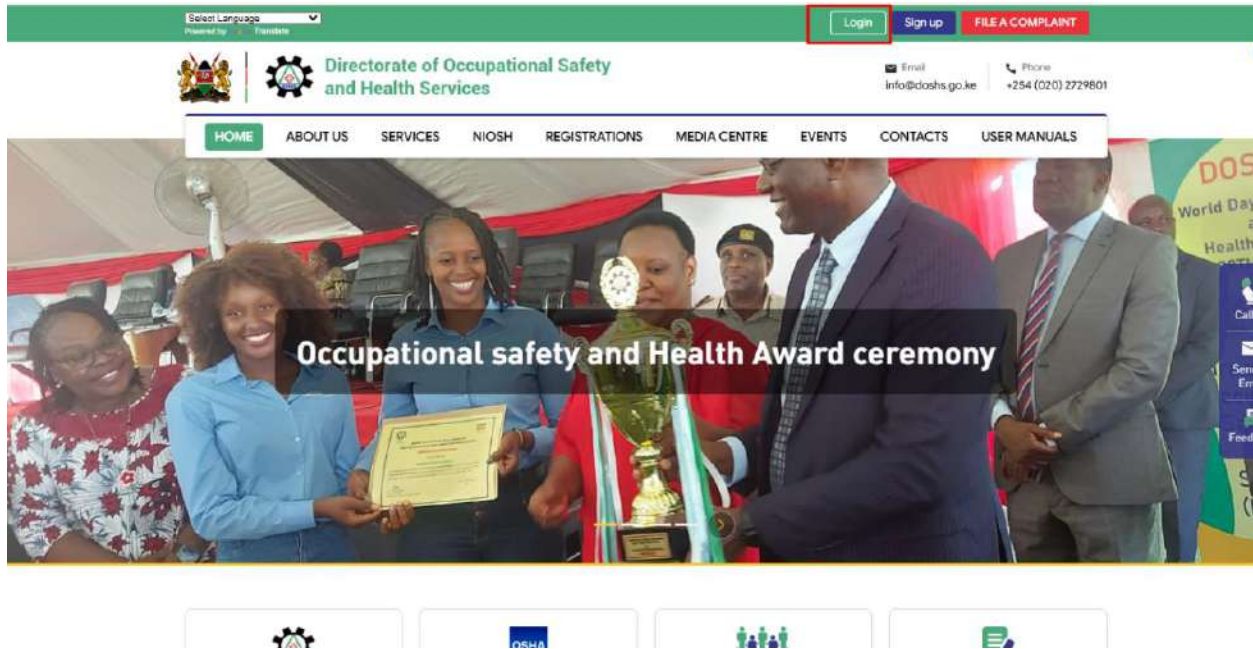
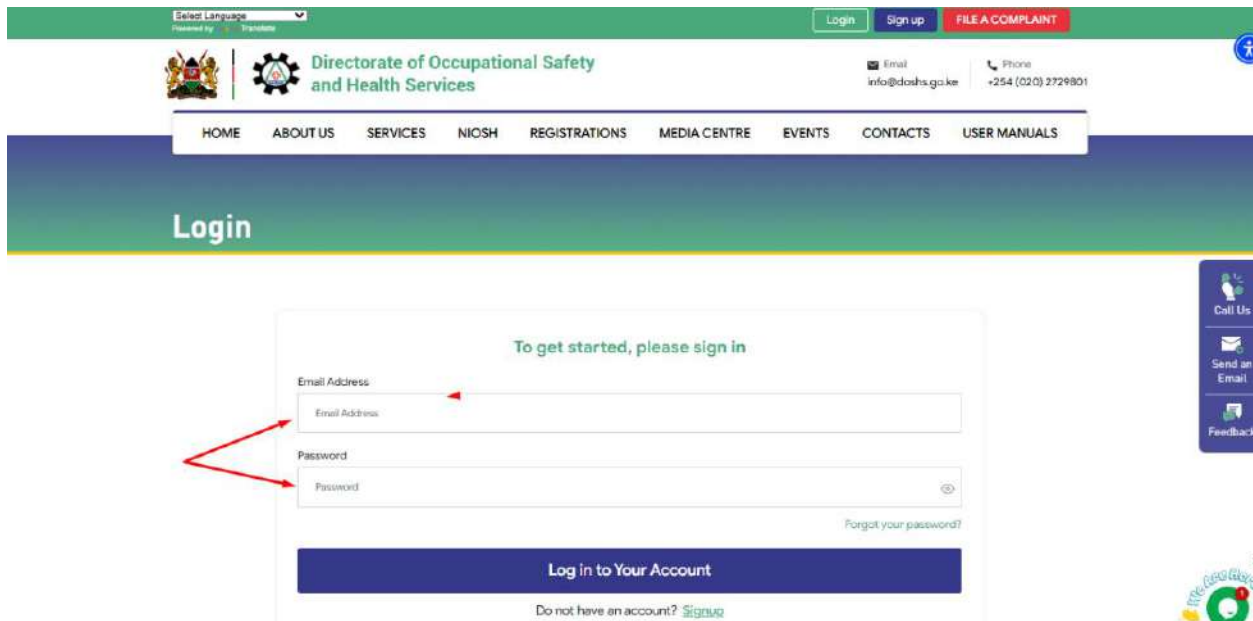


Approved Persons Location Setting User Manual

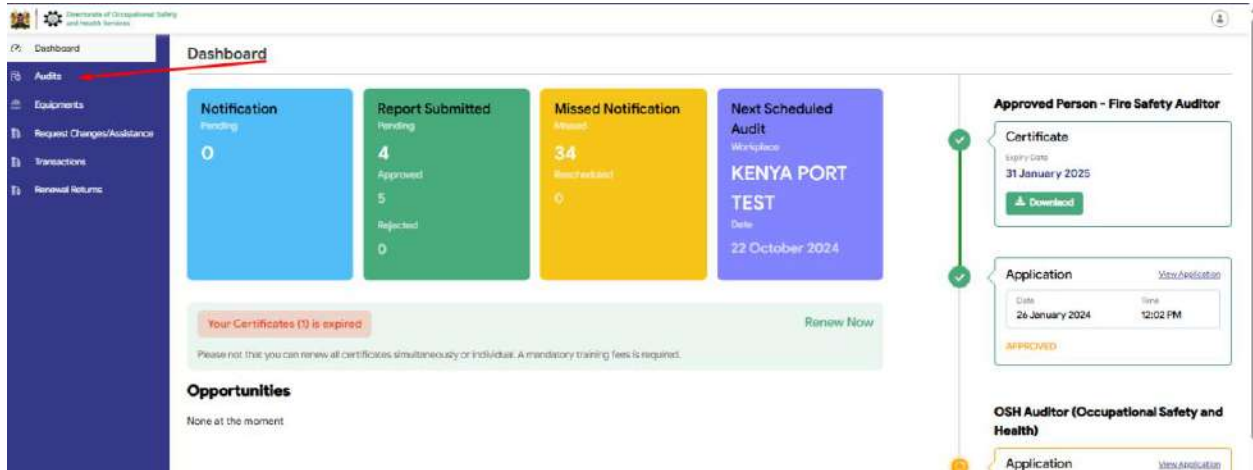
The homepage displays the Directorate of Occupational Safety and Health Services portal. The main navigation includes HOME, ABOUT US, SERVICES, NIOSH, REGISTRATIONS, MEDIA CENTRE, EVENTS, CONTACTS, and USER MANUALS. Login and Sign up options are prominently displayed in the top-right corner for user access.



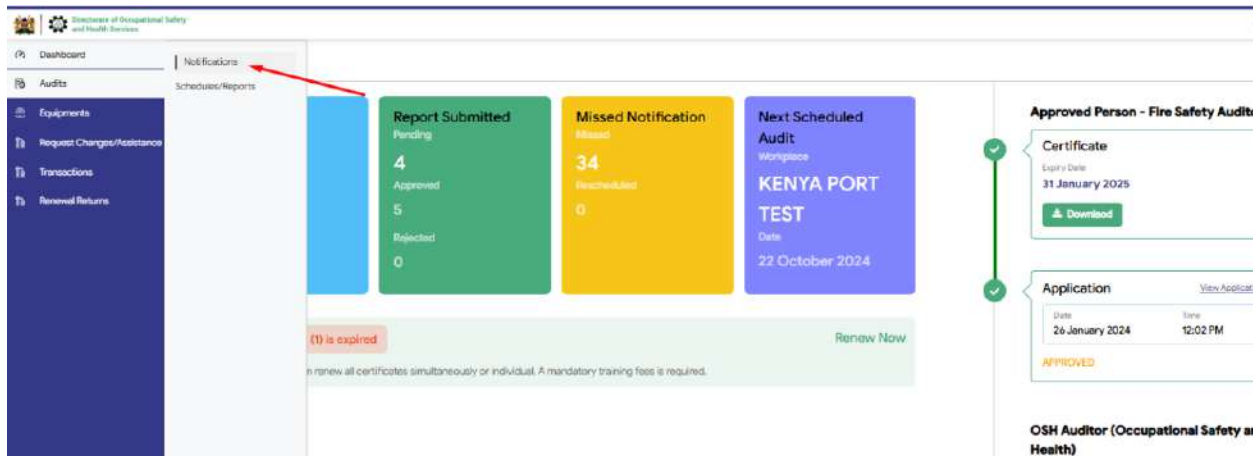
The login page prompts users with "To get started, please sign in." Two input fields are clearly marked with red arrows: Email Address and Password. Below these fields is a "Forgot your password?" link. The blue "Log in to Your Account" button completes the authentication process, with a sign up option for new users.



Proceed to Access the Audits module, to start the notification process



To begin, click on the Notifications menu, while within the Audits Module



The "Add Audit Notification" form begins with workplace selection. A dropdown menu (highlighted with red arrow) shows multiple workplace options. Each workplace displays its unique identification number in

parentheses.

The screenshot shows the 'Add Audit Notification' form in a web application. On the left is a dark blue sidebar with navigation links: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main content area has a header 'Add Audit Notification' and a 'Workplace*' dropdown menu. A red arrow points to the dropdown, which is open, showing a search bar 'Search by Name or OSHA No.' and a list of workplaces: 'Abaco India (NRB/0000009/1165433)', 'KENYA PCRT TEST ()', 'Machakos (WP-001)', 'Kisumu Branch (WP-002)', 'XYZ (NRB/0000004/1123)', and 'Nyeri Stores (NRB/0000005/1123)'. To the right of the dropdown are input fields for 'Date*', 'Location*', and 'Location'. At the bottom left are 'Cancel' and 'Save' buttons.

After selecting a sample workplace, the form displays previous audit information including date of last audit and certificate validity status (marked as "Valid" in green).

The screenshot shows the 'Add Audit Notification' form after a workplace has been selected. The 'Workplace*' dropdown now shows 'Machakos (WP-001)'. Below it, the text 'Last Audit Was Done By:' is followed by 'Date of Last Audit:' and 'Certificate Validity: Valid' in green. A red arrow points to the 'Select Audit Type*' dropdown menu, which is open, showing a search bar 'Select Audit Type' and a list of audit types: 'Fire Safety Audit', 'Risk Assessment', 'Ergonomic', 'Noise Measurement', 'Light Measurement', and 'Local Exhaust Ventilation'. To the right are input fields for 'Date*' and 'Location*', and a 'Location' input field. The 'Cancel' and 'Save' buttons are still present at the bottom left.

In some scenarios, a workplace will show certificate validity as "Invalid" in red text. An error message appears stating "Cannot Proceed. Notify the occupier to renew their workplace registration certificate." This prevents audit scheduling for workplaces with expired certifications, ensuring compliance requirements are maintained.

Directorate of Occupational Safety and Health Services

Dashboard

- Audits
- Equipments
- Request Changes/Assistance
- Transactions
- Renewal Returns

Add Audit Notification

Workplace*
Abno India (NFB/0000009/1155423)

Last Audit Was Done By:
Date of Last Audit:
Certificate Validity : **Invalid**

Cannot Proceed. Notify the occupier to renew thier workplace registration certificate

Cancel

To proceed, a workplace shows with valid certification, the form shows "Certificate Validity: Valid" in green. The audit type selection and date fields are available for completion. An "Add More" link appears below the form fields, and "Add Equipment" section with location field is visible at the bottom.

Directorate of Occupational Safety and Health Services

Dashboard

- Audits
- Equipments
- Request Changes/Assistance
- Transactions
- Renewal Returns

Add Audit Notification

Workplace*
Mechakos (WP-001)

Last Audit Was Done By:
Date of Last Audit:
Certificate Validity : **Valid**

Select Audit Type*
Select Audit Type

Date*

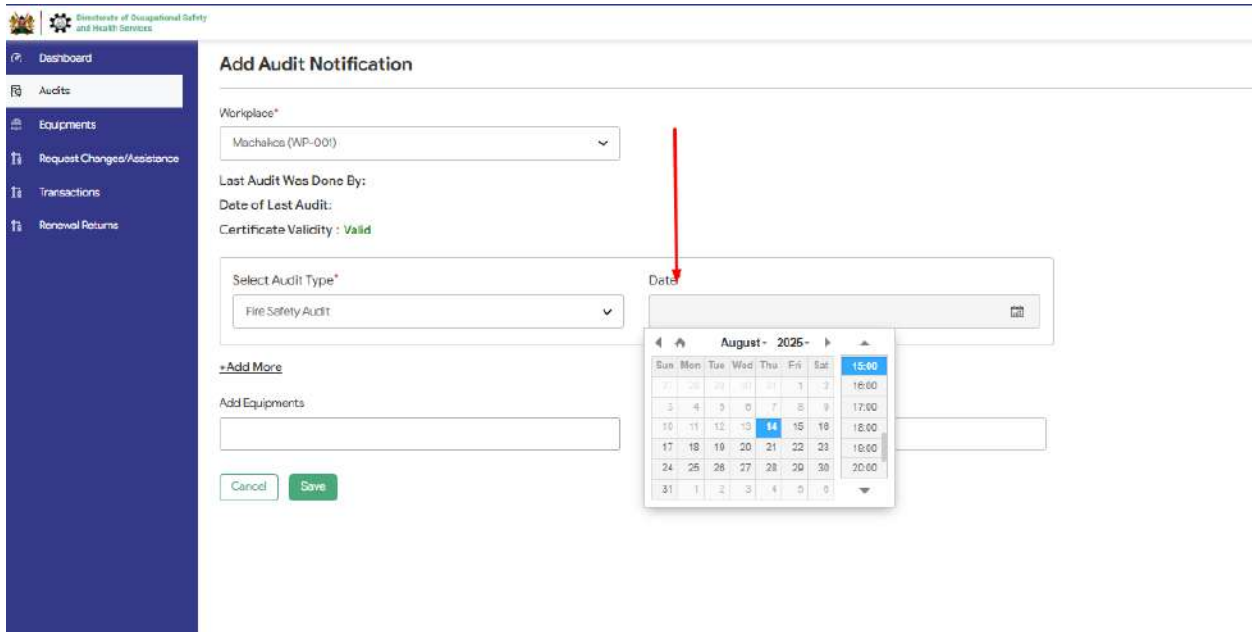
[+Add More](#)

Add Equipments
Location*

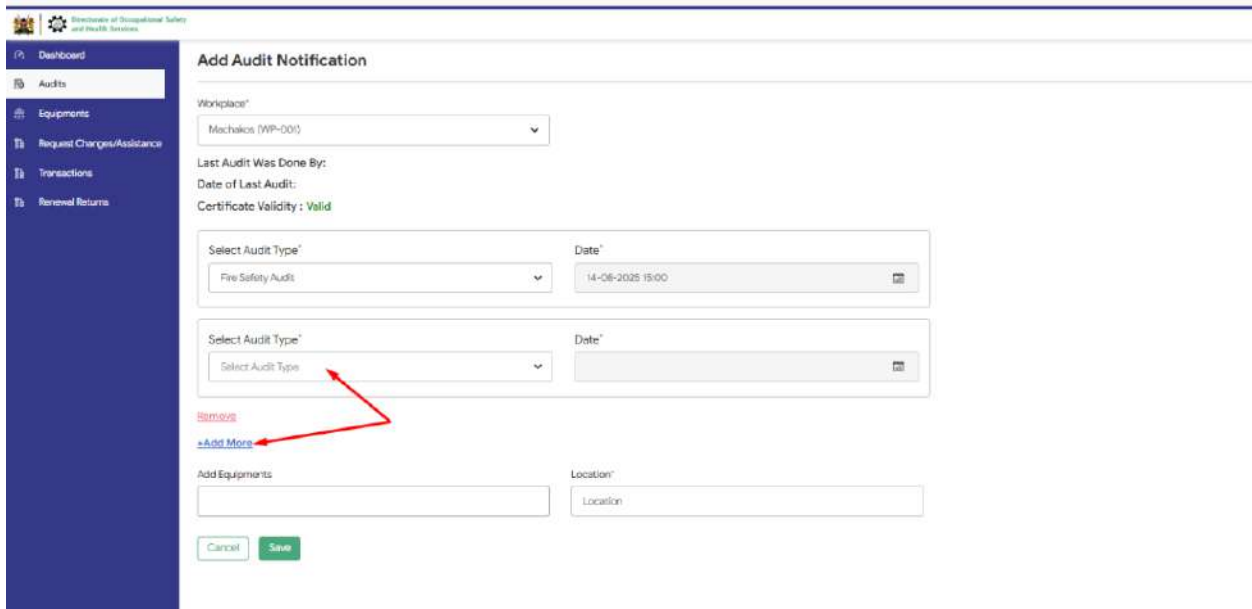
Location

Cancel Save

The date picker interface is activated (shown by red arrow), displaying a calendar for August 2025. Time selection options appear on the right side. Users can select specific dates and times for their audit appointments using this integrated calendar system.



The completed first audit entry shows "Fire Safety Audit" scheduled for "14-08-2025 15:00". A second audit type selection has been added below with "Risk Assessment" chosen for "14-08-2025 16:00". The "Remove" and "Add More" links (indicated by red arrows) allow users to modify or expand their audit scheduling.



The equipment selection interface displays a dropdown menu with options including "Test tube," "Microscope," "Audiometry," and "Heart Rate Monitor." The red arrow highlights the "Add Equipments" field where users can specify necessary testing equipment for their scheduled audits. This ensures proper preparation and resource allocation.

The screenshot shows a web application interface for adding audit notifications. On the left is a dark blue sidebar with navigation links: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main content area is titled "Add Audit Notification" and includes the following fields and controls:

- Workplace***: A dropdown menu currently showing "Machnos (WP-001)".
- Last Audit Was Done By:** A text input field.
- Date of Last Audit:** A date and time picker showing "14-08-2025 15:00".
- Certificate Validity:** A status indicator showing "Valid".
- Select Audit Type***: Two rows of dropdown menus. The first row is set to "Fire Safety Audit" with a date of "14-08-2025 15:00". The second row is set to "Risk Assessment" with a date of "14-08-2025 16:00".
- Remove**: A red text link.
- +Add More**: A blue text link with a plus sign, highlighted by a red arrow.
- Add Equipments***: A text input field with a dropdown menu open, showing options: "Test tube" (highlighted in blue), "Microscope", "Audiometry", and "Heart Rate Monitor".
- Location***: A text input field with the placeholder text "Location".

Two equipment items have been selected: "Microscope" and "Heart Rate Monitor," displayed as blue tags in the equipment field. The Location field (highlighted in red box) shows "Location" placeholder text, indicating where users should specify the physical address or area where the audit will take place.

Dashboard
 Audits
 Equipments
 Request Changes/Assistance
 Transactions
 Renewal Returns

Add Audit Notification

Workplace*
 Machakos (WP-001)

Last Audit Was Done By:
 Date of Last Audit:
 Certificate Validity : **Valid**

Select Audit Type* Date*
 Fire Safety Audit 14-08-2025 15:00

Select Audit Type* Date*
 Risk Assessment 14-08-2025 16:00

[Remove](#)
[+Add More](#)

Add Equipments:
 x Microscope x Heart Rate Monitor

Location*
 Location

Cancel Save

The location field shows "safety house Kenya" being typed, with Google-powered location suggestions appearing below. Two options are displayed: "Safety House" on Commercial Street in Nairobi, and "Kenya Institute Of Professional Studies" in Embu. The autocomplete feature helps ensure accurate location specification for audit scheduling.

Dashboard
 Audits
 Equipments
 Request Changes/Assistance
 Transactions
 Renewal Returns

Add Audit Notification

Workplace*
 Machakos (WP-001)

Last Audit Was Done By:
 Date of Last Audit:
 Certificate Validity : **Valid**

Select Audit Type* Date*
 Fire Safety Audit 14-08-2025 15:00

[+Add More](#)

Add Equipments:
 x Test tube x Microscope

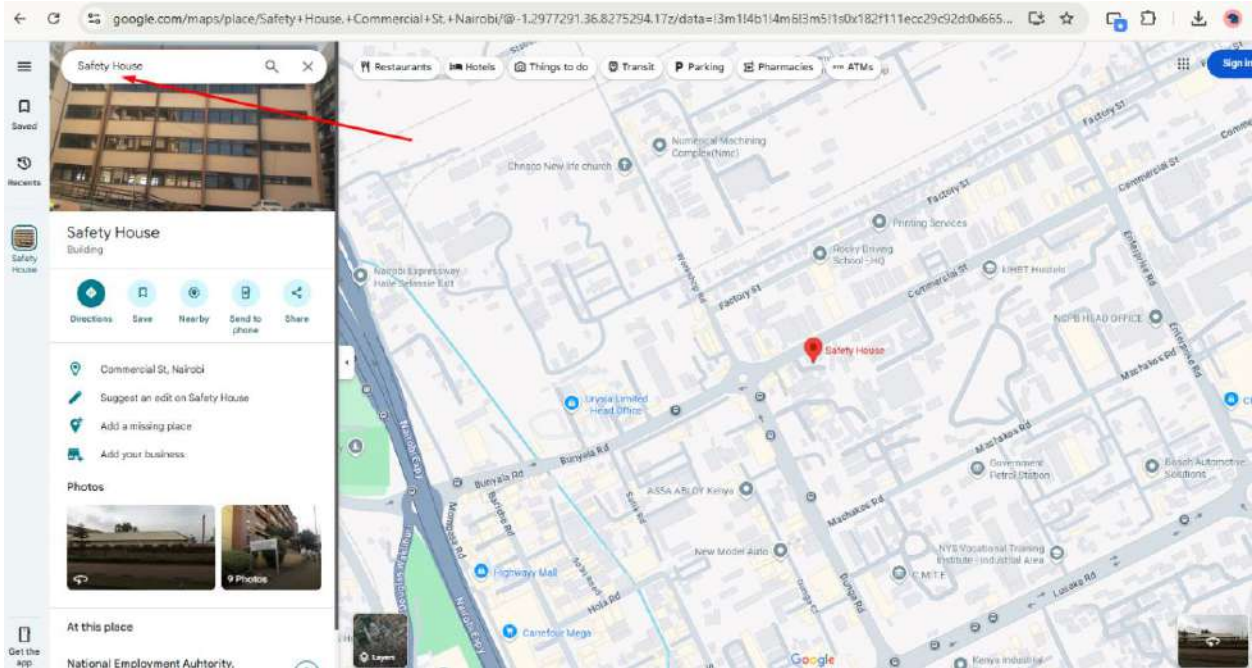
Location*
 safety house Kenya

- Safety House Commercial Street, Nairobi, Kenya
- Kenya Institute Of Professional Studies - Embu Commercial St, Embu, Kenya

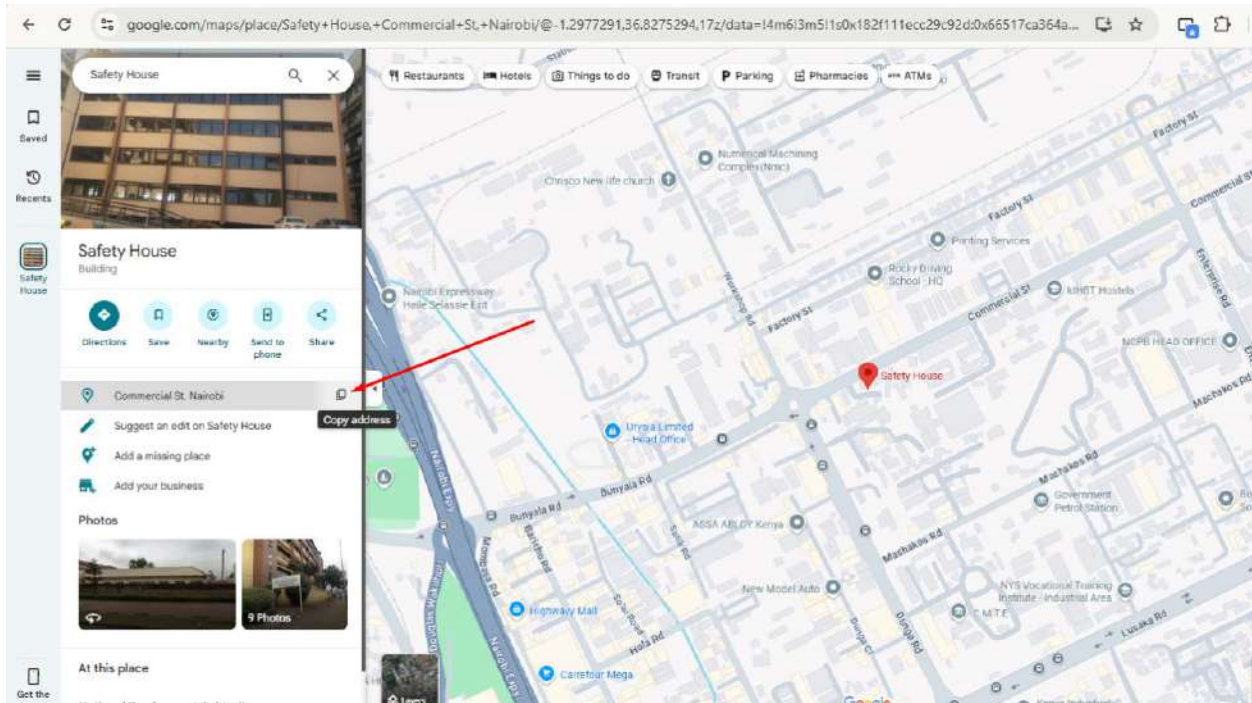
powered by Google

Cancel Save

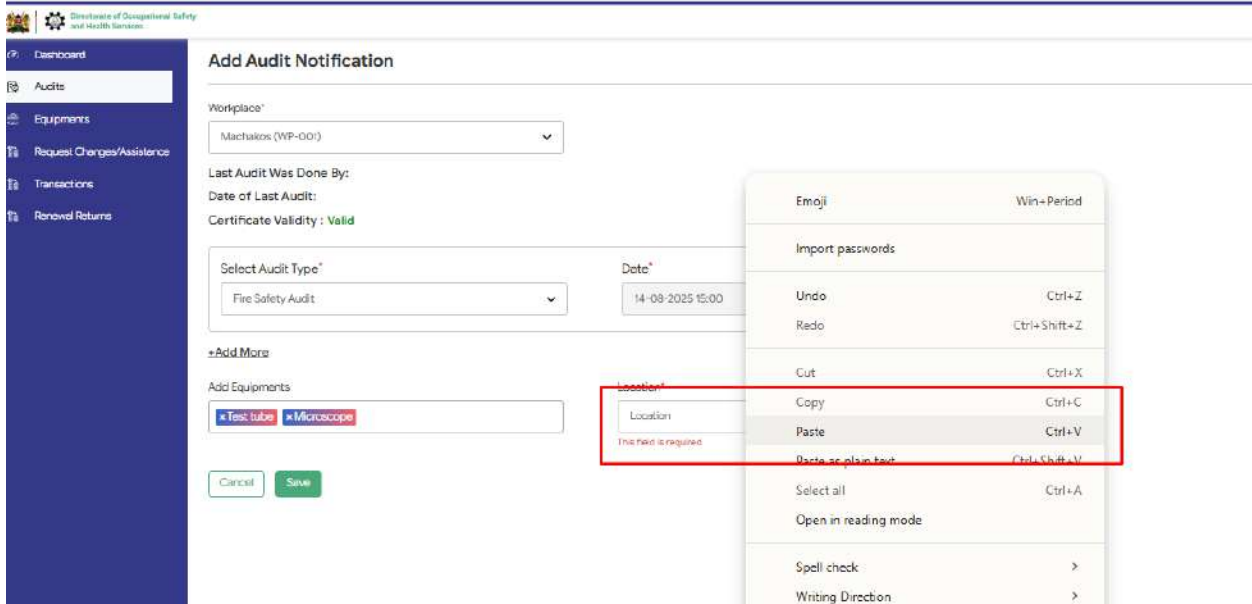
Google Maps displays the selected "Safety House" location with a building photograph and address details showing "Commercial St, Nairobi." The map interface provides directions, save options, nearby locations, and sharing capabilities. Users can verify the exact audit location before confirming their appointment through this integrated mapping system.



The Google Maps interface shows a "Copy address" tooltip (indicated by red arrow) when hovering over the address information. This feature allows users to easily copy the complete address details for use in the audit notification form, ensuring accuracy in location data entry.



A context menu appears over the location field showing options including Cut, Copy (Ctrl+C), Paste (Ctrl+V), Select all, and other text editing functions. This standard browser menu (highlighted in red box) enables users to manipulate text data efficiently when entering location information for their audit notifications.



From the sample case shown below, the location field now displays "Commercial St, Nairobi" with Google autocomplete suggestions below showing "Commercial Street Nairobi, Kenya," "Kenya Institute Of Highways & Building Technology-Nairobi Campus," and "Afix Smart Web - Web Design & SEO Services Company In Kenya." Users can select from these verified location options.

The screenshot shows the 'Add Audit Notification' form in a web application. The form includes a sidebar with navigation options: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main form area contains the following fields and sections:

- Workplace***: A dropdown menu with 'Machakos (WP-001)' selected.
- Last Audit Was Done By:** A text field.
- Date of Last Audit:** A text field.
- Certificate Validity:** Displayed as 'Valid' in green text.
- Select Audit Type***: A dropdown menu with 'Fire Safety Audit' selected.
- Date***: A date and time picker showing '14-08-2025 15:00'.
- +Add More**: A link to expand the form.
- Add Equipments**: A text input field containing 'Test tube' and 'Microscope'.
- Location***: A text input field with 'Commercial St, Nairobi' entered. Below it, a dropdown menu shows Google suggestions: 'Commercial Street Nairobi, Kenya', 'Kenya Institute Of Highways & Building Technology-Nairobi Campus Commer...', and 'Afix Smart Web - Web Design & SEO Services Company In Kenya Online'. The first suggestion is highlighted.
- Buttons**: 'Cancel' and 'Save' buttons are located at the bottom left of the form.

As a final step in the scheduling, users can now save the form and proceed to the next step for review of upcoming audits.

The screenshot shows the 'Add Audit Notification' form in a web application, similar to the previous one. The form includes the same sidebar and main form area. The 'Upcoming Audit' section is now visible, showing a table with the following data:

Date to Carry Out Audit	Auditor Name
14 August 2025 06:00 PM	John Test Doe

The form also includes the following fields and sections:

- Workplace***: A dropdown menu with 'Machakos (WP-001)' selected.
- Last Audit Was Done By:** A text field.
- Date of Last Audit:** A text field.
- Certificate Validity:** Displayed as 'Valid' in green text.
- Select Audit Type***: A dropdown menu with 'Risk Assessment' selected.
- Date***: A date and time picker showing '14-08-2025 18:00'.
- +Add More**: A link to expand the form.
- Add Equipments**: A text input field containing 'Microscope'.
- Location***: A text input field with 'Commercial Street, Nairobi, Kenya' entered.
- Buttons**: 'Cancel' and 'Save' buttons are located at the bottom left of the form. The 'Save' button is highlighted with a red box.

The "Audit Notification" page displays the "Upcoming Audits" tab (highlighted in red) among other tabs including Reports, Ongoing Audits, Cancelled Audits, and Missed Audits. The table shows three scheduled audits for Machakos workplace with different audit types, dates, and action buttons (Cancel Audit/Conduct Audit) for management.

Audit No.	Workplace Name	Location	Type of Audit	Assigned to	Date Assigned	Date to Carry Out Audit	Duration to Start of Audit (Days)	Date to Close Audit	Duration to Close Audit (Days)	Actions
ACSC-081	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	Cancel Audit Conduct Audit
ADSC-080	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	Cancel Audit Conduct Audit
ACSC-079	Machakos	Commercial St, Nairobi	Fire Safety Audit		14 August 2025 03:00 PM	-1		13 September 2025 03:00 PM	29	Cancel Audit Conduct Audit

Showing 1 to 3 of total 3 entries

The upcoming audits table shows detailed information including Audit No., Workplace Name, Location, Type of Audit, Date Assigned, Duration calculations, and Actions. Each audit entry has "Cancel Audit" (red) and "Conduct Audit" (green) buttons highlighted in the red box, allowing administrators to manage scheduled audit activities effectively.

Audit No.	Workplace Name	Location	Type of Audit	Assigned to	Date Assigned	Date to Carry Out Audit	Duration to Start of Audit (Days)	Date to Close Audit	Duration to Close Audit (Days)	Actions
ADSC-081	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	Cancel Audit Conduct Audit
ADSC-080	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	Cancel Audit Conduct Audit
ADSC-079	Machakos	Commercial St, Nairobi	Fire Safety Audit		14 August 2025 03:00 PM	-1		13 September 2025 03:00 PM	29	Cancel Audit Conduct Audit

Showing 1 to 3 of total 3 entries

The Edit Upcoming Audit screen displays the main audit configuration form. This form will allow a DOSHS Admin to update any location details that might hamper a user's progression.

NB: In case you get your location details wrong, kindly contact our admin for location updates.

The screenshot shows the 'Edit Upcoming Audit' interface. On the left is a navigation menu with options like Dashboard, User Management, DOSHS Offices, Plant Safety, Registration, Inspections, WIBA, Occupational Health, Audit Management, Occupational Hygiene, NIOSH, Training Management, and Student Management. The main content area is titled 'Edit Upcoming Audit' and contains the following fields:

- Workplace***: A dropdown menu showing 'Machakos (WP-001)'.
- Select Audit Type***: A dropdown menu showing 'Fire Safety Audit'.
- Date***: A date and time picker showing '14-08-2025 15:00'.
- Add Equipments**: A list of equipment tags including 'Test tube' and 'Microscope'.
- Location***: A text input field containing 'Commercial St, Nairobi' and a dropdown menu with suggestions like 'Commercial Street Nairobi, Kenya', 'Kenya Institute Of Highways & Building Technology-Nairobi Campus Co...', and 'Afix Smart Web - Web Design & SEO Services Company In Kenya Co...'. A red arrow points from the title to this field.

At the bottom of the form are 'Cancel' and 'Save' buttons.

Add Audit Notification Setup

The location field allows manual entry or selection from previous locations for consistency. You can enable location settings on your browser using the **three dots** feature on your browser.

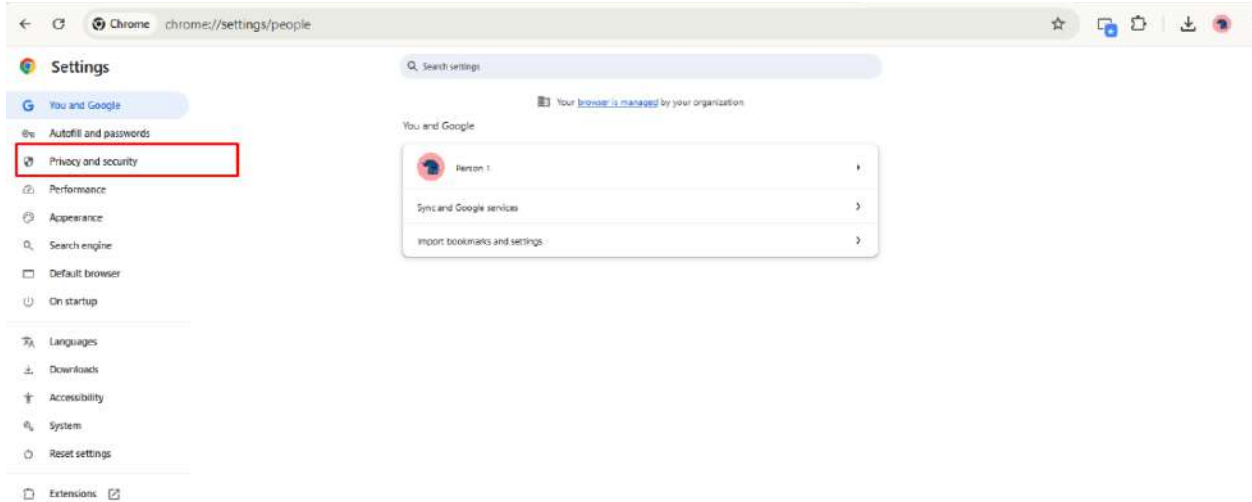
The screenshot shows the 'Add Audit Notification' interface. On the left is a navigation menu with options like Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main content area is titled 'Add Audit Notification' and contains the following fields:

- Workplace***: A dropdown menu showing 'Machakos (WP-001)'.
- Last Audit Was Done By:** A text input field showing 'John Test Doe'.
- Date of Last Audit:** A text input field showing '14 August 2025 06:00 PM'.
- Certificate Validity:** A text input field showing 'Valid'.
- Upcoming Audit**: A table with columns 'Date to Carry Out Audit' and 'Auditor Name'. The first row shows '14 August 2025 06:00 PM' and 'John Test Doe'.
- Select Audit Type***: A dropdown menu showing 'Risk Assessment'.
- Date***: A date and time picker.
- Add Equipments**: A text input field.
- Location***: A text input field. A red arrow points from the browser's three dots menu to this field.

At the bottom of the form are 'Cancel' and 'Save' buttons.

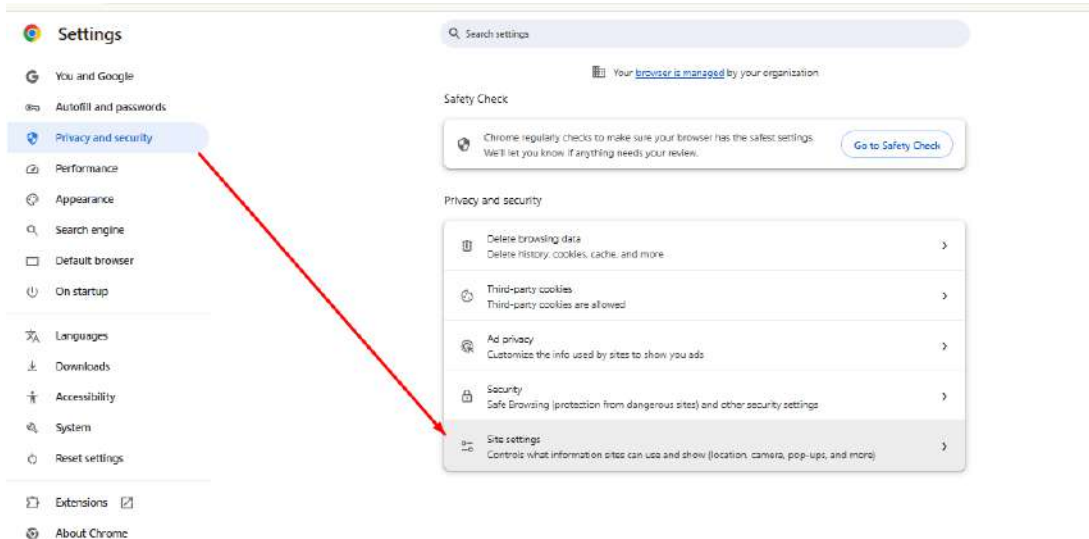
Chrome Settings - Privacy and Security Access

The Chrome Settings page displays the main configuration menu with Privacy and Security highlighted in red. Users navigate here to manage their browser's privacy preferences and security configurations for optimal protection while browsing. Location settings will also be found here.



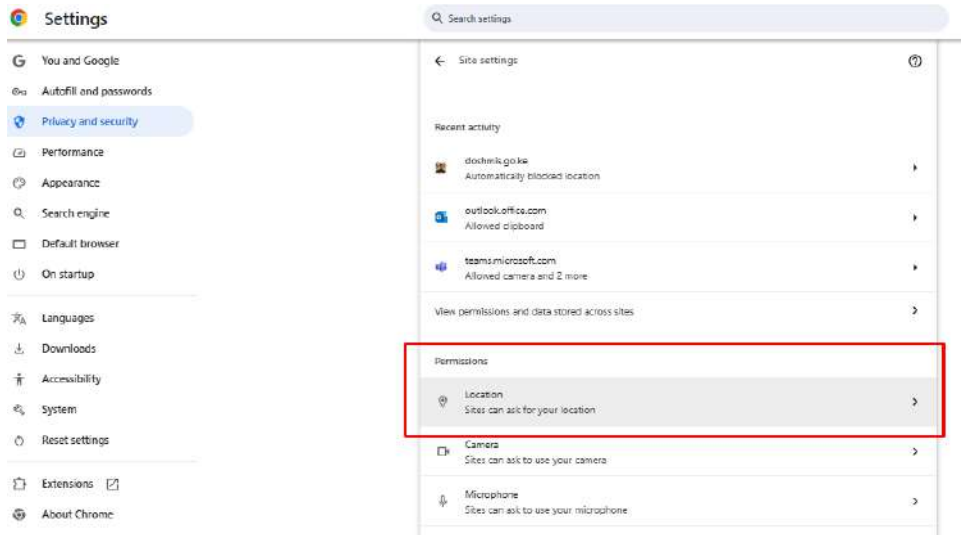
Privacy and Security Settings Overview

The Privacy and Security section shows comprehensive browser protection options.. Each option includes descriptive text explaining its function and impact.



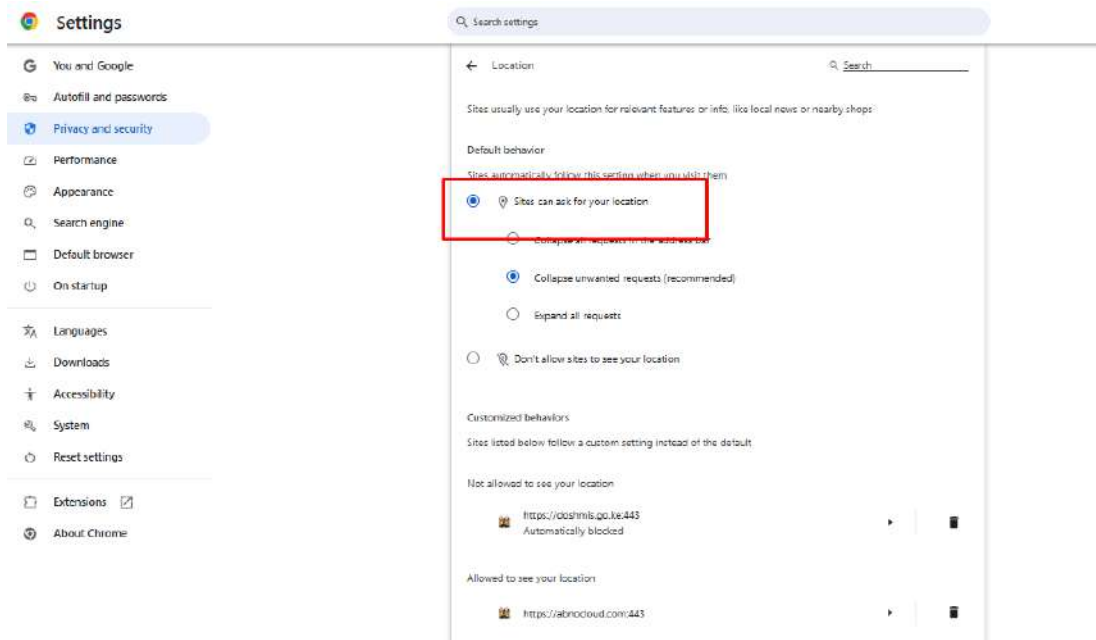
Site Settings and Permissions Panel

The Permissions section (highlighted in red) allows users to control location access, camera usage, and microphone permissions. This centralized interface manages how websites interact with device hardware and personal information.



Location Permission Configuration

The default behavior section shows "Sites can ask for your location" as the selected option (highlighted in red). Users can choose between allowing requests, collapsing unwanted requests, expanding all requests, or completely blocking location access based on their privacy preferences.



Blocking Location Access Globally

The Location settings page with "Don't allow sites to see your location" selected (highlighted by red arrow). This global setting prevents all websites from accessing location data by default. The customized behaviors section below shows specific sites that have been individually configured, including blocked sites (doshmis.go.ke).

