whether the account has put in custom severity ratings. For example, government entities which use the 'RAC' severity scale, will be able to demonstrate how often a particular item hits higher or lower on the scale. This report only provides useful data if inspectors routinely assign severity ratings when making negative observations in the app.

[View Report Example Here](#)

Contributing Factor Detail

Report Overview

Contributing Factor Detail is a checklist-specific report, built to show a breakdown of negative observations cross referenced with contributing factors assigned by the inspector during audits. The report is structured as a set of tables, with each table corresponding to a category from the checklist chosen as a filter. The observation items are listed in the column at the far-left, with statistics in the row they are listed in. Columns working left to right have the titles of the contributing factors (Human Behavior, Administrative etc.) in successive columns. At the intersection of the inspection item row and contributing factor columns, a value shows how many times a negative observation was listed with that contributing factor.

Available Filters

Date Range
User (Inspector)
Checklist *required
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Use of data in this report will vary slightly based on client application, but overall is used by reviewers of inspection data to show how often certain factors contribute to certain types of issues, these may then become training targets or other safety department action items. This report only provides useful data if inspectors routinely assign contributing factors when making negative observations in the app.

[View Report Example Here](#)

Negative Observation Trending

Report Overview

Negative Observation Trending is a checklist-specific report, built to show the number of times different inspection items recur month over month, and is displayed as a series of tables, one for each category of the checklist chosen as a filter which has repeated negative observations. The far-left column contains the inspection items, one to a row. Columns from left to right are the months within the report range. Values at the intersection of a row and column show how many times a negative observation on an inspection item was noted that month. The display is also color-coded, in heat map style so that months with a higher number of negative observations show red, those intermediate orange and yellow, and the lowest shown as green.

Available Filters

Date Range
User (Inspector)
Checklist *required
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Application of data in this report is often used to look at trends in observations surrounding events. For example, whether there is a noted change (increase or hopefully decrease) in repeat negative observations after a training session, the start of a new supervisor, or some other event. Trends are best observed in a broad sense, or with the default 12-month interval. It is best to run this report using “whole” month date ranges (i.e. 1/1/2020 to 12/31/2020).

[View Report Example Here](#)

Inspection Detail

Report Overview

Inspection Detail is a report built to show details from individual inspections. Each row represents items from an individual inspection, which is named in the column second from the left, with the furthest left the inspector's name. Working left to right columns identify items such as the inspection date, submitted date and details specific to the inspection (notes, checklist standard used, company, location etc.). Any user-defined categories or fields are shown as columns, with blank columns displayed if no such custom fields are used by the account. Safety score details and a link to the report are shown in the columns to the far-right.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Inspection Detail is one of the newest Performance Reports and essentially gives a way to get good details about an individual inspection in a row, so that comparisons can be made side by side with other inspections. Applications may vary on what information from inspections is utilized by the safety department and/or client.

[View Report Example Here](#)

Safety Score Report

Report Overview

Safety Score is a report built to show details regarding positive the number of positive against negative responses for individual inspections and is organized by creating a table for each inspector in an account. Within the table(s) the inspection name is in the column to the furthest left, with the date, number of positive and negative observations, score and adjusted score if severity ratings played a role in the columns going left to right. Averages and totals are included at the bottom of each table, and for all inspectors at the bottom of the spreadsheet.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

Safety Score is one of several reports which use the ratio of positive against negative observations to produce an idea of how safe or how compliant a site, client etc. is when inspected. Results show single inspections in rows and can be used as a reference to see if these entities improve over time, among other applications.

[View Report Example Here](#)

Dashboard Report

Report Overview

Dashboard Report is built to allow administrators to apply Performance Report filters to data displayed on the dashboard and is one of the most popular reports in the Safety Reports System. The report is generated as a PDF and can show a unique dashboard based on whatever filters are chosen. Graphs and trending data shown on the main admin dashboard are re-rendered in the report based on these items.

Available Filters

Date Range
User (Inspector)
Checklist

Company
Group
Inspection Name

Common Applications

The Dashboard Report is most used to show the graphs and trending data for a particular project for larger firms, or for a particular client from consultants. The report is always very well-received, especially among executives. This report is also sometimes used to include inspection data which was produced on the same day as the report, sometimes same-day inspection data is otherwise updated overnight to the main admin dashboard.

[View Report Example Here](#)

Findings Report

Report Overview

Findings Report is built to show extremely detailed information from individual reports, based on the inspector(s) observations. Like Safety Observation, except that information is not summed by observation type, instead the individual observations are shown, grouped by inspection. The report is generated in two sheets, one for positive observations, one for negative observations. Each sheet has what can become an extremely long table. The inspection name, inspector name, category and observation, notes, Company group, dates and links to the report are the columns from left to right.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable

Common Applications

The Findings Report is used to show administrators and other interested parties the detail of what the inspectors are seeing and documenting in a spreadsheet format so they can be reviewed in their entirety without having to review dozens or hundreds of individual inspection reports.

[View Report Example Here](#)

Inspector Quality Report

Report Overview

Inspector Quality Report is built to measure how well inspectors perform against expectations. Performance indicators used in the report are Inspection Frequency, Negative Observations and Photos per inspection, Note taking and Overall Rating as an average of these. A statistical aggregate, observations, photos, and notes are scored on a 0% – 100% scale, with ratings in 'Poor' through 'Excellent' based on the percentage cutoffs. These ratings are color-coded on a scale from Red to Green, with Yellow/Orange intermediates.

Available Filters

Date Range
User (Inspector)
Checklist
Company
Group
Inspection Name

Contact Name
General Contractor
Division
Location
*Custom Filters if Applicable
*Goal Per Month (required)

Common Applications

Applications for the Inspector Quality report will be assessment of inspector performance. Human Resources and management may consider use of the rating system to determine how well the inspector is doing, help to ensure that they are being detailed enough, and guard against inaccurate inspection information (pencil-whipping). For example, Inspector A is really good adding notes to negative observations, Inspector B at taking photos, Inspector C does neither. Under this scenario, Inspector A and B would have acceptable clarification to their negative observations, but we recommend coaching for Inspector C.

[View Report Example Here](#)