

Knox Thomas PUWER App: Create a Project and Start a PUWER Assessment

Getting Started (First Login Screen)

After you successfully log in for the first time (mobile version), you will see the main navigation along the bottom of the screen. These sections show how information is organised in the app.

- **Projects**
- **Assets**
- **PUWER Assessments**
- **Risk Evaluations**

When the app is new, these sections may appear empty until you create and save records.

Step-by-Step: Create a New Project

1. Open the **Projects** page.
2. Select **Add New Project**.
3. When asked to confirm, choose **Yes** to create a new project.
4. Complete the project details:
 - **Customer / Organisation:** Enter the customer name (or your own organisation if assessing in-house).
 - **Project Number:** Enter a project number (this is a **required** field and is used to organise related records). The field accepts any combination of characters.
 - **Project Description:** Add a description (e.g., "Machinery workshop assessment").
5. (Optional) Add a floor plan to support asset location marking later:
 1. Select **New** to add a floor plan.
 2. Confirm that the **Customer** and **Project Number** are pre-filled.
 3. Select **Upload** and choose your floor plan image.
 4. Enter a **Plan Name**.
 5. Add notes to describe what the plan shows (e.g., "Ground floor", "Building 1 of 3").

6. (Optional) Use the **Geo-reference** option if you need latitude/longitude reference later.
7. Select **Save** to store the floor plan and return to the project setup.
6. Enter the **Assessor** name.
7. Select the **Date of Assessment**.
8. Select **Save** to save the project.

Floor Plan Upload Requirements

- The floor plan must be an **image file** (e.g., **JPEG** or **PNG**).
- **PDF files will not upload**. Convert PDFs to an image format before uploading.
- Use the **highest resolution** practical to help you mark machine locations accurately later.

Complete the Project-Level PUWER Checklist

After saving the project, the app will automatically take you to the first section of the PUWER checklist. These questions typically apply to the project as a whole (for example, health and safety management systems, maintenance schedules, and documentation).

1. Review each checklist question and select one option:
 - **Yes** (the desired compliant response)
 - **No** (indicates non-compliance)
 - **Not Applicable**
2. Select **Save** to move through the checklist pages.

Record a Risk Evaluation from the Checklist

If you answer **No** to a checklist question (for example, where maintenance is not regularly logged), you can create a risk evaluation immediately so it can be tracked and addressed.

1. While on any checklist page, select **New Risk Evaluation**.
2. Complete the risk evaluation form (details may be covered in separate guidance).
3. Save the risk evaluation so you can return to it later.

What Happens Next

Once you finish the project-level checklist sections, the app returns you to the project page. Your project is now set up and ready for:

- Adding **Assets**
- Carrying out **POWER Assessments**
- Recording and managing **Risk Evaluations**