How to certify a corrective action using Labcliq
Certifying Corrective Actions

• After you have logged into Labcliq you should see the screen on the right.
• Again, please make sure the browser you are using to access Labcliq is either Google Chrome if using a PC or Safari if using an apple product. Do not use Internet Explorer.
• Once you have reached the page that appears to the right, click on “corrective actions.”
Certifying Corrective Actions

- You will now see this page.
- Select the option “show all”.

![Image of the LabClique interface with corrective actions and inspection findings]

Logged in as: LabClique

- Resource Library: Contains user guides and other useful resources.
- Logout: Logout and return to the home page.
- Suggestions: Email or a suggestion or request.
- Inspections:
  - New Inspection: Start a new inspection.
  - Continue an Inspection: Select an inspection to continue working on.
  - Pending Spaces: View the list of spaces still requiring an inspection for the current cycle.
- Inspection Findings:
  - Corrective Actions: View, edit, and complete pending corrective actions.
  - Summary Reports: A summary of all inspections done. This tool provides the capability to drill down.
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- Once you have selected “show all”, click “update”.

![Image of corrective actions certification process]
Certifying Corrective Actions

• Once you have updated the list, you will have to select which lab you want to access the corrective actions for.

• You will select which group of labs you want to access by building.
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- Once you have selected a building, all the labs that you are responsible for in that building will be available.

- Please note: only rooms that require corrective actions will appear. If a lab passed inspection it will not appear on this list.

- Select the room that you have already corrected.
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- Once you have selected the room that you want to certify, you will see a screen like the one to the right.
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- Check the box next to the corrective action once you have addressed the violation.

- In the comment section, you may add any comments related to the corrective action you completed.

- Click on “certify corrective actions” and the open actions checked for this room will be removed from the list.

- Please certify all corrective actions prior to the due date. The due date is 10 days from the date of the inspection. If corrective actions are left open more than 10 days, the audit process will move to Phase II.
Certifying Corrective Actions

• Once you have certified that all corrective actions for a particular lab are complete, you will be brought back to the corrective actions list of buildings.

• If you have more labs to complete corrective actions for, you can select them from here. If all your labs are now in good standing, you will have no rooms to select from this list and you are done.