



MAINTENANCE, ASSETS & CONTRACTORS | User Guide

2026

Written by Giselle Latta (RN)



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INTRODUCTION

Your Planned and Preventative Maintenance Program can be managed using the Maintenance Schedule in RiskClear. It can be used to record both scheduled and unscheduled Maintenance tasks.

Maintenance requirements and activities can be administered from the Maintenance Schedule in RiskClear.

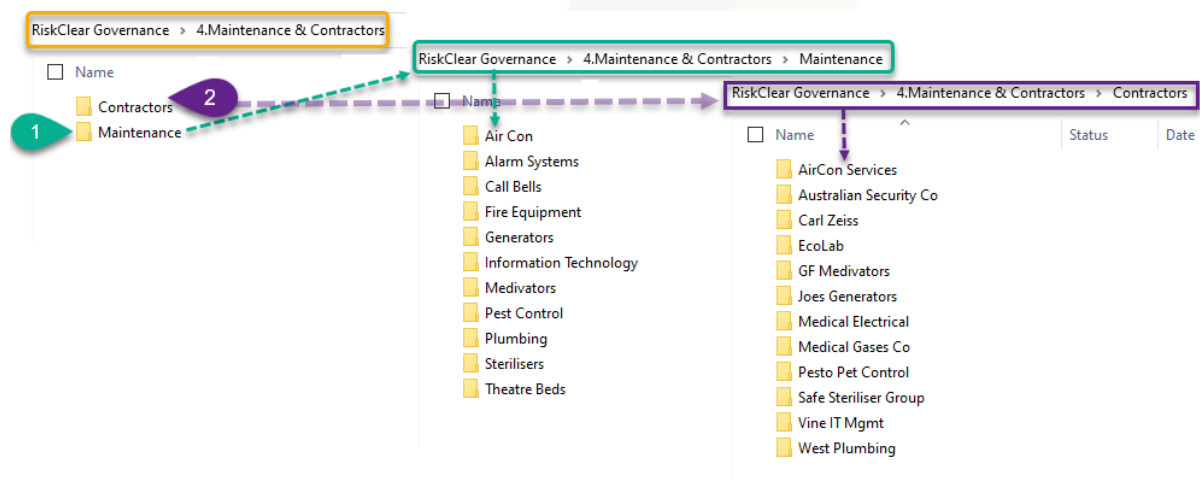


Both the **Maintenance Schedule** and **Contractor Register** are found on the **Governance Tab** of Risk Clear.

NETWORK SETUP

The Maintenance and Contractor folders set up on your Network can align with your RiskClear Maintenance Schedule and Contractor Register.

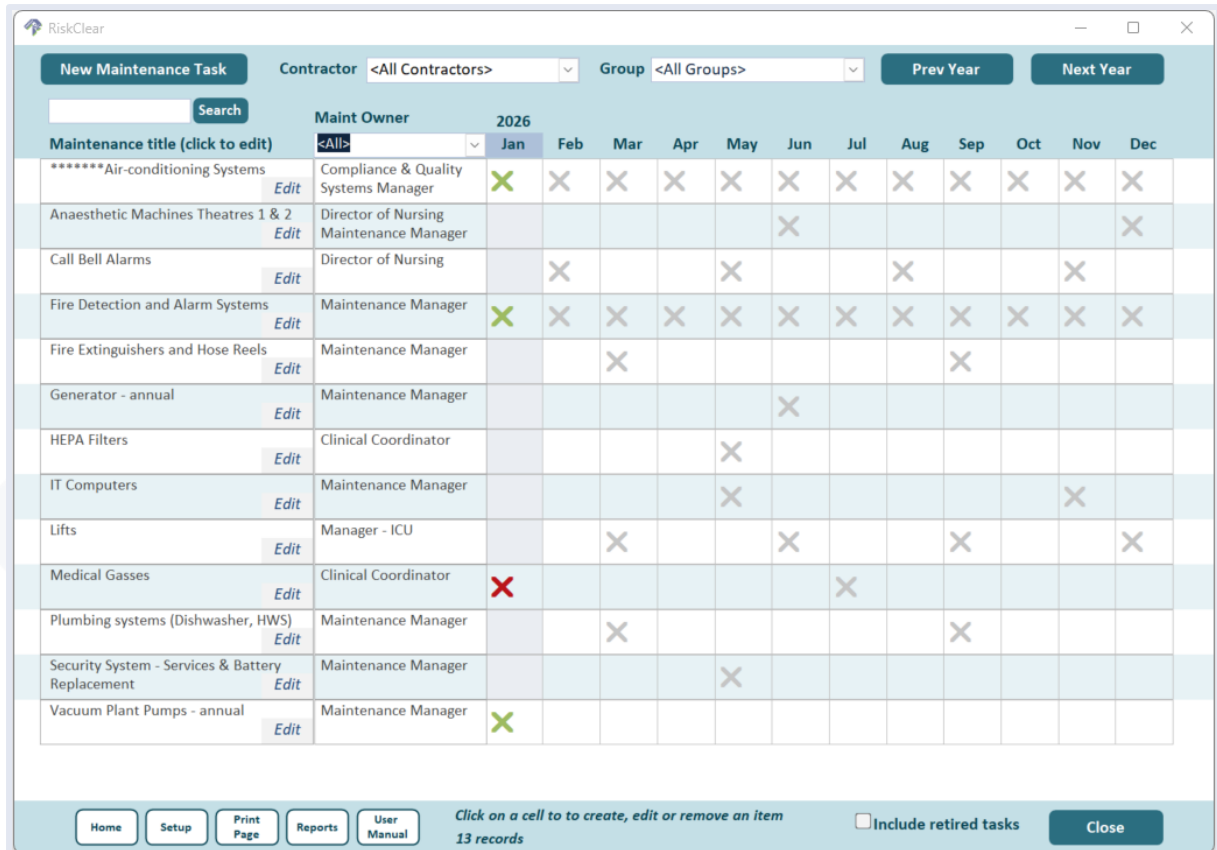
The diagram below shows an example set up of your **Maintenance** and **Contractors Folder** and their **sub-folders**.



Green indicates the **Maintenance File Path** and **Purple** indicates the **Contractor File Path** on your Network. With these folders set up you can now link these folders to the RiskClear Maintenance and Contractor functions in RiskClear.

MAINTENANCE SCHEDULE

The Maintenance Register is a calendar-style page which shows:



New Maintenance Task		Contractor	Group	2026											
Search		Maint Owner	<All>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
*****Air-conditioning Systems	Edit	Compliance & Quality Systems Manager		X	X	X	X	X	X	X	X	X	X	X	X
Anaesthetic Machines Theatres 1 & 2	Edit	Director of Nursing Maintenance Manager							X					X	
Call Bell Alarms	Edit	Director of Nursing		X			X			X			X		
Fire Detection and Alarm Systems	Edit	Maintenance Manager		X	X	X	X	X	X	X	X	X	X	X	X
Fire Extinguishers and Hose Reels	Edit	Maintenance Manager				X					X				
Generator - annual	Edit	Maintenance Manager							X						
HEPA Filters	Edit	Clinical Coordinator					X								
IT Computers	Edit	Maintenance Manager					X						X		
Lifts	Edit	Manager - ICU			X			X			X			X	
Medical Gasses	Edit	Clinical Coordinator		X					X						
Plumbing systems (Dishwasher, HWS)	Edit	Maintenance Manager				X					X				
Security System - Services & Battery Replacement	Edit	Maintenance Manager					X								
Vacuum Plant Pumps - annual	Edit	Maintenance Manager		X											

Home Setup Print Page Reports User Manual Click on a cell to to create, edit or remove an item 13 records ☐ Include retired tasks Close

Scheduled jobs as a **grey** cross

Due or overdue maintenance tasks as a **red** cross

Completed maintenance tasks as a **green** cross

Incomplete jobs which have had a **Booked Date** entered, will appear as an **orange** cross.

The view can be scrolled back or forward in half-year increments so either a full calendar year or financial year can be viewed. Tasks can be searched for using the Search box.

The schedule currently in view can be **Printed, Previewed, Emailed, Saved as PDF to desktop**, or **Saved as Excel to desktop** by clicking the "Print Page" button and selecting the relevant option. Clicking the "Reports" button will open the RiskClear Reports page. You will be taken back to the schedule after you are finished with reports.

If you have access, clicking the **"Setup"** button will display a pop-up menu showing the updatable drop-down fields from that page. Use this to set up your maintenance groups for the various tasks carried out.



Home Setup Print Page Reports User Manual 21 records ☐ Include retired Close

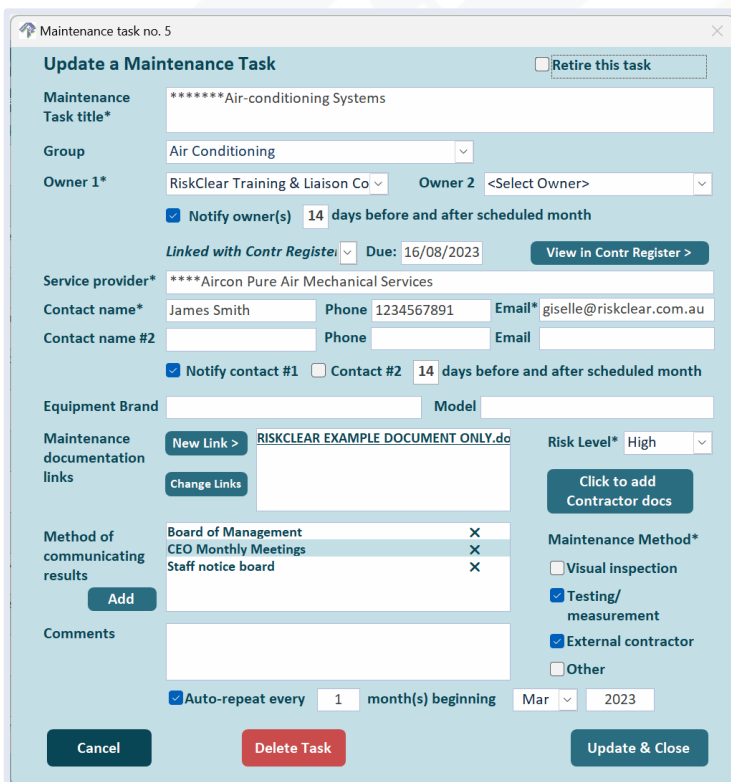
Select field below to update:

- Contractor Groups
- Additional Insurance Types

Cancel

CREATING A NEW SCHEDULED MAINTENANCE TASK

To create a new task, click the **New Maintenance Task** button. A completed task example is shown below.



Maintenance task no. 5

Update a Maintenance Task ☐ Retire this task

Maintenance Task title* *****Air-conditioning Systems

Group Air Conditioning

Owner 1* RiskClear Training & Liaison Co Owner 2 <Select Owner>

☒ Notify owner(s) 14 days before and after scheduled month

Linked with Contr Register Due: 16/08/2023 View in Contr Register >

Service provider* ****Aircon Pure Air Mechanical Services

Contact name* James Smith Phone 1234567891 Email* giselle@riskclear.com.au

Contact name #2 Phone Email

☒ Notify contact #1 ☐ Contact #2 14 days before and after scheduled month

Equipment Brand Model

Maintenance documentation links

New Link > RISKCLEAR EXAMPLE DOCUMENT ONLY.doc Change Links

Click to add Contractor docs

Method of communicating results

Board of Management	X
CEO Monthly Meetings	X
Staff notice board	X

Add

Maintenance Method*

☐ Visual inspection

☒ Testing/measurement

☒ External contractor

☐ Other

Comments

☒ Auto-repeat every 1 month(s) beginning Mar 2023

Cancel Delete Task Update & Close

Enter the **Maintenance Task title**, group and up to two maintenance owners. By default, the owner(s) will receive an email notification **14 days before and after the scheduled month**. Remove the tick from the **Notify** box to stop the notification. You can alter the notification period from 14 to any number between 1 and 30. You can also enter the Equipment Brand and Model.

For maintenance performed by an external provider, you can enter their details here and arrange for an email reminder to be sent just prior to the scheduled maintenance date. Enter the service provider's details, tick the "Notify provider" box and enter the

number of days prior to the due date that the email should be sent. The default is 14.

To create or link the service provider's details with the Contractor register, click the down arrow labelled **"Link with Contr Register"** and either select the contractor from the list or, if they do not exist, select <Create Contractor> to create a new one.

If this is a recurring task, tick the "auto-repeat every" box, enter the frequency in months, then select the month and year that this schedule should begin.

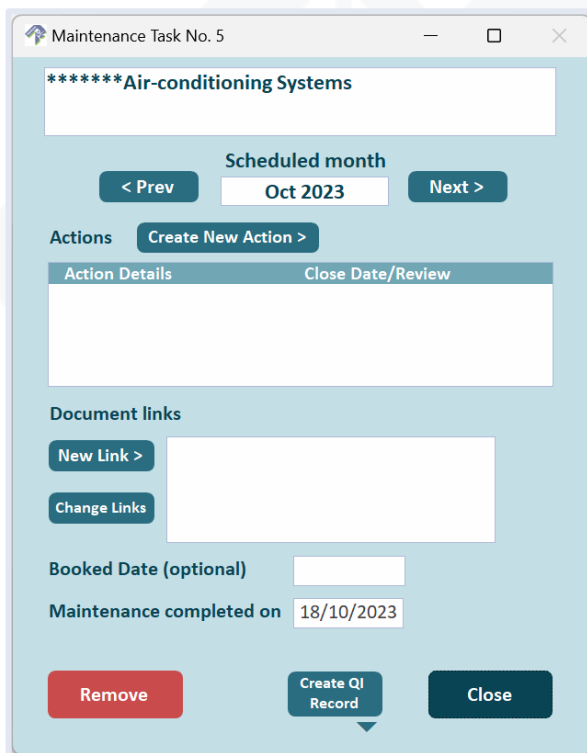
Press **enter**. You will be taken back to the Maintenance task list, and you will see your new maintenance task with an X plotted on the calendar for each occurrence of the job.

To change these details after it has been created, click the **“Edit”** button near the maintenance task’s name and the above panel will be displayed.

CREATING A NEW UNSCHEDULED MAINTENANCE TASK

To create an unscheduled maintenance job directly on the calendar, click an empty month alongside the maintenance task’s title.

To open a specific scheduled audit from the schedule, click the cross on the calendar for the month to display the following panel:



The screenshot shows a web application window titled "Maintenance Task No. 5". The main content area has a light blue background. At the top, there's a header "*****Air-conditioning Systems". Below this, there's a "Scheduled month" section with buttons "< Prev", "Oct 2023", and "Next >". Underneath is an "Actions" section with a "Create New Action >" button. Below that is a table with two columns: "Action Details" and "Close Date/Review". The table is currently empty. Below the table is a "Document links" section with buttons "New Link >" and "Change Links". Below this is a "Booked Date (optional)" field and a "Maintenance completed on" field with the value "18/10/2023". At the bottom, there are three buttons: "Remove" (red), "Create QI Record" (blue), and "Close" (dark blue).

Once the maintenance task is completed, use this panel to record the date the job was completed.

You can also enter action details specific to the maintenance job by clicking on the **Create New Action** button. Here you can include details of the task performed, including any review dates if necessary and whether the action was unscheduled or not.

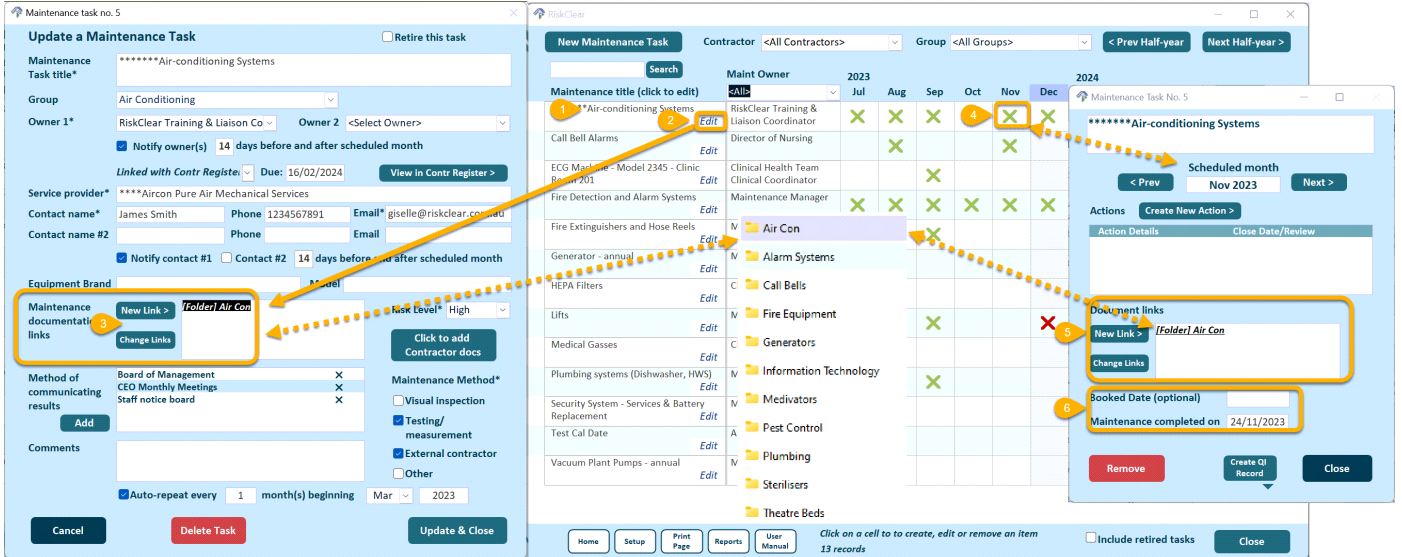
Documentation such as a compliance certificate can be attached here. A quality improvement record can also be created and linked to each job. Click on the **Create Quality Improvement** button. This will create a blank Quality Improvement page ready to be completed. If a Quality

Improvement has previously been linked, the caption of this button will read “View QI Record” and clicking it will open the QI.

To permanently remove this audit job only, click the **Remove** button.

You can also scroll between maintenance jobs for this audit title by clicking the **< Prev** and **Next >** buttons.

LINKING MAINTENANCE RECORDS FROM YOUR NETWORK FOLDERS TO RISKCLEAR



The screenshot illustrates the process of linking maintenance records from network folders to RiskClear. It shows three main components: the 'Update a Maintenance Task' dialog box, the 'Maintenance Schedule' table, and the 'Maintenance Task No. 5' details window.

- Step 1:** In the 'Update a Maintenance Task' dialog box, click on the 'New Link' button under 'Maintenance document links'.
- Step 2:** In the 'Maintenance Schedule' table, click on the 'Edit' button for the 'Air-conditioning Systems' task.
- Step 3:** In the 'Maintenance Task No. 5' details window, click on the 'New Link' button under 'Document links'.
- Step 4:** In the 'Maintenance Task No. 5' details window, click on the 'X' in the 'Booked Date (optional)' field.
- Step 5:** In the 'Maintenance Task No. 5' details window, click on the 'X' in the 'Maintenance completed on' field.
- Step 6:** In the 'Maintenance Task No. 5' details window, click on the 'X' in the 'Maintenance completed on' field.

STEP ONE: Go to the **Maintenance Schedule** on the **Governance Tab** of RiskClear and find **Air Conditioning Systems** on the schedule

STEP TWO: Click on **"Edit"** and the **"Update a Maintenance Task"** dialogue box will open.

STEP THREE: Hold down the shift key and click on **"New Link"** which will open your network browser. Navigate to **RiskClear Governance > 4.Maintenance & Contractors > Maintenance** and select the **Air Con** folder on your network to link it in RiskClear. This folder is where all your air conditioning maintenance/service records are saved.

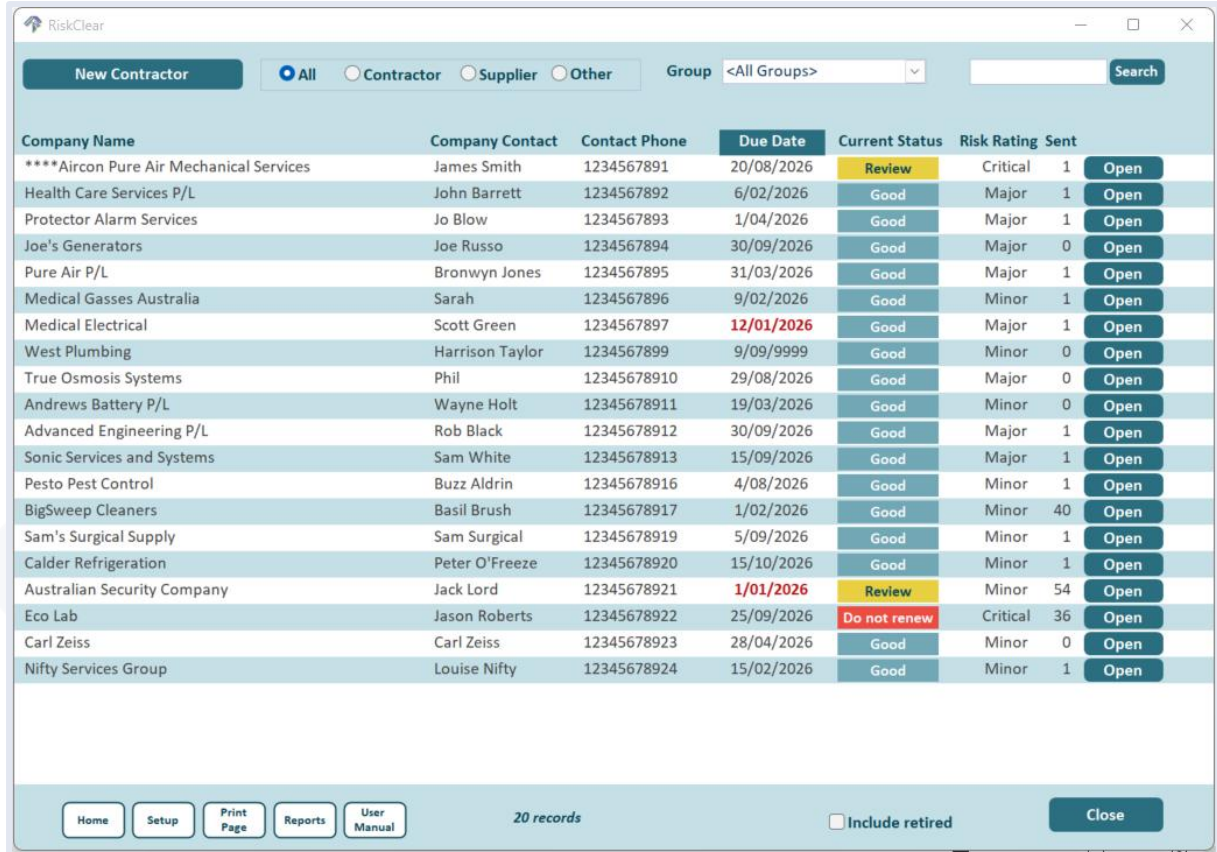
STEP FOUR: Go to March on the Maintenance Scheduler and click on the **"X"**, this will open the Maintenance Task dialogue box.

STEP FIVE (optional) - You can also link the **Air Con** folder on your network here in RiskClear as per instructions in Step 3.

STEP SIX – Update the **maintenance completed on** field (date) and close the window, which will turn the **X** from red to green (complete) on the scheduler.

CONTRACTOR REGISTER

Contractor details can be administered from the Contractor Register. To open the register, click the **Contractor Register** button on the **Governance** menu.



Company Name	Company Contact	Contact Phone	Due Date	Current Status	Risk Rating	Sent	
****Aircon Pure Air Mechanical Services	James Smith	1234567891	20/08/2026	Review	Critical	1	Open
Health Care Services P/L	John Barrett	1234567892	6/02/2026	Good	Major	1	Open
Protector Alarm Services	Jo Blow	1234567893	1/04/2026	Good	Major	1	Open
Joe's Generators	Joe Russo	1234567894	30/09/2026	Good	Major	0	Open
Pure Air P/L	Bronwyn Jones	1234567895	31/03/2026	Good	Major	1	Open
Medical Gasses Australia	Sarah	1234567896	9/02/2026	Good	Minor	1	Open
Medical Electrical	Scott Green	1234567897	12/01/2026	Good	Major	1	Open
West Plumbing	Harrison Taylor	1234567899	9/09/9999	Good	Minor	0	Open
True Osmosis Systems	Phil	12345678910	29/08/2026	Good	Major	0	Open
Andrews Battery P/L	Wayne Holt	12345678911	19/03/2026	Good	Minor	0	Open
Advanced Engineering P/L	Rob Black	12345678912	30/09/2026	Good	Major	1	Open
Sonic Services and Systems	Sam White	12345678913	15/09/2026	Good	Major	1	Open
Pesto Pest Control	Buzz Aldrin	12345678916	4/08/2026	Good	Minor	1	Open
BigSweep Cleaners	Basil Brush	12345678917	1/02/2026	Good	Minor	40	Open
Sam's Surgical Supply	Sam Surgical	12345678919	5/09/2026	Good	Minor	1	Open
Calder Refrigeration	Peter O'Freeze	12345678920	15/10/2026	Good	Minor	1	Open
Australian Security Company	Jack Lord	12345678921	1/01/2026	Review	Minor	54	Open
Eco Lab	Jason Roberts	12345678922	25/09/2026	Do not renew	Critical	36	Open
Carl Zeiss	Carl Zeiss	12345678923	28/04/2026	Good	Minor	0	Open
Nifty Services Group	Louise Nifty	12345678924	15/02/2026	Good	Minor	1	Open

This is a list of all current contractors. To filter the list, click the Contractor option or the Supplier option. To show all again, select "All." Contractors can also be searched using the search box, or by selecting the group from the Group dropdown at the top right. Retired contractors can be viewed by ticking the "Include Retired" box underneath the list.

You can **Print**, **Preview**, **Email**, **Save as PDF to desktop**, or **Save as Excel to desktop** by clicking the "Print Page" button and selecting the relevant option.

If you have access, clicking the **"Setup"** button will display an option to add/update or remove contractor groups.



Clicking the **"Reports"** button will take you to the RiskClear Reports section. When finished with reports, you will be taken back to this page.

CREATING A NEW CONTRACTOR

To create a new contractor record, click the **"New Contractor"** button at the top left of the page. Below is a completed example of the panel that is displayed.

Update Contractor Details

Type*
☒ Contractor
☐ Supplier
☐ Other
☐ Retire contractor

Company Name* ****Aircon Pure Air Mechanical Services

Contact Name #1* James Smith
Email* giselle@riskclear.com.au
Phone 1234567891

Contact Name #2
Email
Phone

Group <No group>
Contract value \$

Status

Date induced

Risk Rating*
☒ Critical
☐ Major
☐ Minor
☐ Negligible
Keywords

Prof. indemnity 5/11/2024 ☒ Notify
Workers Comp 5/11/2024 ☒ Notify
Public Liability 5/11/2024 ☒ Notify
<None> ☐ Notify

Send reminders to:
☒ Contact #1 14 days before and every 0 days afterwards
☒ hospital contact 14 days before the due date

COVID vaccination safe? ☐ Yes ☒ No
Review date 16/02/2024 ☒ Notify (hosp only)

☐ Has contract or lease

Hospital contact* Sue Grant
Email* bongo.congo@outlook.com
Phone* 1234567891

Actions

Action Details
Close Date/Review

New action >

Click to open contractor folder

Work Description and comments
Please liaise with DON prior to contract renewal, wanting a different and more reliable provider please.

Cancel
Delete

Update & Close

Select whether the company is a contractor, supplier or other. Enter the company name and the name, email address, and telephone number of up to two the contact people. Note that email notifications (see below) will only be sent to Contact #1. Contact #2 is information only.

Status allows you to rate the contractor by selecting the **"Good"**, **"Review"** or **"Do not renew"** button.

Select a **Risk Rating** for the contractor based on how critical the contractor's services are.

You can enter **keywords** to improve search functionality also.

If you wish to allocate this company to a **Group**, select it here. If the group does not exist, groups can be created by exiting back to the contract Register, clicking the Setup button, selecting contractor Groups, and entering it there.

Enter the **Contract value** in dollars of the supplier if you wish and the **Date Inducted** of the contractor. Enter the expiry dates of the relevant insurance types – **Professional indemnity**, **Workers' compensation**, and/or **public liability**.

Covid19 item including date is available to track Company/Contractor vaccination status.

Place a tick alongside those items that you would like notification emails to be generated. You can also create a custom insurance type if not listed here by selecting one from the drop-down box below the Public Liability field.

If it is not shown in the list, exit back to the Maintenance List, click the Setup button, select **Additional Insurance Types**, and add it there. Now re-open the contractor record and select the newly created insurance type.

If you would like email reminders to be sent direct to the contractor's contact person, tick the **Contact #1** box, and enter the number of days before the due dates you would like the reminder to be sent. If you would like a follow-up reminder to be sent after the expiry date, enter the frequency of these emails into the "days afterwards" box. For example, 7 would cause a follow-up email to be sent out 7 days after expiry, then 14 days after expiry etc. Zero (0) disables follow-up emails.

Tick the **Hospital contact** box and enter the number of days prior to the expiry date that you wish to receive the reminder.

If you would also like to keep track of the company's contract dates, place a tick in the **Has Contract** box to display the contract fields. Note that only the hospital contact will receive emails regarding contract expiry.

Enter the hospital's contact details and any additional notes in the **Work Description and comments** text box. If you wish to create a link to the contractor folder, click the **Link to contractor folder** and select the folder in the browse dialog that opens. To remove the link, click the cross 'X' at the bottom right of the link button.

You can also allocate **new actions** on the contractor register in the same way you can with risks, incidents, complaints, quality improvement and maintenance records.

Press the "Update & Close" button to update the record, or "Cancel" to lose all changes.

To change a contractor's details, click the "Update" button alongside the contractor. This is identical to the new contractor form shown above. If you wish to update the insurance or contract dates, change them manually or click the  button to scroll the dates forward by 12 months.

For multi-sites, if you wish to allow other sites to have access to the Head Office contractor register, go to Setup > Advanced > Fback/Governance Settings and tick the "Allow everyone access to H/O Contractor Register" box.

EXAMPLES OF CONTRACTOR EMAIL NOTIFICATIONS

Examples of the email notifications that are sent to contractors.

*To: Mowing Australia
Attention: Fred Gardiner
We are following up with you regarding the certificate of currency for your Professional Indemnity, Workers Compensation and Public Liability insurance which expires on 14/07/2019. To ensure your continued access to our organisation, please forward a copy of your renewed certificate of currency to Jane Fonda on jane@hospital.com.au. If you have any queries please contact us on 02 456 7888 or jane@hospital.com.au. Thank you for your contribution as a valued supplier.*

*Jane Fonda
Scarborough Private Hospital*

And the overdue notification:

*To: Photocopiers Are Us
Attention: George Jetson
According to our records, the certificate of currency for your Professional Indemnity insurance expired on 17/05/2019. To ensure your continued access to our organisation, please forward a copy of your renewed certificate of currency to Jane Fonda on jane@hospital.com.au. If you have any queries please contact us on 02 456 7888 or jane@hospital.com.au. Thank you for your contribution as a valued contractor.*

*Jane Fonda

Scarborough Private Hospital*

LINKING CONTRACTOR RECORDS FROM YOUR NETWORK FOLDERS TO RISKCLEAR

STEP ONE: Go to the **Contractor Register** on the **Governance Tab** of RiskClear and find **Air Conditioning Systems** on the list of contractors and click **“Open”**

STEP TWO: The **“Update Contractor Details”** dialogue box will open. Complete details as required.

STEP THREE: Click **“Link to Contractor Folder”** which will open your network browser, navigate to **RiskClear Governance > 4.Maintenance & Contractors > Contractors**

Link to contractor folder

and select the **Aircon Mechanical Services** Folder to link it in RiskClear. This folder is where you save all your contractor documents such as indemnity, workers compensation insurance, public liability, Covid Safe Status, and contract details. Now your folder is linked the button in RiskClear will now say:

Click to open contractor folder

Step 4 – Add in any comments and then click on **“Update and Close”**

The screenshot shows the RiskClear Contractor Register interface. The main table lists contractors, with 'Aircon Pure Air Mechanical Services' highlighted. The 'Update Contractor Details' dialog box is open, showing fields for Company Name, Contact Name, Email, Phone, Status, Risk Rating, and various insurance/contract details. The 'Link to Contractor Folder' button is highlighted, and a tooltip indicates 'Click to open contractor folder'. The dialog box also includes a 'Work Description and comments' section and an 'Update & Close' button.

ASSET REGISTER

The Asset Register will help you keep track of your resources like medical, office, technology and security equipment and other pieces of your infrastructure. You can add asset items and link them to the relevant supplier in the RiskClear contractor register. You can also link each asset to one or more jobs in the maintenance register so you can keep track of maintenance from within the asset register. Additionally, you can link an asset with a risk record if the asset is subject to ongoing risk which needs monitoring and management.

This is a list of all current assets. To filter select from the **Category** drop-down at the top of the page. To show all again, select "All." Assets can also be searched using the **Search** box, Retired assets can be viewed by ticking the "Include Retired" box underneath the list.

RiskClear

New Asset

Category <All Categories>

Search

Asset ID	Name	Model	Description of asset	Asset Category	Purchase Date	Proposed Disposal	
00008	Fire Equipment	redhot	Exxtinguishers/Hoses/Alarms	Fire Equipment	1/07/2016	31/08/2026	Open
00001	Call Bell System	2345yui	Software and Hardware	IT and Technology	28/02/2022	28/02/2027	Open
00004	Generator 6000V	6000V	Generator	Facility Infrastruct	18/03/2022	18/03/2027	Open
00002	Air Conditioning Systems - Ducte	12345678	AC System ducted	Facility Infrastruct	28/02/2024	28/02/2028	Open
00006	Anaesthetic Machines - Theatre	656546456	Anaesthetic Machine	Medical Equipmen	18/03/2023	18/03/2028	Open
00005	Vacumn Pump	787878	Vac Pump	Medical Equipmen	18/03/2022	18/03/2028	Open

Home

Setup

Print Page

Reports

User Manual

6 records

☐ Include retired

Close

CREATING A NEW ASSET

To create a new asset, click the New Asset button. A completed Asset detail example is shown below.

Update Asset Details

Asset ID

5

☐ Retired

1

Asset Name*

Anaesthetic Machine

Description*

Anaesthetic Machine

Manufacturer*

HCS Pty Ltd

Model*

Sleepwell123

2

Category*

Medical Equipment

Location*

Hospital

Area*

Theatres

Serial No

456y765u

3

Purchase Date

25/01/2021

Purchase Cost

\$98,000.00

Risk Assessed*

No

Create Risk

4

Approved by*

Management Review Commit

Instruct's/User manual(s) available*

Yes

5

Warranty Expiry

25/01/2026

☒ Staff Training Required

Proposed Disposal Date

25/01/2026

☒ Notify

DON/GM

90

days before the due date

Linked with Contr Register

Contract due

6/02/2024

6

View in Contr Register >

Supplier Name*

Health Care Services P/L

Contact Name

John Barrett

Telephone

1234567892

Email

bongo.congo@outlook.co

Maintenance:

Name:

Anaesthetic Machine Theatre 1

Serviced every:

Last completed service:

6 months

1/02/2024

7

Add/remove >

View maintenance

Comments

8

Click to open Asset folder

Cancel

Delete

Update & Close

STEP ONE: Enter the Asset Name and Description, along with the Manufacturer and Model.

STEP TWO: Select the Category, Location and Area of this Asset

STEP THREE: Enter the Purchase Date, Purchase Cost and whether it has been Risk Assessed.

STEP FOUR: Select whom it has been Approved by and whether there are Instructions or User manual available.

STEP FIVE: Warranty Expiry and Proposed Disposal Dates (if known) can be entered, and you can also tick whether or not a particular person in your organisation needs to be notified of the proposed disposal date and how many days prior. The Staff training box can also be ticked where applicable if staff training is required.

STEP SIX: You can link the Asset to the Contractor Register and see the contract due date as well as the Contractors/Suppliers name and contact information.

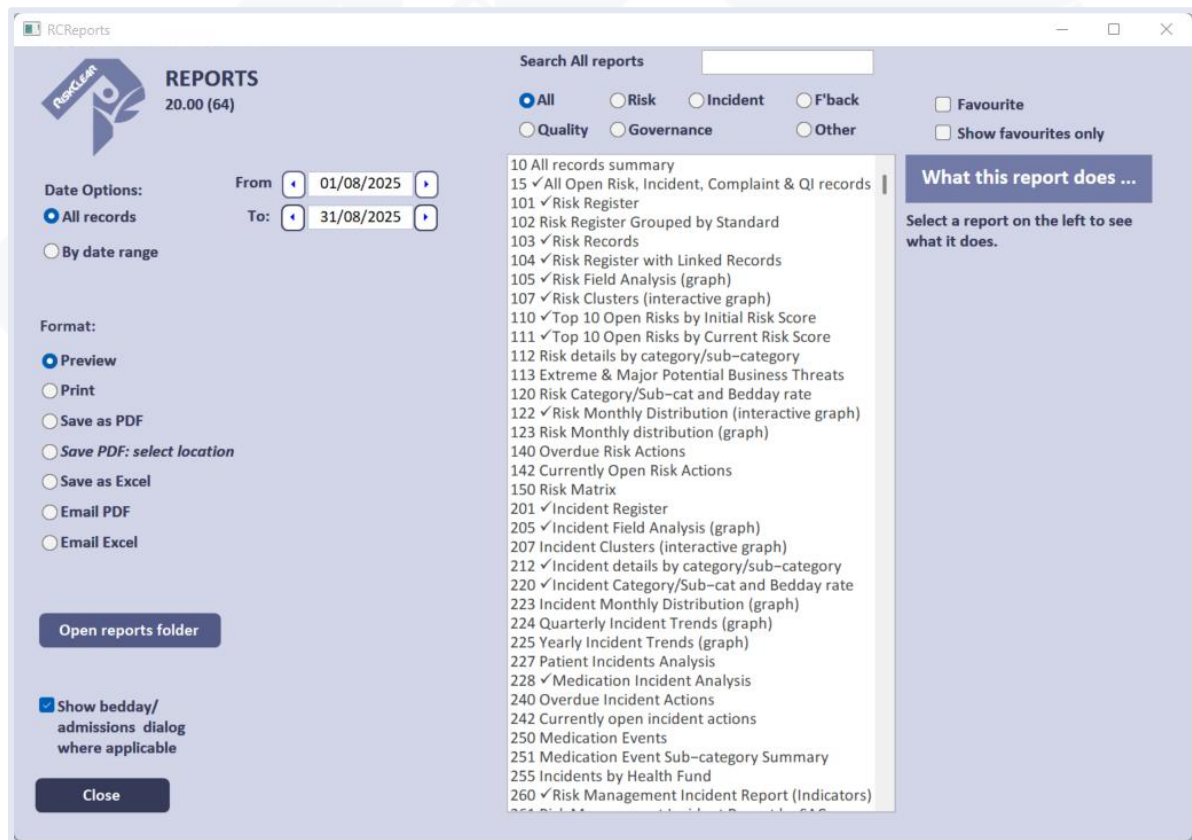
STEP SEVEN: You can also link each asset to one or more jobs in the maintenance register so you can keep track of maintenance from within the asset register. Additionally, you can create or link an asset with a risk record if the asset is subject to ongoing risk which needs monitoring and management. Comments can be added, and the asset record can also link to the Asset folder. Once linked it will say Click to open Asset Folder.

STEP EIGHT: Click Update & Close

REPORTS

There are various reports (listed below) that can be generated in RiskClear on the Maintenance Schedule and Contractor Register. You can filter by **date** range, **Report Type** and can **preview, print, save** or **email reports** in **pdf** or **excel format**. You can also mark any frequently used or **favourite** reports by selecting the report you wish to run and ticking the favourite box (e.g. Report 550 in the diagram below).

MAINTENANCE AND CONTRACTOR REPORT TYPES AND DESCRIPTION



The screenshot shows the 'RCReports' window with the following elements:

- Header:** 'REPORTS 20.00 (64)' and a 'Search All reports' bar.
- Filters:**
 - Date Options:** 'All records' (selected) or 'By date range'. Date range: From 01/08/2025 to 31/08/2025.
 - Format:** 'Preview' (selected), 'Print', 'Save as PDF', 'Save as Excel', 'Email PDF', 'Email Excel'.
 - Report Type:** 'All' (selected), 'Risk', 'Incident', 'F'back', 'Quality', 'Governance', 'Other'.
 - Actions:** 'Favourite', 'Show favourites only'.
- Report List:** A scrollable list of reports including:
 - 10 All records summary
 - 15 ✓ All Open Risk, Incident, Complaint & QI records
 - 101 ✓ Risk Register
 - 102 Risk Register Grouped by Standard
 - 103 ✓ Risk Records
 - 104 ✓ Risk Register with Linked Records
 - 105 ✓ Risk Field Analysis (graph)
 - 107 ✓ Risk Clusters (interactive graph)
 - 110 ✓ Top 10 Open Risks by Initial Risk Score
 - 111 ✓ Top 10 Open Risks by Current Risk Score
 - 112 Risk details by category/sub-category
 - 113 Extreme & Major Potential Business Threats
 - 120 Risk Category/Sub-cat and Bedday rate
 - 122 ✓ Risk Monthly Distribution (interactive graph)
 - 123 Risk Monthly distribution (graph)
 - 140 Overdue Risk Actions
 - 142 Currently Open Risk Actions
 - 150 Risk Matrix
 - 201 ✓ Incident Register
 - 205 ✓ Incident Field Analysis (graph)
 - 207 Incident Clusters (interactive graph)
 - 212 ✓ Incident details by category/sub-category
 - 220 ✓ Incident Category/Sub-cat and Bedday rate
 - 223 Incident Monthly Distribution (graph)
 - 224 Quarterly Incident Trends (graph)
 - 225 Yearly Incident Trends (graph)
 - 227 Patient Incidents Analysis
 - 228 ✓ Medication Incident Analysis
 - 240 Overdue Incident Actions
 - 242 Currently open incident actions
 - 250 Medication Events
 - 251 Medication Event Sub-category Summary
 - 255 Incidents by Health Fund
 - 260 ✓ Risk Management Incident Report (Indicators)
- Buttons:** 'Open reports folder', 'Close'.
- Checkboxes:** 'Show bedday/admissions dialog where applicable' (checked).
- Side Panel:** 'What this report does ...' with instructions: 'Select a report on the left to see what it does.'

- **Report 540 Maintenance Report:** Shows all completed and uncompleted maintenance jobs and tasks, any unscheduled maintenance and compliance rate for the period selected.
- **Report 542 Next Scheduled Maintenance:** Summary list of all next scheduled maintenance tasks.

- **Report 543 Overdue Maintenance Actions:** Actions from the Maintenance register which have review dates that are overdue.
- **Report 545 Maintenance Completion Rates:** Maintenance site completion rate for each site for date range > designed for multi-sites.
- **Report 550 Contractor Register:** Shows all contractors with the latest due date between the date range selected. Both condensed and full reports are sorted by due date.
- **Report 552 Overdue Contractor Items:** Shows all overdue contractor items
- **Report 555 Overdue Contractor Actions:** Actions from the contractor register which have review dates that are overdue.
- **Report 662 Export Maintenance Summary:** Exports summary maintenance information including the last scheduled and next scheduled maintenance dates.