SAMIS Data Management

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: Strategic Asset Management Information System (SAMIS): <u>http://samis.sa.gov.au/</u>

For further assistance contact: samis@saugov.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 Guidenote, 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, DTEI 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 preinspection 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.

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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)

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

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Government of South Australia Department for Transport, Energy and Infrastructure 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.





building management

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

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

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

