SCANTRON®

# Transit Inspection™ powered by Safety*Capture*®

***Transit inspection form capture system***

You may be thinking, "I wish it were easier to collect and manage inspections and audits!" Now it is—automate the process using Transit Inspection, powered by Safety*Capture*. As a transit authority, you answer to many regulatory agencies. Each has guidelines and regulations regarding equipment safety and can require regular reporting and auditing to ensure compliance. Safety*Capture* can help!

### *Tired of manually entering inspection data?*

If you need to keep equipment inspections and safety audits on track, Safety*Capture* can help:

- **Reduce your backlog of forms**
- **Maintain consistent and accurate records**
- **Provide audit documentation quickly and easily**
- **Track safety issues proactively**

Collecting equipment inspections can be difficult; not everyone has a computer or a tablet to perform direct data entry. Access and training to use new software is expensive and time-consuming. Sometimes paper is the most effective and convenient option.

### *Need quick audit reports you can easily share?*

Safety*Capture*'s reports help companies improve workplace safety and lower insurance costs by enabling them to easily monitor and identify equipment inspection information. See important data that captures the effectiveness of your company's safety programs over time.

Choose from our standard reports that reflect what safety professionals need or work with Scantron to design custom reports to match the information you need to share. Reports can be viewed online, printed, or exported as a PDF, Excel, or CSV file for distribution or further analysis.

### *Want the flexibility of forms that match your needs?*

Scantron is a leader in designing and producing forms that are effective and reliable. We work with you to design forms to capture exactly the information you most want to track. Depending on the specific Safety*Capture* solution you choose, you can print your own plain paper form, or Scantron can print the forms for you at our world-class printing facility. Scantron-printed forms are guaranteed to be scannable and reliable, delivering results you can trust.

## *Partnerships expand your options!*

***"Realizing we needed to have a single solution and one which would work, we researched the strengths of using Scantron's SafetyCapture onDemand (SCoD) to capture...data automatically, then integrating the collected data with IndustrySafe. What we found were two very willing and cooperative partners in Scantron and IndustrySafe."***

*Joseph P. Henderson*
*General Manager, Safety and Security*

## What is Safety*Capture*?

Safety*Capture* is a system that scans paper forms, turning that information into onscreen data you can view and use easily. Forms can include check boxes, barcodes, and comment areas.

- **Use your existing desktop scanners or purchase dedicated scanners from Scantron.**
- **Print your own forms or have Scantron print forms for you.**
- **Use Safety*Capture*'s graphical reports or connect the scanned data to your existing safety management system**

Each Safety*Capture* solution is designed to fit your workflow and needs.

> ***"We used to spend an entire day troubleshooting and sorting through reports, but now we can produce company-wide reports in less than five minutes."***
>
> *Chuck Strickfaden, EHS Manager, Corrpro*

## How Does It Work?

Safety*Capture* uses a technology everyone's already familiar with: pen and paper.

### Step One: Observe

Observers simply fill out a paper form, then drop it off at a central location for scanning.

### Step Two: Scan

A staff member scans the forms. Depending on your configuration, Safety*Capture* prompts for data verification. Once scanning is complete, your data is ready to use—in minutes, instead of days or weeks!

### Step Three: Report

Depending on which solution you choose, your data can be seamlessly transferred to your tracking system for further analysis or you can view reports right in your Safety*Capture* solution.

## *Flexible Options Provide a Solution That Meets Your Needs*

Scantron provides several solutions for capturing critical transit safety data. Each option can be tailored to suit your exact requirements. Each supports the Transit Inspection forms package, plus any other safety data collection needs you may have.

### *Safety Capture onDemand: Web-Based Solution*

Safety*Capture* onDemand is perfect if you have multiple repair depots or stations where inspections and repairs may occur. It's web-based, so anyone you authorize can access the system anywhere there's an Internet connection.

Forms are scanned and uploaded to a secure web server, where they are processed and available for online reporting and analysis.

### *Safety Capture Desktop: Simple, Centralized Processing*

Use Safety*Capture* Desktop if you prefer a completely customized workflow installed directly on your computers. We'll work with you to create and install the exact solution you need.

Forms are scanned at your desk and processed as part of a custom application for reporting and tracking.

### *Safety Capture Do-It-Yourself: Complete Forms and Setup Control*

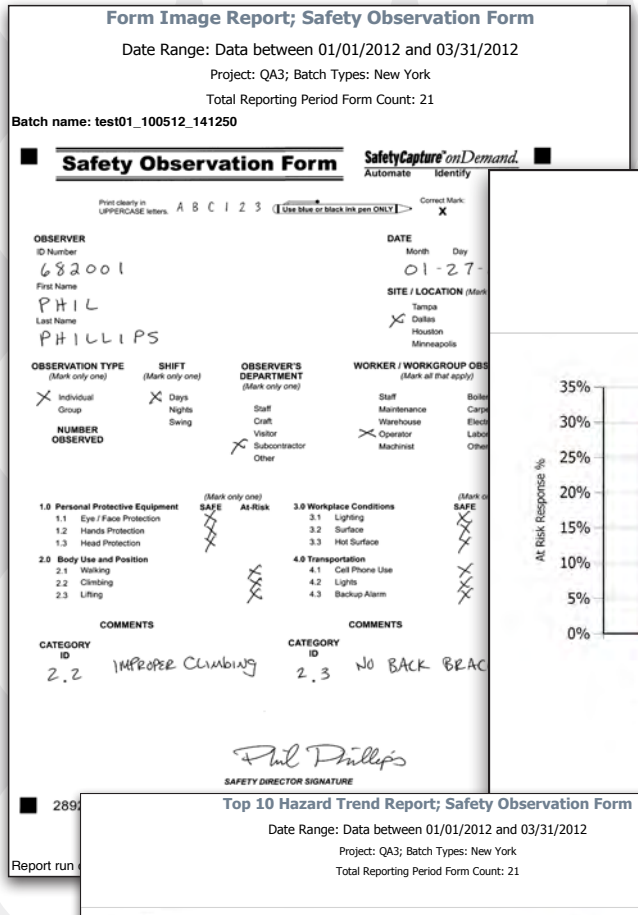
Safety*Capture*'s Do-It-Yourself option, powered by ABBYY® FlexiCapture, enables you to create your own forms as needed and configure them for local scanning and processing.

## *Desktop Solutions*

## *Web-based Solutions*

# Sample Reports and Graphs

## Form Image Report



Form Image Report; Safety Observation Form

Date Range: Data between 01/01/2012 and 03/31/2012

Project: QA3; Batch Types: New York

Total Reporting Period Form Count: 21

Batch name: test01_100512_141250

Safety Observation Form

SafetyCapture onDemand. Automate Identify

OBSERVER ID Number 682001 First Name PHIL Last Name PHILLIPS

DATE Month Day 01-27-

SITE / LOCATION Tampa, Dallas, Houston, Minneapolis

OBSERVATION TYPE (Mark only one): Individual, Group

SHIFT (Mark only one): Days, Nights, Swing

OBSERVER'S DEPARTMENT (Mark only one): Staff, Craft, Visitor, Subcontractor, Other

WORKER / WORKGROUP OBS (Mark all that apply): Staff, Maintenance, Warehouse, Operator, Machinist

NUMBER OBSERVED

1.0 Personal Protective Equipment: 1.1 Eye / Face Protection, 1.2 Hands Protection, 1.3 Head Protection

2.0 Body Use and Position: 2.1 Walking, 2.2 Climbing, 2.3 Lifting

3.0 Workplace Conditions: 3.1 Lighting, 3.2 Surface, 3.3 Hot Surface

4.0 Transportation: 4.1 Cell Phone Use, 4.2 Lights, 4.3 Backup Alarm

(Mark only one) SAFE At-Risk

COMMENTS

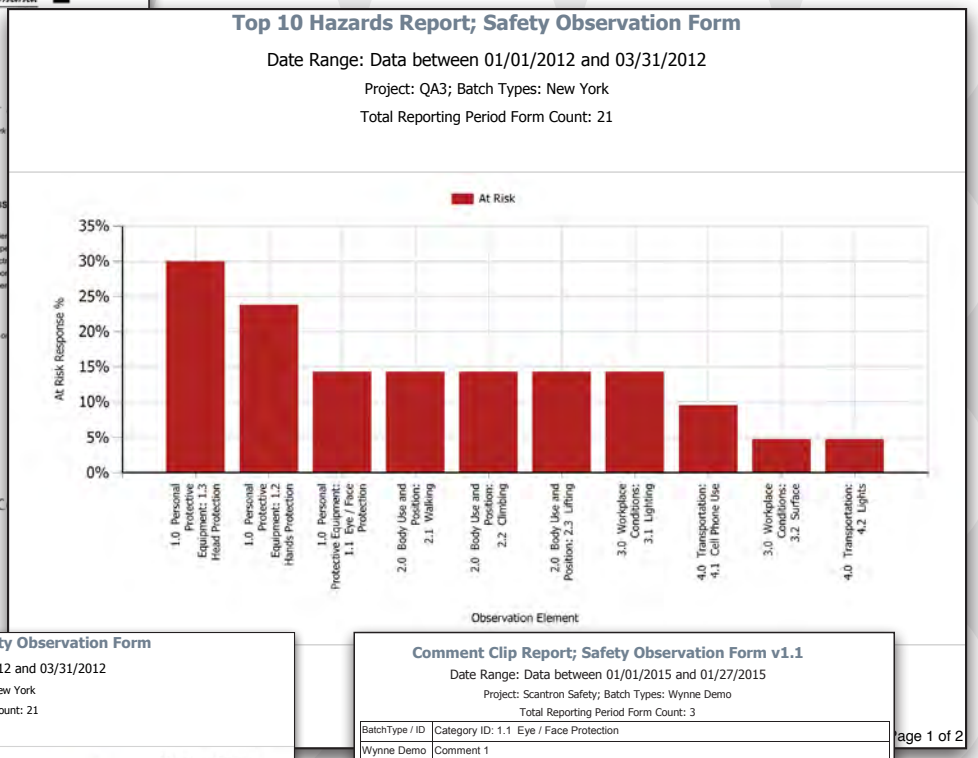
CATEGORY ID 2.2 IMPROPER CLIMBING

CATEGORY ID 2.3 NO BACK BRAC

SAFETY DIRECTOR SIGNATURE

Report run

## Top 10 Hazards Report



Top 10 Hazards Report; Safety Observation Form

Date Range: Data between 01/01/2012 and 03/31/2012

Project: QA3; Batch Types: New York

Total Reporting Period Form Count: 21

At Risk

At Risk Response %

35%, 30%, 25%, 20%, 15%, 10%, 5%, 0%

1.0 Personal Protective Equipment: 1.3 Head Protection

1.0 Personal Protective Equipment: 1.2 Hands Protection

1.0 Personal Protective Equipment: 1.1 Eye / Face Protection

2.0 Body Use and Position: 2.1 Walking

2.0 Body Use and Position: 2.2 Climbing

2.0 Body Use and Position: 2.3 Lifting

3.0 Workplace Conditions: 3.1 Lighting

4.0 Transportation: 4.1 Cell Phone Use

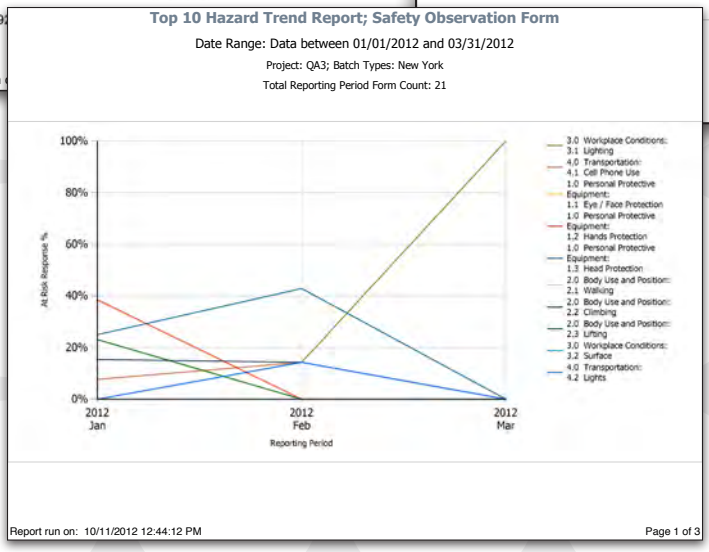
3.0 Workplace Conditions: 3.2 Surface

4.0 Transportation: 4.2 Lights

Observation Element

Page 1 of 2

## Top 10 Hazard Trend Report



Top 10 Hazard Trend Report; Safety Observation Form

Date Range: Data between 01/01/2012 and 03/31/2012

Project: QA3; Batch Types: New York

Total Reporting Period Form Count: 21

100%, 80%, 60%, 40%, 20%, 0%

At Risk Response %

2012 Jan, 2012 Feb, 2012 Mar

Reporting Period

3.0 Workplace Conditions: 3.1 Lighting

4.0 Transportation: 4.1 Cell Phone Use

1.0 Personal Protective Equipment: 1.1 Eye / Face Protection

1.0 Personal Protective Equipment: 1.2 Hands Protection

1.0 Personal Protective Equipment: 1.3 Head Protection

2.0 Body Use and Position: 2.1 Walking

2.0 Body Use and Position: 2.2 Climbing

2.0 Body Use and Position: 2.3 Lifting

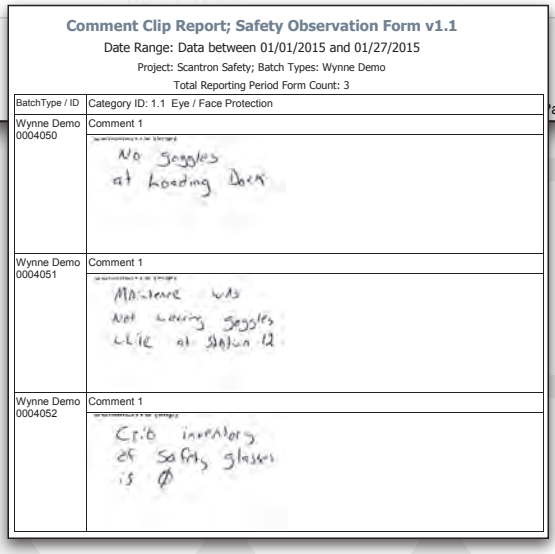
3.0 Workplace Conditions: 3.2 Surface

4.0 Transportation: 4.2 Lights

Report run on: 10/11/2012 12:44:12 PM

Page 1 of 3

## Comment Clip Report



Comment Clip Report; Safety Observation Form v1.1

Date Range: Data between 01/01/2015 and 01/27/2015

Project: Scantron Safety; Batch Types: Wynne Demo

Total Reporting Period Form Count: 3

| BatchType / ID | Category ID: 1.1 Eye / Face Protection |
|---|---|
| Wynne Demo 0004050 | Comment 1: No goggles at loading Dock |
| Wynne Demo 0004051 | Comment 1: Maintenance was not wearing goggles while at station 12 |
| Wynne Demo 0004052 | Comment 1: Crib inventory of safety glasses is 0 |


**CAPTURE EQUIPMENT INSPECTIONS MORE EFFICIENTLY TODAY!**

For a free consultation to meet your safety goals, call **800.722.6876** or visit us at **www.scantron.com** to learn more.


## About Us

Scantron® provides solutions to make behavior-based safety assessment easier. We offer software, hardware, and services to help you improve safety programs and capture observations accurately and reliably, delivered with the quality and support you've come to expect from Scantron.

© 2015 Scantron Corporation. All rights reserved.