MOBILE APP + QHSE MANAGEMENT SOFTWARE

SpeakUp4Safety

User manual

From download to activation and everyday use

English • General edition 2.1 • 10 October 2026

A practical guide for app users, module managers, suppliers and administrators. Follow the illustrated procedures to access your workspace and use the modules enabled for your organisation.

66 operational guides	49 real screenshots
01 Download and activate	02 Report and inspect
03 Manage and verify	04 Analyse and improve

Safety and reporting • Risk assessment • Equipment and fire safety • Suppliers and jobs • Requirements and corrective actions • Management system • Training • Quality • Custom checklists

CHECK Available functions depend on your role and configuration. Screenshots retain the language of the interface captured; the instructions keep its command labels so you can identify them.

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01 / USER GUIDE

How to use this manual

This manual guides all SpeakUp4Safety users from download to everyday work. Follow the route for your role and the modules enabled for your organisation.

01 App user
Install the app, link your profile to your organisation and submit reports, inspections or checklists from the home screen.

02 Module manager
Consult web registers, review evidence, assign activities and check deadlines and results.

03 Administrator
Configure master data, recipients, tool visibility and profiles. Keep names, sites and roles consistent.

04 Supplier
Use the assigned routes for company details, documents and jobs. Available functions depend on your profile associations.

CHECK Command names match the captured interface. Screenshots keep their original language; menus, fields and availability may vary by language, role and configuration. Custom modules follow your organisation’s approved template.

Download SpeakUp4Safety

Open the official website and choose your device’s app store. The management software runs in a browser.

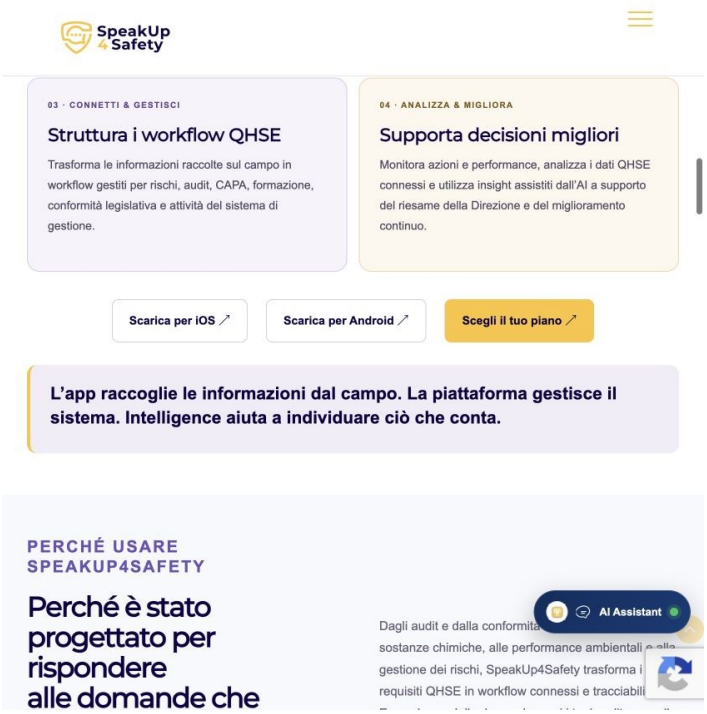


Figure 1 / Download SpeakUp4Safety

01 Open the website

Visit https://speakup4safetyapp.com/ and find the download links.

02 Choose the store

Select the iOS download for iPhone or iPad, or the Android download for Android devices.

03 Check and install

Check the SpeakUp4Safety name and developer Alessandro Prastaro. Use the store’s download command and wait for installation to finish.

04 Open the app

Launch SpeakUp4Safety and go to Home to begin signing in.

CHECK If your organisation already uses the service, ask your contact for an invitation or connection details. A new plan is not required for each user.

Install and access the app on your device

The store listings let you check availability and compatibility before installation.

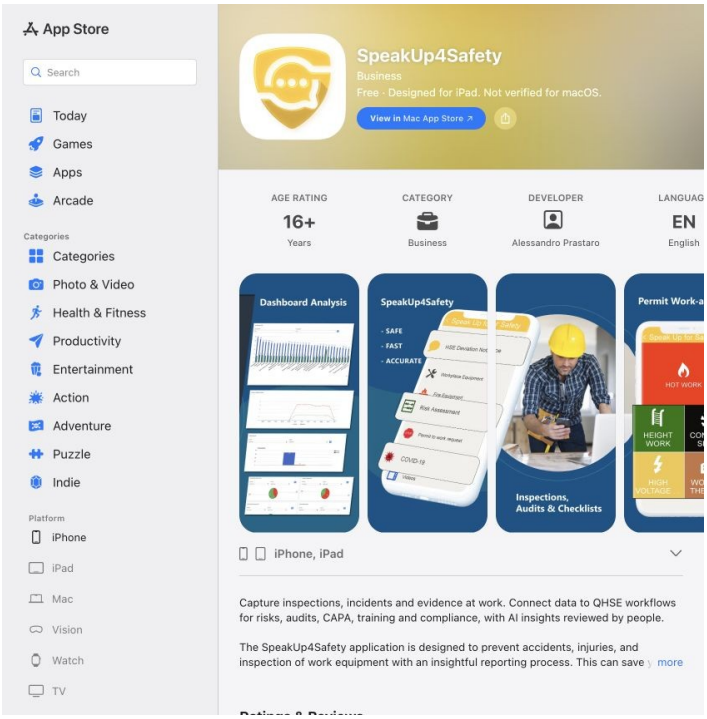


Figure 2 / Install and access the app on your device

01 iPhone and iPad

Open the App Store listing on your phone or tablet. Authorise the download using the method requested by your device.

02 Android

Open Google Play and select Install when available. If the device is incompatible, check its model and operating system version with your contact.

03 Alternative browser access

The app entry point is https://speakup4safety.it/users/login.php. Use the link provided by your organisation.

04 Check the result

The app should open and show the sign-in route. Installation and access to your organisation are separate steps.

CHECK The figure shows the store’s web listing, not installation on a phone. Google Play: https://play.google.com/store/apps/details?id=com.itsapp2you.sufs

Link your profile to your organisation

Have the email address registered or invited by your contact ready, together with the company code if required.

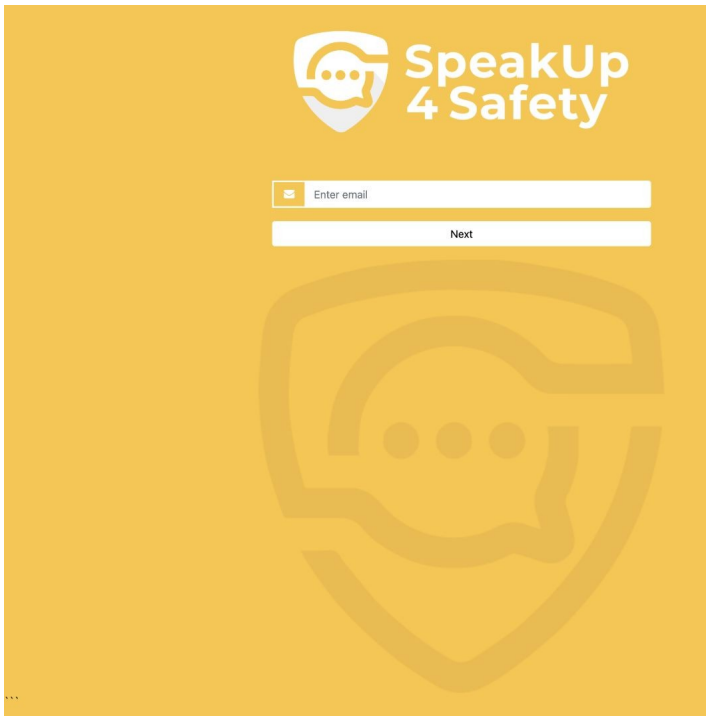


Figure 3 / Link your profile to your organisation

01 Enter your email

Type the address you will use for the service in Enter email, then select Next.

02 Follow the displayed route

If your profile already exists, sign in with your credentials. If company association is requested, use the name or code supplied by your contact.

03 Check the organisation

Check that the displayed company is your organisation before selecting Continua.

04 Resolve an unrecognised profile

Recheck the email address and code. If the association is still missing, ask your contact to check the profile.

CHECK Expected result: the system recognises your organisation and displays sign-in or profile registration.

Register and activate your app profile

When Società verificata and the Register form appear, complete your personal profile.

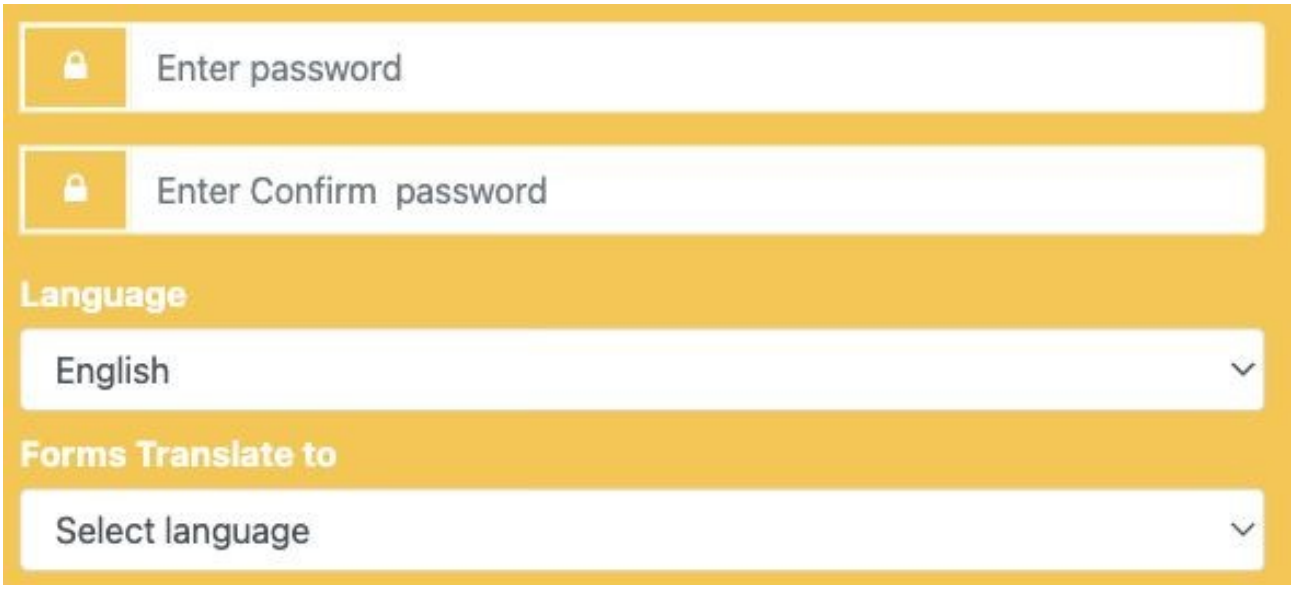


Figure 4 / Register and activate your app profile

01 Check the profile details

Enter your name and check Email, Company and User Type. If the role is unexpected, request a correction before continuing.

02 Set your password

Complete Enter password and its confirmation with the same password. Enter it personally.

03 Choose the language

Language sets the interface language; Forms Translate to sets the proposed language for forms.

04 Complete activation

Select Register and follow the requested confirmations. Open the home screen and check that your assigned tools appear.

CHECK If you already have an account, use Sign IN. Use the recovery option at sign-in for a forgotten password; avoid duplicate registrations. The figure shows only password and language fields, without company details.

Activate a new software workspace

Choose the plan appropriate for your organisation on the official website. The screenshot shows the first step for the selected plan.

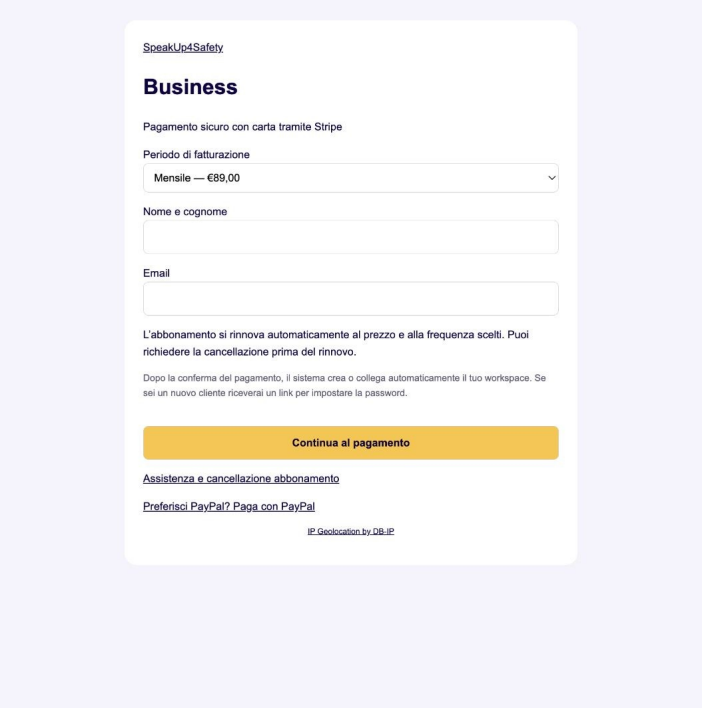


Figure 5 / Activate a new software workspace

01 Compare plans

In the pricing section, check modules, users, sites and billing period. Select the desired plan.

02 Enter the account holder's details

Check the plan and period, then enter the name and email address of the person managing activation in Nome e cognome and Email.

03 Complete payment

Read the terms and automatic renewal information, then select Continua al pagamento and follow the payment provider's procedure.

04 Set up access

After payment confirmation, the system creates or links the workspace. A new customer receives a password setup link; complete this step and sign in to the panel.

CHECK The figure documents the initial screen. Prices and terms may change; check those shown in the current checkout. If your organisation is already active, use its invitation instead of creating another workspace.

Sign in to the web software

Open the administration panel in a browser with your assigned account. An app account does not automatically grant management permissions.

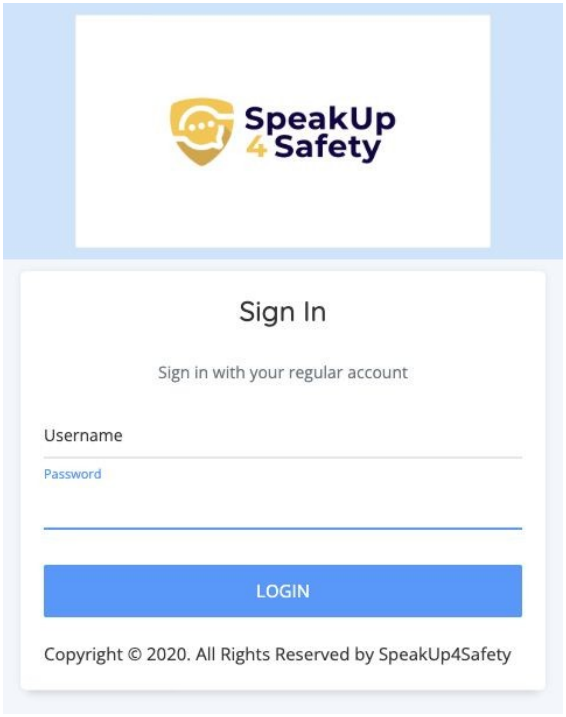


Figure 6 / Sign in to the web software

01 Open the panel

Go to https://www.speakup4safety.it/admin/ or use the link you received.

02 Sign in

Enter Username and Password, then select LOGIN.

03 Check the workspace

Check that the environment and menu match your responsibilities. Available items depend on your profile.

04 New organisation

If the service is not yet active, choose a plan on the official website and follow the plan instructions and emails received.

CHECK Activating a plan and creating an individual profile are separate routes. Use the existing invitation for an organisation that is already active.

Navigate the home screen and registers

Choose a tool from the home screen. In the web software, use the side menu and return links to move between overviews and registers.

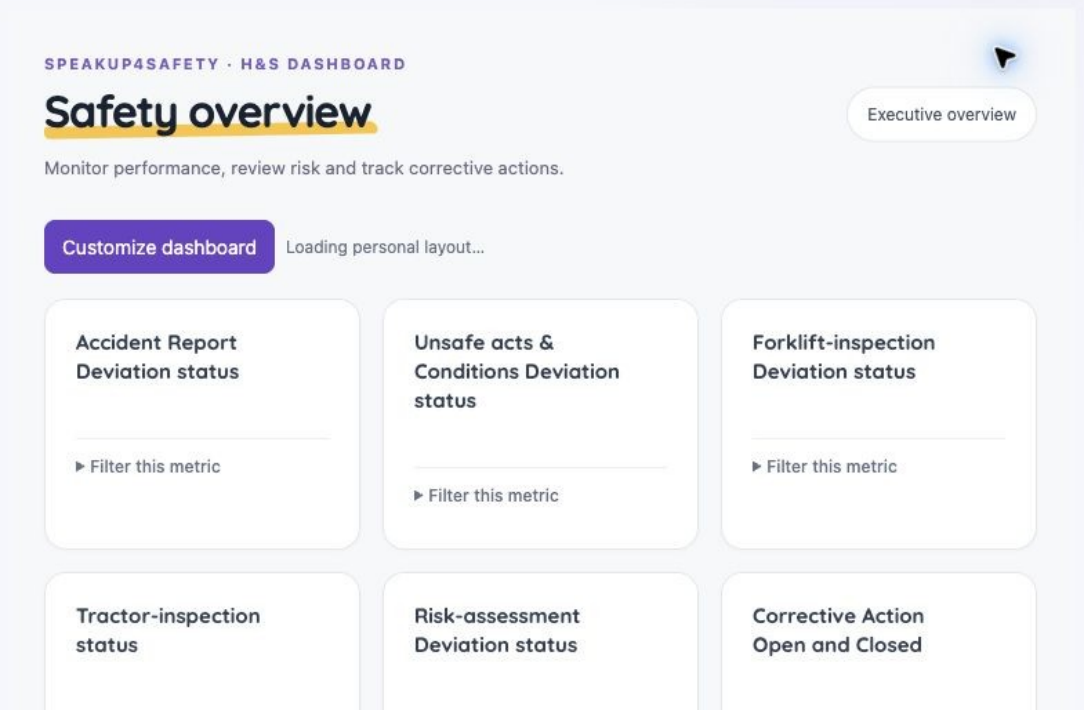


Figure 7 / Navigate the home screen and registers

01 Open the tool group

Expand the relevant menu item, such as HSE communication, Fire Equipment or Training.

02 Consult the register

Use Search, dates and available filters. Show entries changes the number of visible rows; column headings sort results.

03 Open the details

Use Edit or the icon on the correct row. Check its date, subject and identifier before making changes.

04 Verify a save

Wait for confirmation and check the record in the register. Do not submit again while the page is loading.

CHECK Add, Save, Update, Duplicate, Import and Delete may change data. In fire equipment registers, Add may immediately create an in-progress row: use it when you intend to start an inspection.

Configure the app menu

Administrator route: Menu Builder. Organise the tools that users find on the home screen.



Figure 8 / Configure the app menu

01 Choose language and area

Open the Studio and select the menu language. Distinguish App Experience settings from the other areas shown.

02 Organise tools

Find modules in Libreria strumenti; check groups, labels and order in Struttura App.

03 Check visibility

Check each tool's audience, for example Workers and Vendors. Keep labels understandable and consistent across languages.

04 Save and test

Use the available save command, then reopen the home screen with the relevant profile and check tool order and opening.

CHECK The full-screen preview and Studio guide help you check the configuration. Visibility changes are the responsibility of the person managing access.

Manage users and recipients

Accounts, roles and notification addresses serve different purposes. Maintain these lists separately.

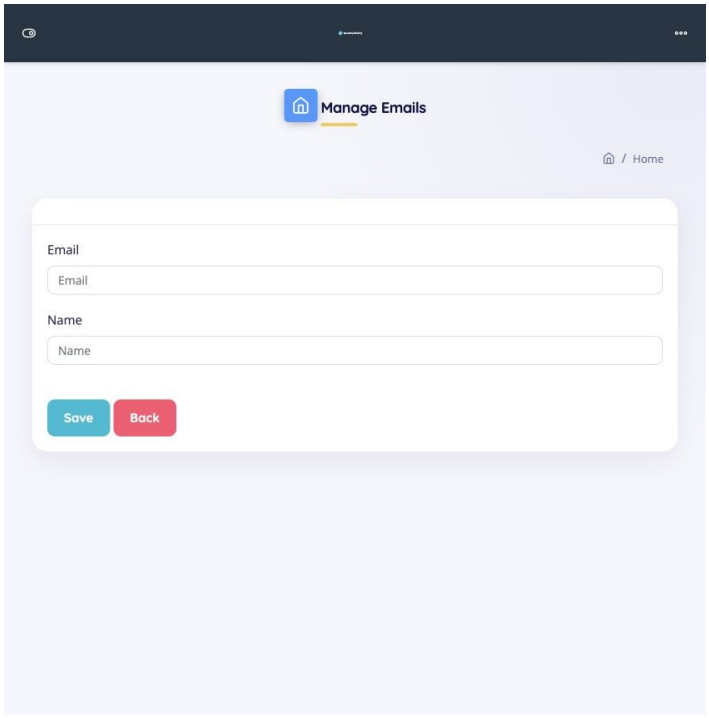


Figure 9 / Manage users and recipients

01 Workers

Use the account list to check app users. The Training Workers master data described later serves training management instead.

02 Vendor Admin and Sub Admin

Assign management access only to designated people within the intended scope. Check which menu items are actually available after sign-in.

03 Provider Emails

Add the report recipient’s Name and Email, then save. This entry alone does not create an account.

04 Personal profile

Check personal details in Profile. Use Change Password to update your credential and Logout when leaving a shared device.

CHECK Expected result: users have the correct role and form users can identify recipients without duplicate addresses.

Prepare company master data

Administrator route: Company configurations. Master data supplies the options available in modules.

Master data	Main use
Site and Department	Site and department
Area and Machine Inspected	Inspected location or equipment
Job description	Job role or activity
Type of requirement	Requirement category
Frequency	Required interval
Type of action	Action classification

01 Define the structure

Complete Site and Department with sites and departments. Use one consistent name for each entry.

02 Define the operating context

Area Inspected and Machine Inspected identify areas and equipment; Job description lists the relevant job roles.

03 Prepare requirements

Type of requirement, Frequency and Type of action classify obligations, intervals and activities.

04 Import using the template

Where available, download Export Template, follow its columns and use Import. Check created rows, errors and duplicates.

CHECK Master data changes may affect several modules. Before deleting a value, check its links to existing records with the responsible person.

Report an unsafe act or condition

Open the corresponding report from the app home screen. In the software, go to HSE communication > Unsafe acts & Conditions.

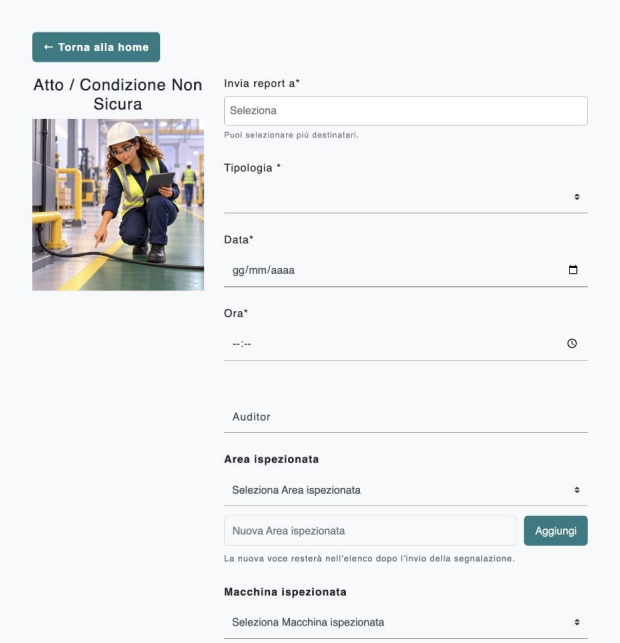


Figure 10 / Report an unsafe act or condition

01 Choose recipients

In Invia report a, select the people responsible for handling the report.

02 Describe the context

Enter type, date, time, area and equipment. Distinguish observations from your interpretation.

03 Add evidence

Describe the issue and any immediate action, then attach photos that help locate it.

04 Submit and verify

Check required fields and recipients, then submit. The responsible person can find the report in the web register.

CHECK For an immediate danger, first follow your organisation’s operating procedures. Completing the form documents the report.

Record near misses and injuries

From the home screen, open Near Miss or Infortunio. The web panel register is Accident Report.

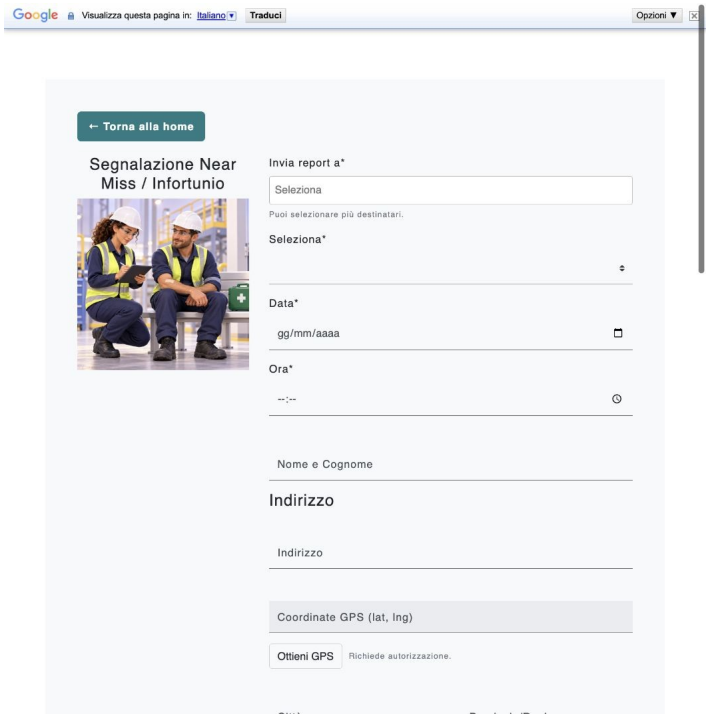


Figure 11 / Record near misses and injuries

01 Classify the event

Select the type that matches the event. Enter the correct time and location.

02 Reconstruct the facts

Describe the activity, sequence of events and observed consequences. Complete the fields relevant to the event type.

03 Document the response

Record action taken and prevention proposals. Add readable attachments.

04 Send the report

Review the content and send it to the intended recipients. The responsible person assesses the analysis and follow-up actions.

CHECK Manage Damage Body Part and Manage Hierarchy of controls measures let administrators maintain the lists used for classifications and control measures.

Use photos and AI assistance in reports

Photos, video and assisted analysis help make a report understandable.

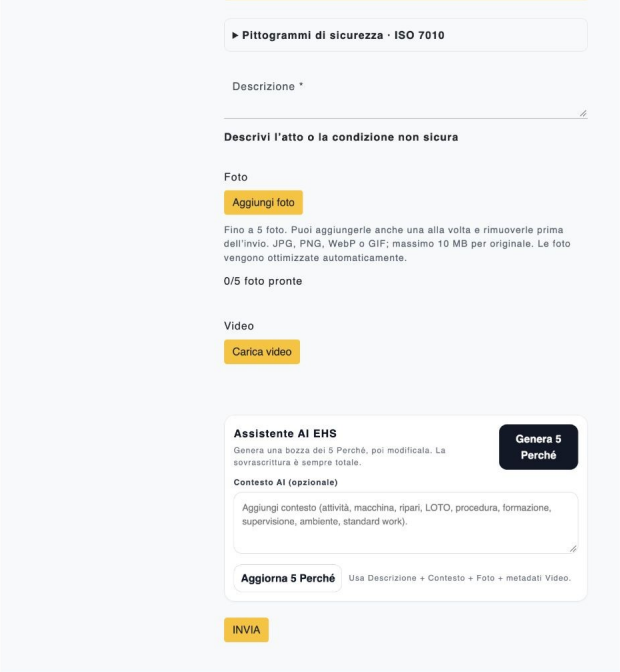


Figure 12 / Use photos and AI assistance in reports

01 Choose attachments

Select relevant images and check previews and file counts. Follow the limits displayed by each module.

02 Complete the description

Explain what each item of evidence shows; a photo without context may be ambiguous.

03 Review the AI suggestion

Where available, use Genera 5 Perché or AI Review after entering the facts. Correct unsupported causes, assumptions and actions.

04 Confirm the final content

Check text, attachments and recipients before INVIA or Save. The user must review AI proposals.

CHECK Do not treat a generated response as evidence that a check was performed or that a cause was established.

Assess operational risk

Route: Risk Assessment Tool > Risk assessment. Prepare details of the area, activity, hazard, exposure and controls actually present.

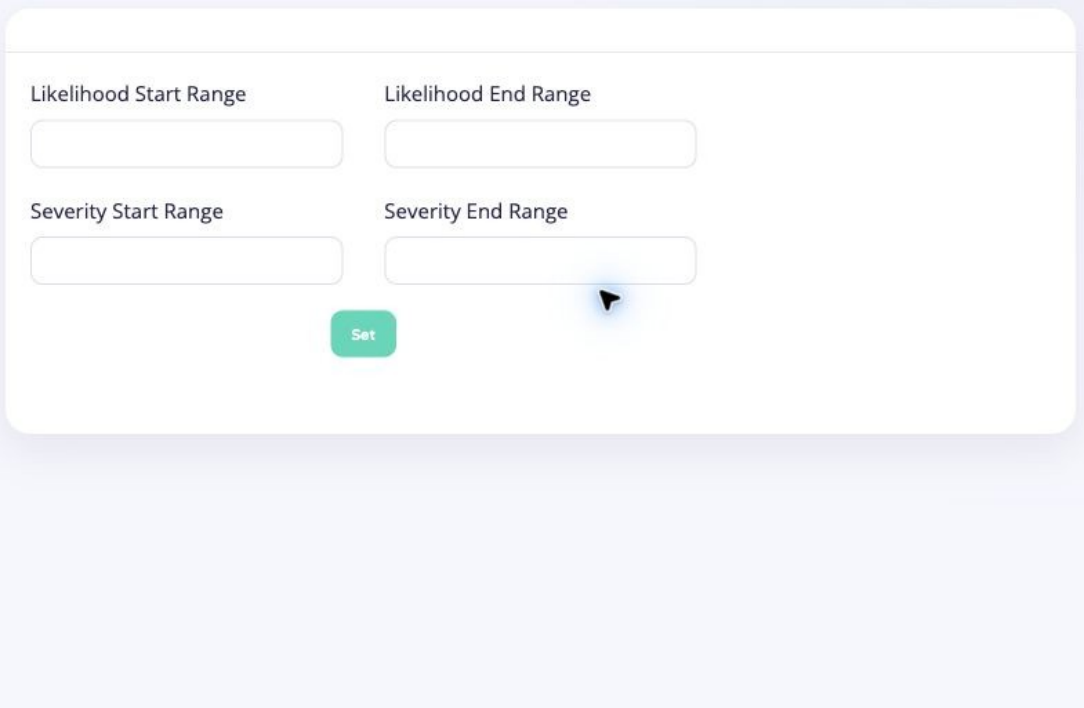


Figure 13 / Assess operational risk

01 Identify the context

Open the register or enabled app tool. Identify the activity and equipment covered by the assessment.

02 Describe hazards and controls

Complete the required fields and select the risk type. Distinguish existing controls from planned improvements.

03 Use the organisation’s scales

Rate likelihood and severity using the configured methodology. Do not change the scales during a routine assessment.

04 Save and follow up

Save the assessment and check its record. Use the corrective action register specified by your process for planned measures.

CHECK Manage Type of Risk maintains categories. Config Dropdown sets Likelihood and Severity ranges and criteria. The figure shows administrator-only configuration.

Complete a dynamic risk assessment

Route: Dynamic Risk Assessment in the risk menu or custom modules. Use it for the activity you are about to start.

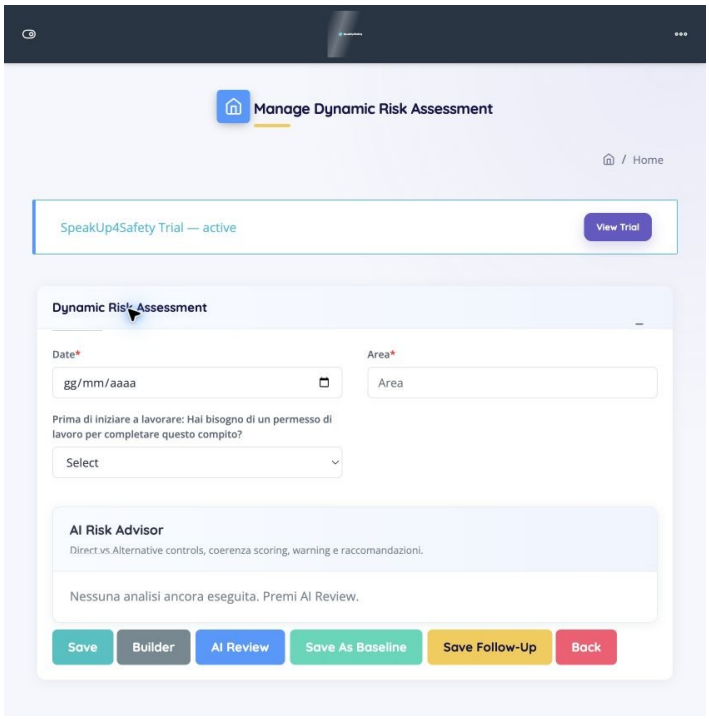


Figure 14 / Complete a dynamic risk assessment

01 Open the form

Select Add New in the register or open the tool from the app home screen.

02 Identify the context

Complete Date and Area and check that you are using the checklist required for the activity.

03 Answer the questions

Consider each displayed question, including whether a work permit is needed. Questions depend on configuration.

04 Record the result

Check your answers and select Save. Find the form by filtering the register by date.

CHECK The saved checklist documents the assessment performed. Any required permit must be managed through Permit to work request.

Map high energy sources

Route: High Energy Source Mapping. Mapping connects equipment, activities, energy sources and observed controls.

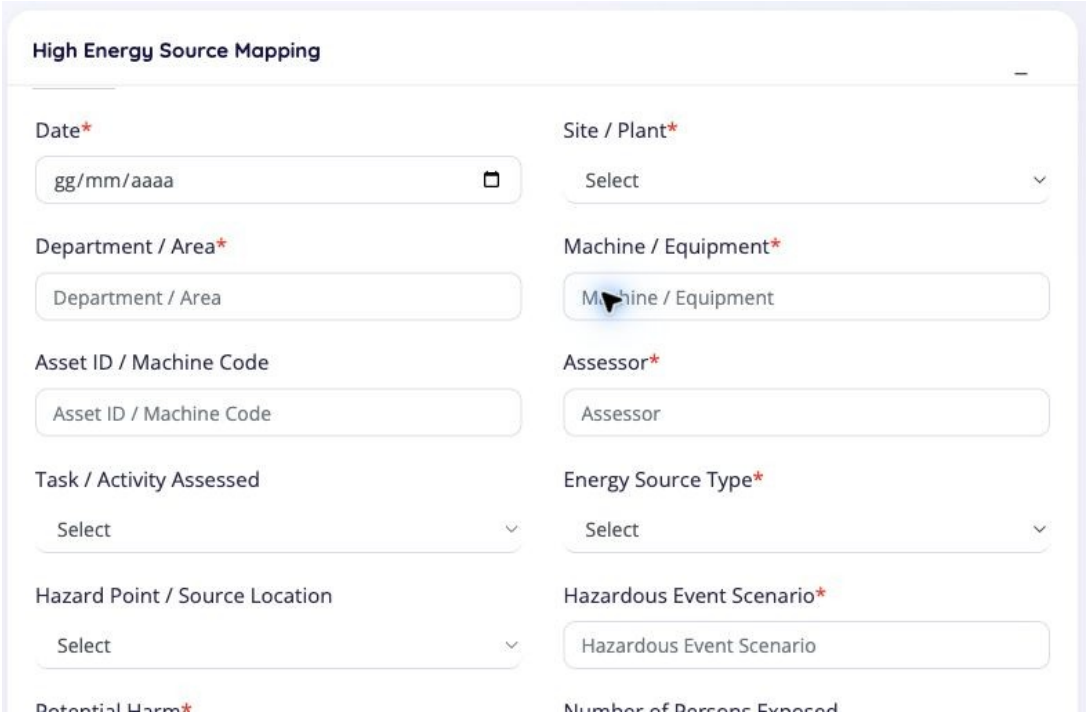


Figure 15 / Map high energy sources

01 Identify equipment and activity

Complete date, site, department, equipment, asset code, assessor and Task / Activity Assessed.

02 Describe the scenario

Select Energy Source Type and describe the hazardous event, potential harm, exposed people and residual energy.

03 Assess controls

Record Direct Controls, Alternative Controls, any bypasses and protection status. Complete E, A, F, P and D using the adopted methodology.

04 Review and save

Check calculated indices, photos and any AI Review. Use Save and Open Machine History to follow assessments.

CHECK Dashboards and baselines compare consistent observations for the same equipment and energy source. A missing baseline or empty indicator does not mean zero risk.

Plan high energy improvements

Route: HSE communication > High Energy Improvement Plan. Turn mapping priorities into an improvement plan.

Element	User check
Equipment and source	Recognisable and consistent reference
Improvement	Specific measure for the identified risk
Responsibility	Person assigned to delivery
Deadline	Date consistent with priority
Evidence	Proof of implementation and subsequent verification

01 Consult the mapping

Find the equipment, energy source and control to improve in High Energy Source Mapping.

02 Open Add Action

Create an action for the correct source; describe the expected outcome and proposed measure.

03 Assign and plan

Enter responsibilities, deadlines and the other details requested. Avoid vague actions such as “pay attention”.

04 Check progress

Update status with evidence and compare later assessments with the baseline where available.

Start a noise risk assessment

Route: Risk Assessment Tool > Noise Risk Assessment. The register organises assessments by code, title, department, date, strategy and status.

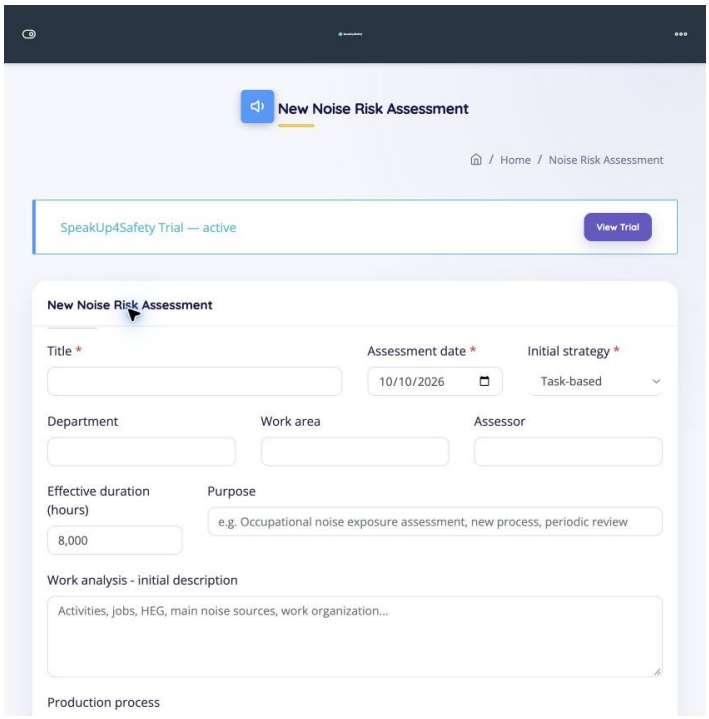


Figure 16 / Start a noise risk assessment

01 Open New Noise Assessment

Start a new form from the module register.

02 Complete identification

Enter Title and Assessment date, then Department, Work area and Assessor.

03 Describe the work

Choose Initial strategy from Task-based, Job-based, Full-day or Mixed. Enter effective duration, Purpose, Work analysis, Production process and Nominal day description.

04 Save the initial form

Check required fields and select Save. Verify its presence in the register before continuing assessment management.

CHECK The appointed assessor must provide the strategy and technical data. The proposed duration is an initial value to check against the actual work.

Inspect forklifts and vehicles

Route: Workplace Equipment > Forklift-inspection or Tractor-inspection. The Pallet Jack checklist covers pallet trucks.

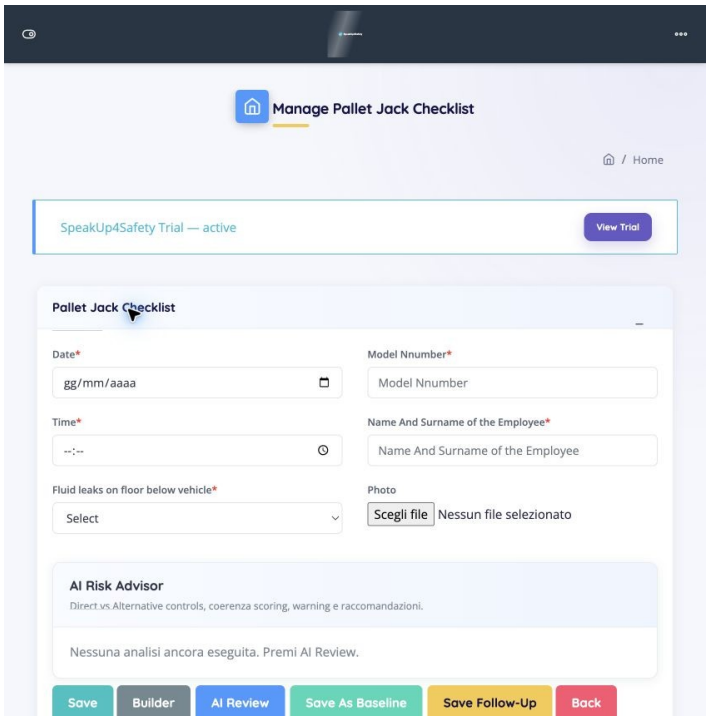


Figure 17 / Inspect forklifts and vehicles

01 Choose the correct equipment

Open the relevant equipment tool and identify the vehicle using the required company reference.

02 Complete the checks

Answer according to checks actually performed. Enter the date, operator and context requested by the form.

03 Describe issues

Add notes and evidence for nonconforming items so that the result is clear.

04 Submit and consult

Finish using the module's command and check the register. The responsible person follows up issues and required actions.

CHECK The figure shows Pallet Jack Checklist. Questions differ for pallet trucks, forklifts and tractors; do not automatically reuse another vehicle's answers.

Record fire safety inspections

Route: Fire Equipment. Choose the register for the equipment or system being inspected.

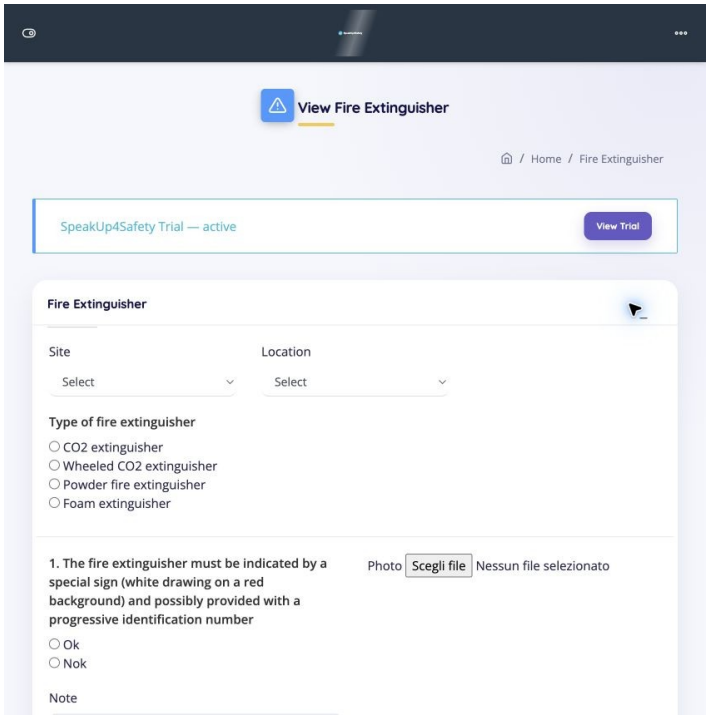


Figure 18 / Record fire safety inspections

01 Open the relevant register

Use Fire Extinguisher, Hydrant Inspection, Emergency Exit, Emergency Light, Fire Pump Control, Sprinkler Control or Fire Valves Control.

02 Start the inspection

Use Add when ready to complete the form. Identify Site, Location and the other equipment details.

03 Complete each item

Select Ok or Nok according to the check performed, adding Photo and Note where useful.

04 Update the record

Select Update in the form and check Result and Issues in the register. Follow up issues through the required actions.

CHECK Add may immediately create an in-progress record. The Maniglione Antipanico checklist in custom modules covers dedicated panic bar checks.

Schedule fire equipment checks and deadlines

Route: Fire Equipment > Equipment Test Analysis and Mange Frequency Settings.

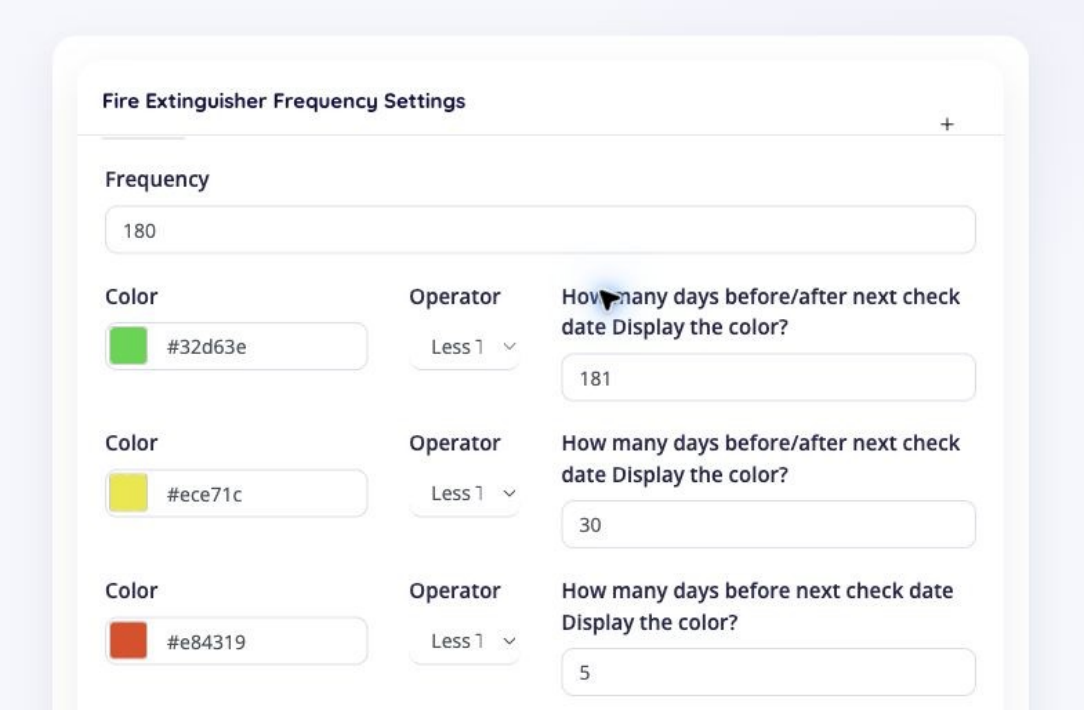


Figure 19 / Schedule fire equipment checks and deadlines

01 Maintain equipment data

In Mange Fire Equipment, check the list and locations. Use the import template where available.

02 Configure intervals

Find the inspection group in Frequency Settings; check frequency, colour thresholds and advance notice days.

03 Consult deadlines

Equipment Test Analysis relates the last inspection, next inspection and remaining days. Read dates alongside colours.

04 Manage external reports

Use Import Supplier Report where provided and consult Imported Reports. Check that each report is linked to the correct equipment.

CHECK Intervals and advance notices are organisational settings. Change them only in line with the approved inspection programme, then save and verify.

Manage work permits

Route: Permit to work request. Select the form that matches the type of activity.

Menu item	Activity
WORK ON THE ROOF	Roof work
CONFINED SPACE	Confined space activities
HIGH VOLTAGE WORK	High-voltage work
HOT WORK	Hot work
HEIGHT WORK	Work at height

01 Choose the permit

Open the correct menu item. In the app, use the tool assigned for the request.

02 Identify the job and contractor

Enter work order, company, contact, location and activity in the requested fields.

03 Complete the checks

Complete the specific sections and attach evidence required by the company process.

04 Follow authorisation

Submit the request and check its status with the responsible person. Open details in the web register and use Export when needed.

CHECK A submitted request is not an authorised permit. Follow your organisation’s review and authorisation process.

Register a supplier

Route: Vendors > Add vendor. Complete master data, contacts and documents before linking jobs.

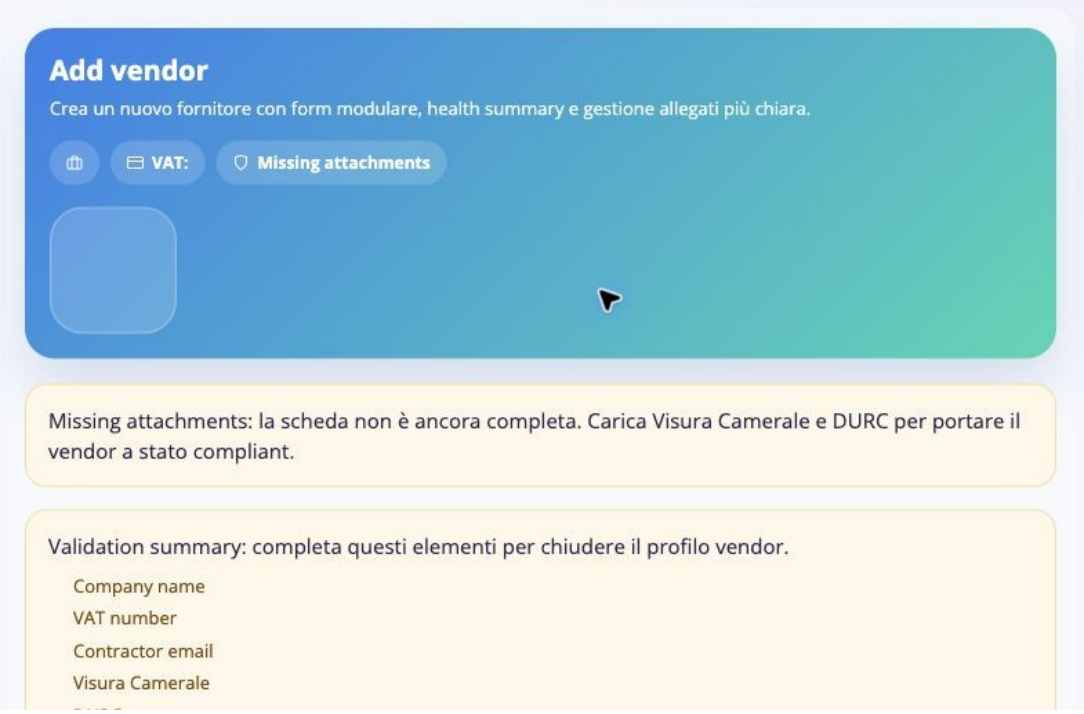


Figure 20 / Register a supplier

01 Complete Company

Enter Company Name, VAT Number and the company contact's email and telephone number.

02 Complete Compliance

Upload Visura and DURC in the required fields with their expiry dates. If you use OCR or Read document, compare extracted data with the original.

03 Check Address and Roles

Check the registered location, address and appointed roles. Add a logo if requested.

04 Save and check

Use Save vendor or Save & Back. Review completeness, missing documents and upcoming deadlines.

CHECK The completeness indicator helps identify missing fields. Document assessment follows your organisation's process; Visura and DURC are the Italian document labels shown in this configuration.

Create and follow a job

Route: Jobs > Add Job. A job connects the supplier to the activity and the people involved.

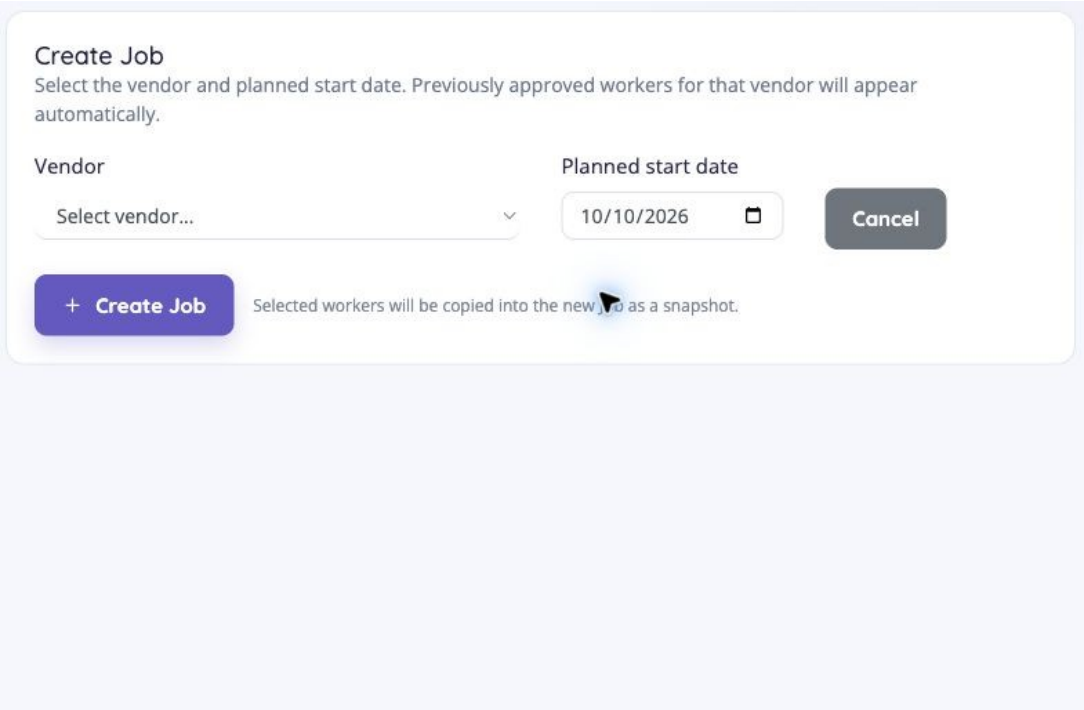


Figure 21 / Create and follow a job

01 Select the supplier

Choose the correct company in Vendor. If missing, first register it or complete its profile association.

02 Set the start date

Check Planned start date and use Create Job when you intend to create the job.

03 Complete details

Continue with site, order, description, timing and workers as required by the available workflow.

04 Follow the register

In Jobs, filter by supplier and period and check Status, Approval and dates. Open details to verify job information.

CHECK Create Job creates a record rather than a preview. Prepare the supplier and date before using it.

Manage job documents and workers

In the app’s Lavori route or the corresponding job form, complete the required people and documents.

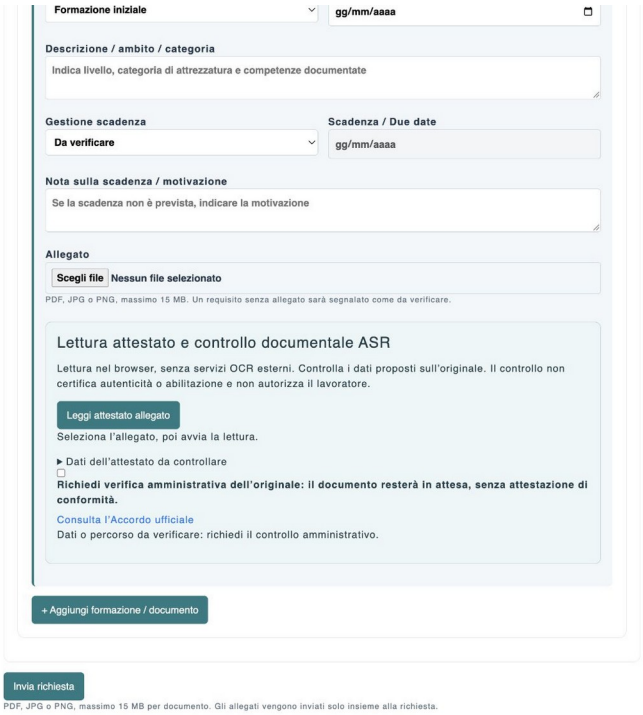


Figure 22 / Manage job documents and workers

01 Link the correct people

Add the workers intended for that job. Check that their master data matches the documentation.

02 Attach the document

Select the file in the relevant field and check that it is readable and belongs to the correct person.

03 Check extracted data

Where available, use Leggi attestato allegato and compare title, name, date and expiry with the document.

04 Complete the review

Keep Da verificare when information is missing. Request administrative verification when the result requires assessment.

CHECK Automatic document reading does not replace verification. Recheck the job after updating or replacing attachments.

Link customers sites and access periods

If Clienti sedi e portinerie is enabled, the administrator links the job to its site and authorised access period.

01 Register customer and site

In Clienti, enter the legal company name and required details. In Sedi e cantieri, choose the customer, enter name and address and use Aggiungi sede.

02 Link the supplier

In Fornitori per sede, select site and company and use Associa fornitore. Reuse the same supplier record across sites.

03 Link the job

In Lavori e periodi di accesso, select job and site, set Accessi dal and Accessi fino al and use Associa / aggiorna lavoro.

04 Check the links

Check customer, site, supplier and period. Verify job and worker approval separately.

CHECK This optional module may not appear in every environment. Before suspending a site or changing a job association, handle open attendance records according to your internal procedure.

Activate a gatehouse account

In the enabled module, each gatehouse operator signs in with a personal account and sees assigned sites.

01 Create the account
In Addetti alle portinerie, enter the operator’s name and personal email and use Crea utenza portineria.

02 Assign sites
Select operator and site and use Assegna sede. Repeat only for additional sites within their responsibilities.

03 Generate the link
Use Genera link di attivazione and deliver it to the intended person through the agreed channel. Follow the validity period and instructions shown.

04 Complete first sign-in
The operator opens the link, personally sets the password and signs in through the gatehouse link. Check that only intended sites are available.

CHECK For expired links or recovery, the contact generates a new link. Revoca sede removes a site association; Sospendi interrupts operator access according to the available functions.

Record gatehouse arrivals and departures

Use the personal link provided by the module contact and select the correct site.

01 Check authorisation

In Ingressi autorizzati adesso, identify the person, supplier and job. Perform the site’s required reception checks.

02 Record arrival

Use Registra ingresso on the correct row and check that the person appears in Presenti in sede. Do not duplicate someone already present.

03 Record departure

Find the worker in Presenti in sede and use Registra uscita. Check that the attendance record is closed.

04 Close the shift

Review open attendance records, report issues and sign out when leaving the workstation.

CHECK If a worker is missing, check site assignment, period, associations, approval of the specific job and documents. Approval for another job does not automatically authorise this entry.

Consult the requirements register

Route: Requirements Logbook. The register brings together obligations, deadlines and evidence.

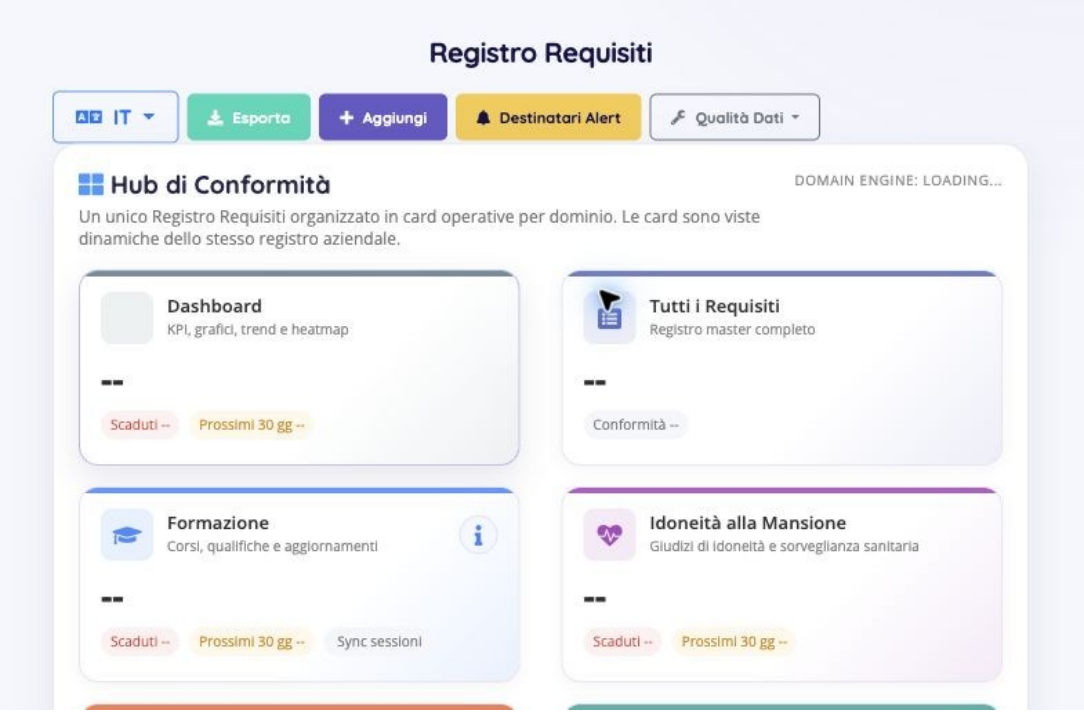


Figure 23 / Consult the requirements register

01 Choose the domain

Open Tutti i Requisiti or the relevant category: training, fitness for work, fire safety, environment, equipment, legal or suppliers.

02 Find items to manage

Use Registro and Scadenze with the filters to identify overdue items or those awaiting verification.

03 Add or update

Use Aggiungi or open the existing entry. Complete subject, requirement, dates, responsibilities and attachments requested by the form.

04 Check consistency

After saving, check the new deadline and evidence. Use Analisi and Qualità Dati to identify incomplete information.

CHECK Export uses the scope defined by the command. Always check filters and exported file content; the total count may differ from visible rows.

Open a corrective action

Route: Corrective Action Logbook > Add Corrective Action. Start with a describable finding and a cause to address.

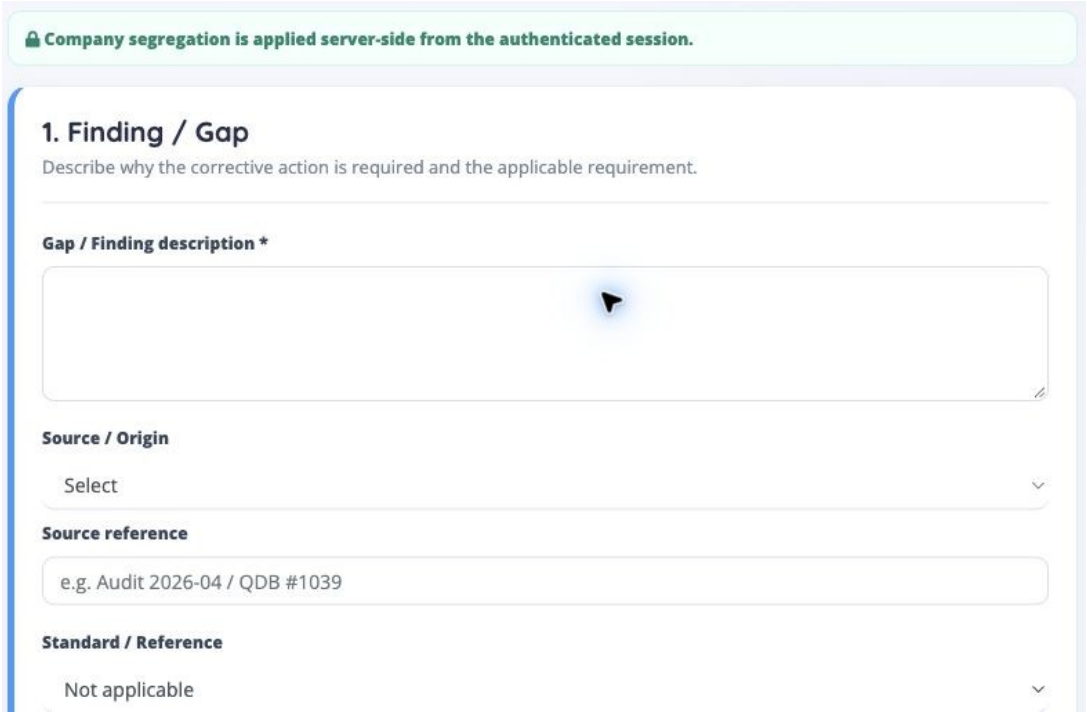


Figure 24 / Open a corrective action

01 Describe the finding

Complete Gap / Finding description, origin and reference. Include the relevant requirement where available.

02 Distinguish correction and cause

Immediate Correction describes the immediate intervention; Root Cause describes the cause to eliminate.

03 Define the action

Enter Description of Corrective Action, Responsible, Due Date and status. Select a consistent action level and type.

04 Attach and save

Add evidence and use Save Corrective Action. Check the new entry in the Logbook.

CHECK Example: “remove the obstruction” describes a correction; “redefine and verify the storage area” may address the cause if the analysis supports it.

Verify action effectiveness and closure

A CAPA is not complete merely because an activity was performed. Document the verification result as well.

Data	Verification question
Implemented action	What has been completed?
Evidence	Which document or observation demonstrates it?
Effectiveness	Has the cause been eliminated over time?
Follow-up	Is another check or activity needed?
Residual risk	Has it been reassessed with consistent data?

01 Find the action

In the Logbook, filter by source, owner, priority, status, effectiveness or deadline. Overdue Only highlights late activities.

02 Update evidence

Record what was completed and attach identifiable evidence. Review any AI CAPA Review suggestions.

03 Complete Effectiveness Review

Enter outcome, date, reviewer, comments and evidence of effectiveness. If further work is needed, set Follow-up and its deadline.

04 Review risk

In Risk Mitigation, use the relevant method: FMEA/RPN or Likelihood × Severity. Save and check final status.

CHECK Closing a CAPA does not automatically reduce risk in linked modules.

Open the management system

Route: Management System. Choose the process to manage and continue to its register.

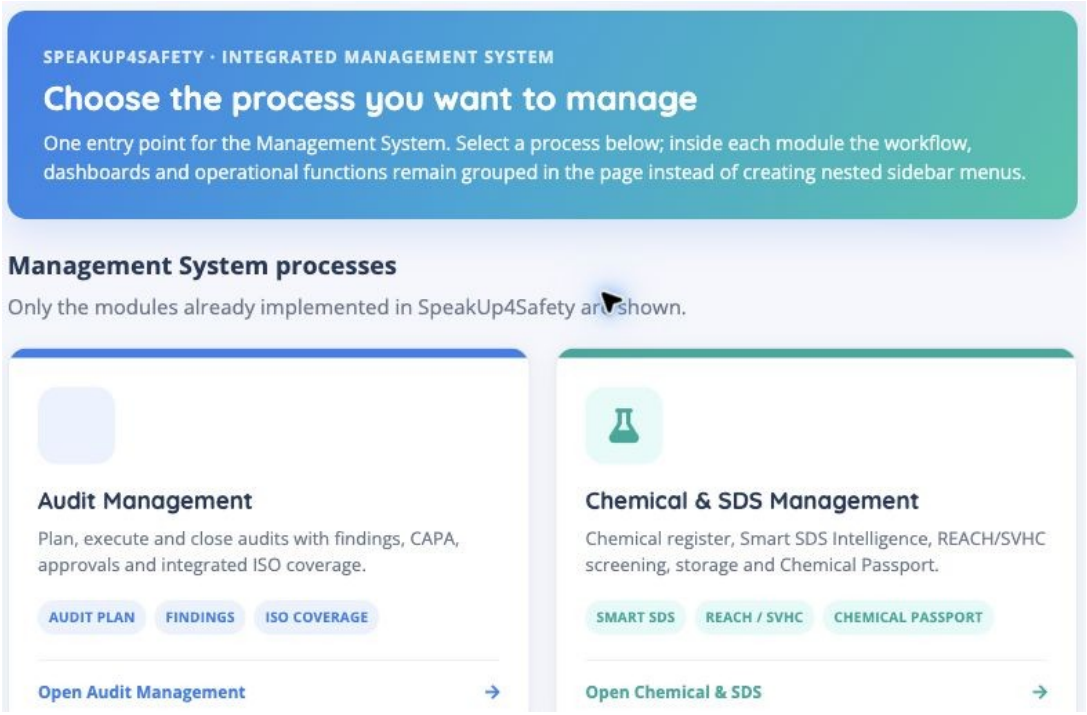


Figure 25 / Open the management system

01 Audit Management

Plan audits, complete checklists, manage findings and verify closure.

02 Chemical and SDS

Register products, safety data sheets and locations.

03 Legal and Regulatory

Record sources, applicability by site and obligations linked to requirements.

04 Context and Environmental

Manage context, interested parties, risks and opportunities; assess environmental aspects and impacts.

CHECK The following pages explain the essential route for each area. Use internal links to keep sources, evidence and actions traceable.

Plan and perform an audit

Route: Management System > Audit Management > Plan Audit.

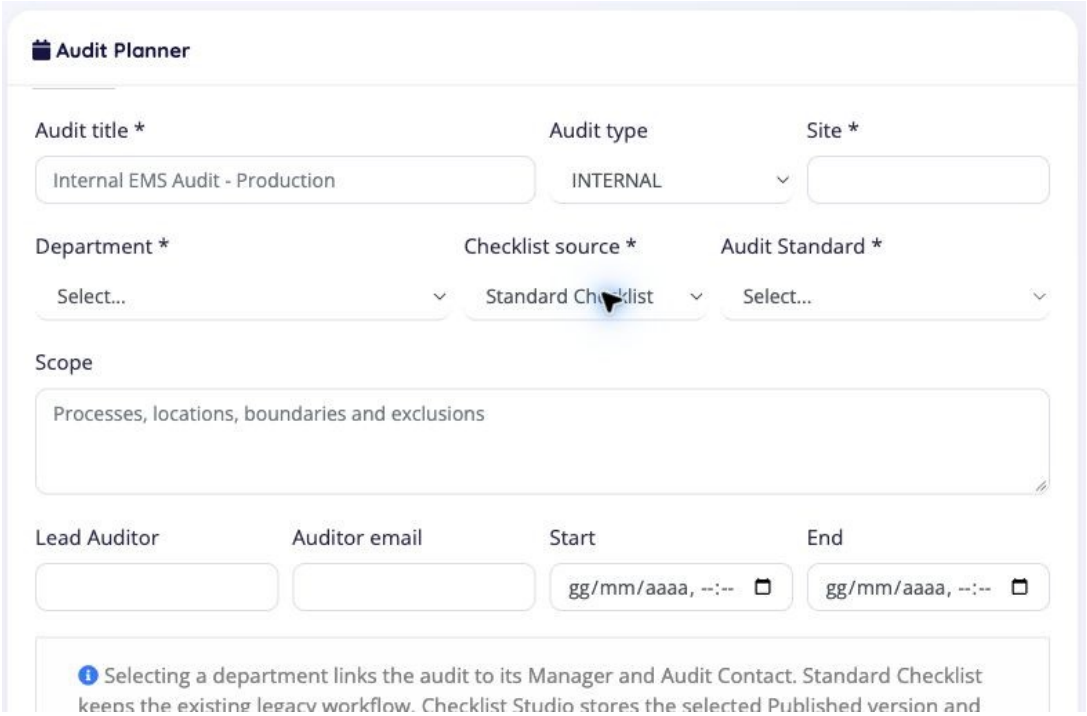


Figure 26 / Plan and perform an audit

01 Define the plan

Complete title, type, site, department, checklist source, standard and scope.

02 Assign people and timing

Enter Lead Auditor, contact, start and end. Smart Scheduling looks for slots relative to already planned audits.

03 Save the plan

Use Save Audit Plan and check the audit in the programme and calendar.

04 Perform and close

Open the planned audit, complete its checklist and document evidence. Manage findings and related actions, then verify closure.

CHECK Do not assume Outlook availability is connected. Check the integrations actually enabled for your organisation.

Use advanced audit tools

Audit Management provides complementary views for programmes, coverage, findings and review.

01 Check the programme
Annual Audit Programme and Calendar help compare planned and completed audits. ISO Coverage shows coverage according to configuration.

02 Manage checklists and ownership
Departments and Owners and Standards Checklist maintain references. Smart Checklist suggests content; Checklist Studio manages templates and versions.

03 Follow findings
Findings Closure tracks progress. Check owners, evidence and links to CAPAs.

04 Prepare management review
Use Governance, Risk Intelligence and Management Review for an overall view. HR Badge Assurance and Monthly ECHA/SVHC Check are specialist routes where enabled.

CHECK M365 is an integration area: availability and permissions must be configured. A checklist template must be released and checked before operational use.

Manage chemicals and safety data sheets

Route: Management System > Chemical and SDS Management > Add chemical.

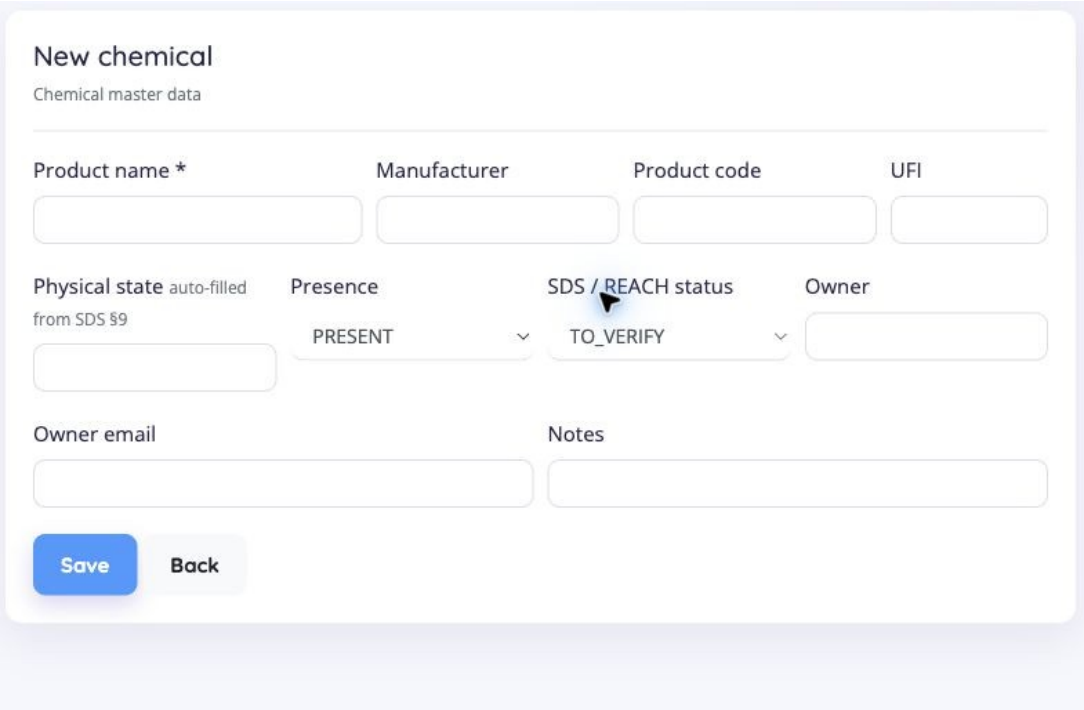


Figure 27 / Manage chemicals and safety data sheets

01 Register the product

Enter Product name, Manufacturer, Product code and UFI where available.

02 Set ownership and presence

Check Presence, SDS / REACH status, Owner and the responsible person’s contact.

03 Manage sheets and locations

Save the product and continue with SDS documentation. Use Add storage location to register storage locations.

04 Verify results

After reading or importing, compare product, revision and extracted data with the original SDS. Follow up items requiring verification.

CHECK Site plans and locations help locate products. Interpret system-generated statuses within your organisation’s verification process.

Manage regulatory sources and obligations

Route: Management System > Legal and Regulatory > Nuova norma.

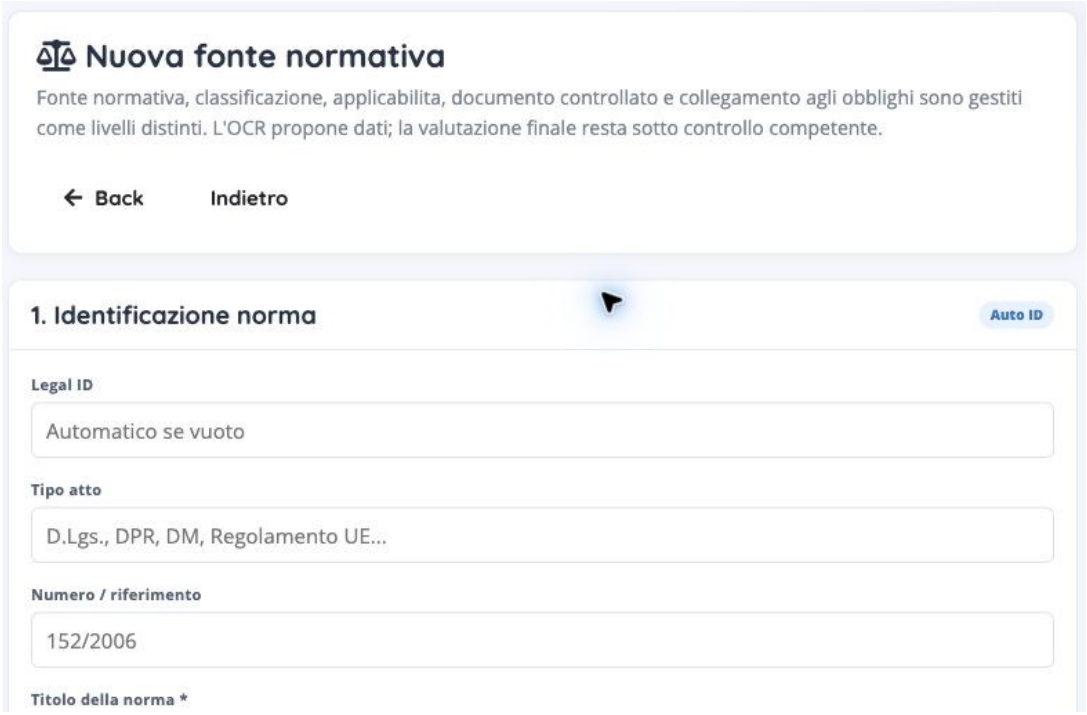


Figure 28 / Manage regulatory sources and obligations

01 Identify the source

Enter act type, number, title, dates, authority and the official source link.

02 Classify and assign

Specify area, category, status, jurisdiction, version, owner and review dates.

03 Assess applicability

For each relevant site, record outcome, rationale, affected processes and the person responsible for assessment.

04 Link obligations

Save the source, then create obligations and link their evidence to Requirements Logbook.

CHECK Import Registro supports the formats shown in the interface. Check column mapping, duplicates and applicability before using imported data.

Analyse context risks and opportunities

Route: Management System > Context and Risk Management. Work in Fattori, Parti interessate and Rischi e opportunità.

View	Purpose
Fattori	Context factors
Parti interessate	Relevant parties and needs
Rischi e opportunità	Assessments and priorities
Azioni e CAPA	Actions and responsibilities
Riesami e Tracciabilità	Changes and links

01 Describe factors

Select the site and record internal or external factors affecting processes.

02 Link interested parties

Enter relevant needs, expectations and references, avoiding duplication of already registered factors.

03 Assess risks and opportunities

Open the relevant register and document initial, current and target assessments using the specified matrix.

04 Follow actions and reviews

Use Azioni / CAPA, Riesami and Tracciabilità to document progress and revisions to assessments.

CHECK If a CAPA link is unavailable, report it to the administrator. Do not treat a closed CAPA as an automatic score reduction.

Assess environmental aspects and impacts

Route: Management System > Environmental Aspects and Impact > Aggiungi aspetto.



Figure 29 / Assess environmental aspects and impacts

01 Describe the activity

Complete site, process, activity, environmental matrix, aspect, impact and operating condition.

02 Apply the methodology

Assign ESI matrix factors using approved definitions. Check Metodologia Rating.

03 Record controls

Specify existing controls and effectiveness; check any link to monitoring or RDP.

04 Save and monitor

Use Salva valutazione and check the register. Consult limits and permits, Performance EPI and Audit Trail for follow-up.

CHECK Import / Aggiungi RDP covers test reports. Check values, units, limits and extraction validation before using the result for analysis.

Organise training

Route: Training > Training Mapping. This workflow connects people, courses, needs, plans, sessions and competence.

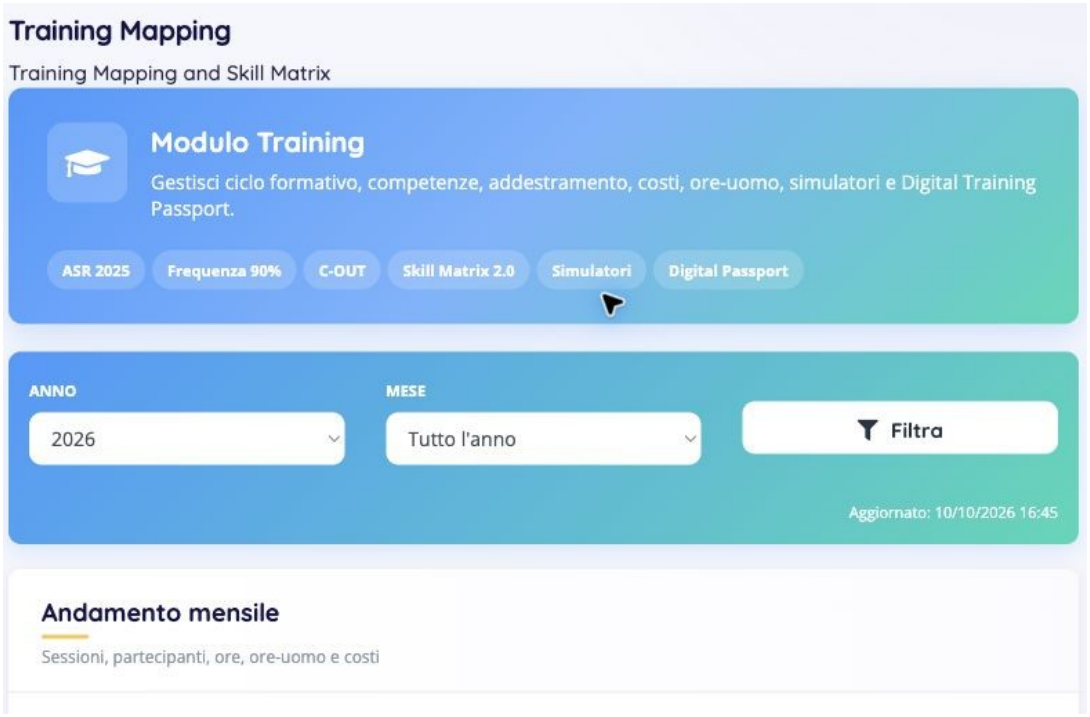


Figure 30 / Organise training

01 Prepare master data

Register Workers, Courses and Teachers before planning.

02 Collect training needs

Use Needs for refresher training and identified needs; check any origin in Requirements Logbook.

03 Plan and deliver

Convert needs into Plan and record delivery in Sessions.

04 Check competence and practical training

Consult Skill Matrix and Competence Dashboard. Use OJT / Addestramento for practical workstation training.

CHECK Registering someone in Training Workers does not create their app sign-in account.

Register workers courses and trainers

Route: Training Mapping. Use the three master data lists to create reusable training plan information.

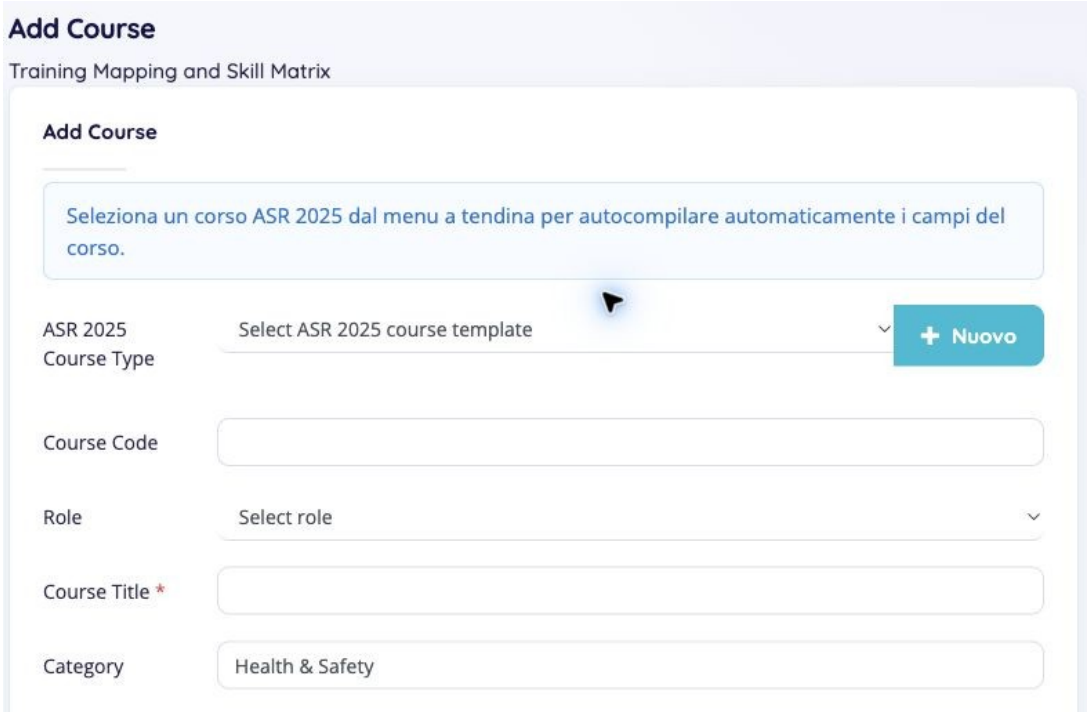


Figure 31 / Register workers courses and trainers

01 Workers

Use Add Worker and complete identity, job role, department and site. Download the CSV or Excel template before importing.

02 Courses

Use Add Course and enter code, title, role, category, duration, delivery mode, practical activity and validity rule.

03 Check course templates

If selecting a catalogue template, verify automatically filled fields, syllabus and relevance to the actual course.

04 Teachers

Use Add Teacher and record qualification, organisation, contacts and evidence of requirements or a CV. Save and check status.

CHECK The training manager must verify durations, validity and requirements. A catalogue default alone does not demonstrate course suitability.

Manage training needs and plans

Route: Training Mapping > Needs and Plan. Link each activity to the need it addresses.

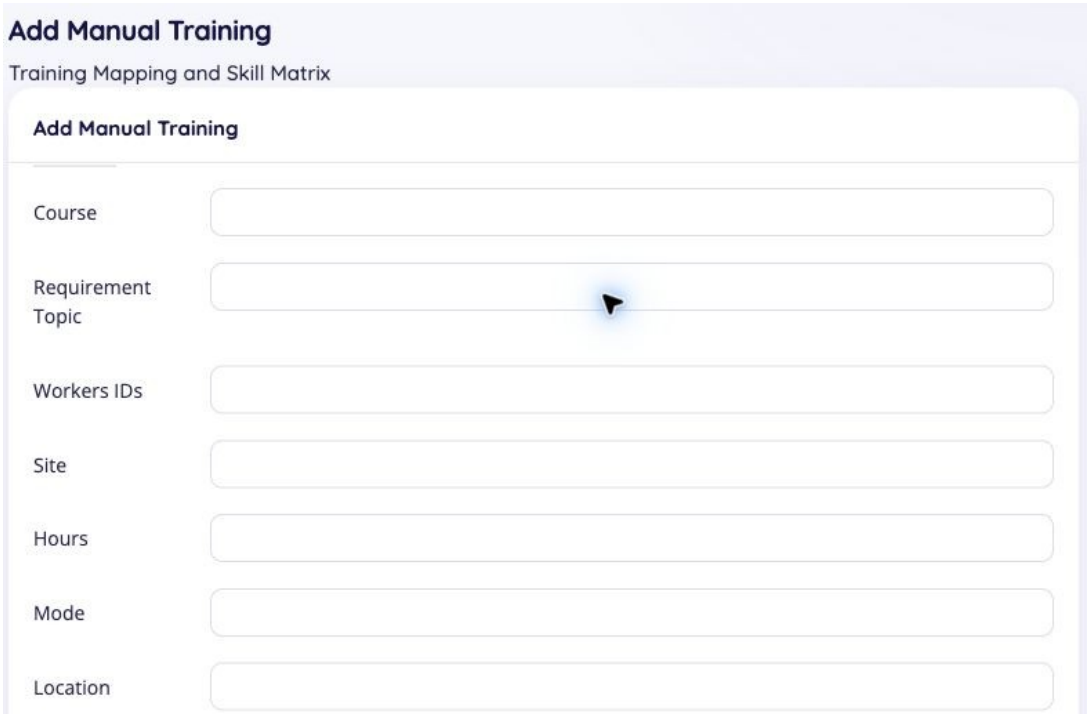


Figure 32 / Manage training needs and plans

01 Consult Needs

Find the course and relevant year. Check the people and deadlines involved.

02 Generate when appropriate

Generate From Requirement Logbook retrieves needs using the configured criteria. Check the result before generating again.

03 Plan the activity

Use Generate From Needs or Add Manual Training. Complete course, people, site, hours, mode, location and required dates.

04 Verify the plan

Check each entry’s status and origin. Once defined, start the session management route provided by the workflow.

CHECK Generate and Create Session may create data. Use them once for the intended scope and check generated entries to avoid duplication.

Record a training session

Route: Training Mapping > Sessions > Crea sessione.

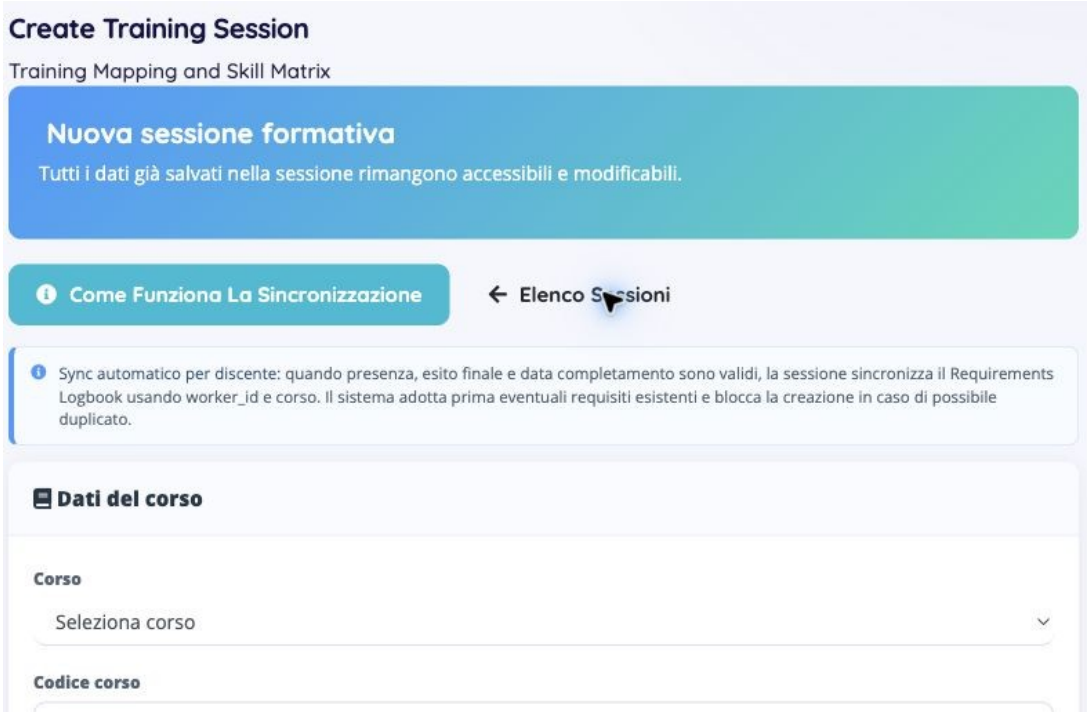


Figure 33 / Record a training session

01 Define the course

Choose course, trainers, owner, site, location, status and planned hours.

02 Enter the schedule

Add planned and actual dates and times. Record actual hours and any costs.

03 Link learners

Use Aggiungi discente, check attendance and results and complete the information needed for completion.

04 Attach and save

Upload syllabus, attendance register, minutes and other required documents. Select Salva sessione and check completeness.

CHECK Consult Come funziona la sincronizzazione: completion, valid attendance, outcome and date contribute to updating linked requirements. Certificates follow the Requirements Logbook route.

Document practical training

Route: Training Mapping > OJT / Addestramento > Nuovo addestramento.

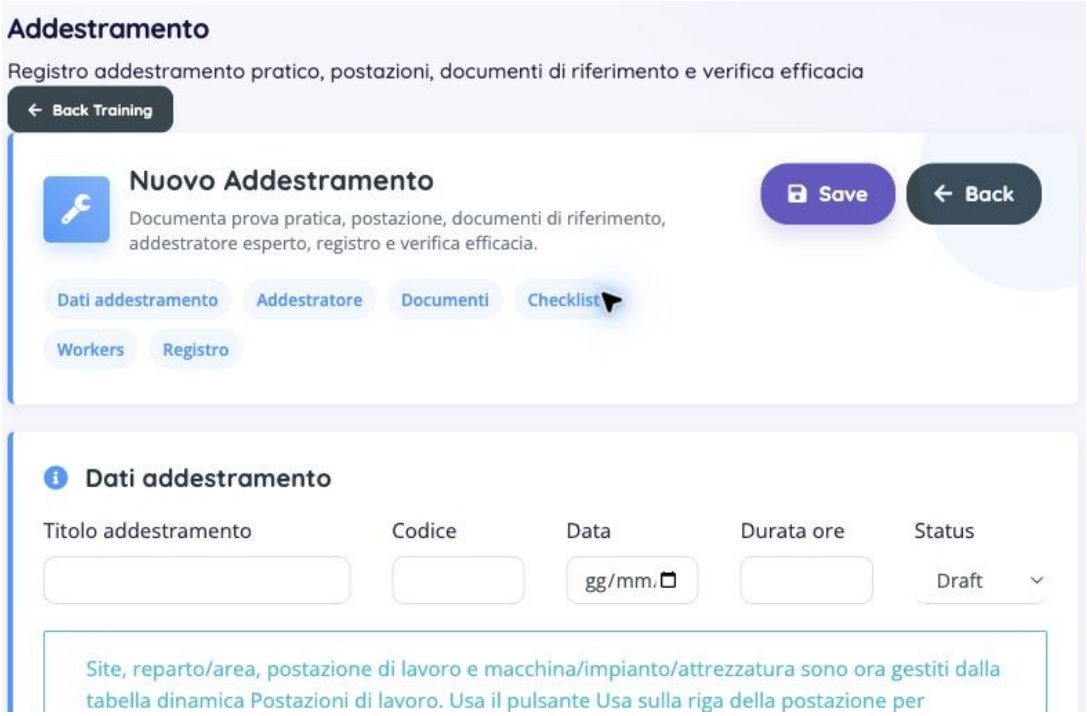


Figure 34 / Document practical training

01 Describe the activity

Complete title, code, date, duration, reason and training status.

02 Link trainers and workstations

Add designated people, workstations and operational references.

03 Record people and evidence

Select Workers, complete the practical checklist and attach documents and the signed register.

04 Verify effectiveness

Record the follow-up check required by the form and save. Check that the result appears in the competence workflow.

CHECK The current form includes an effectiveness check at +20 days. Manage this application workflow step according to your organisation’s programme.

Read the skill matrix and competence dashboard

Route: Training Mapping > Skill Matrix and Competence Dashboard. Use the same scope when comparing views.

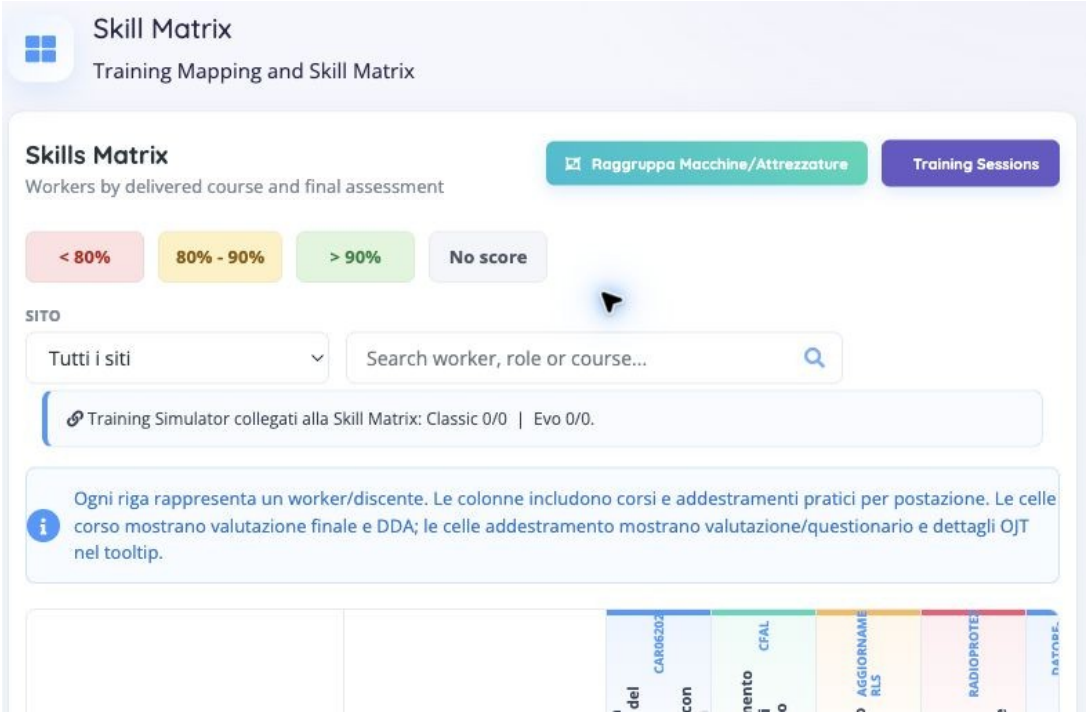


Figure 35 / Read the skill matrix and competence dashboard

01 Filter the scope

Select year, site, department, role, course or person using the available filters.

02 Read the Skill Matrix

Match workers with courses or practical training. Use the colour key and distinguish missing data from an insufficient result.

03 Open details

In the dashboard, check gaps, priorities and the data contributing to competence assessment.

04 Correct the source

If a result is missing, check master data, session, attendance, outcome and requirement links before changing the assessment.

CHECK The competence index summarises available data. Read the evidence and rationale as well when deciding on an intervention.

Use training simulators

Route: Training > Safety Training Simulator. Choose Classic Simulator or Simulator Evo.

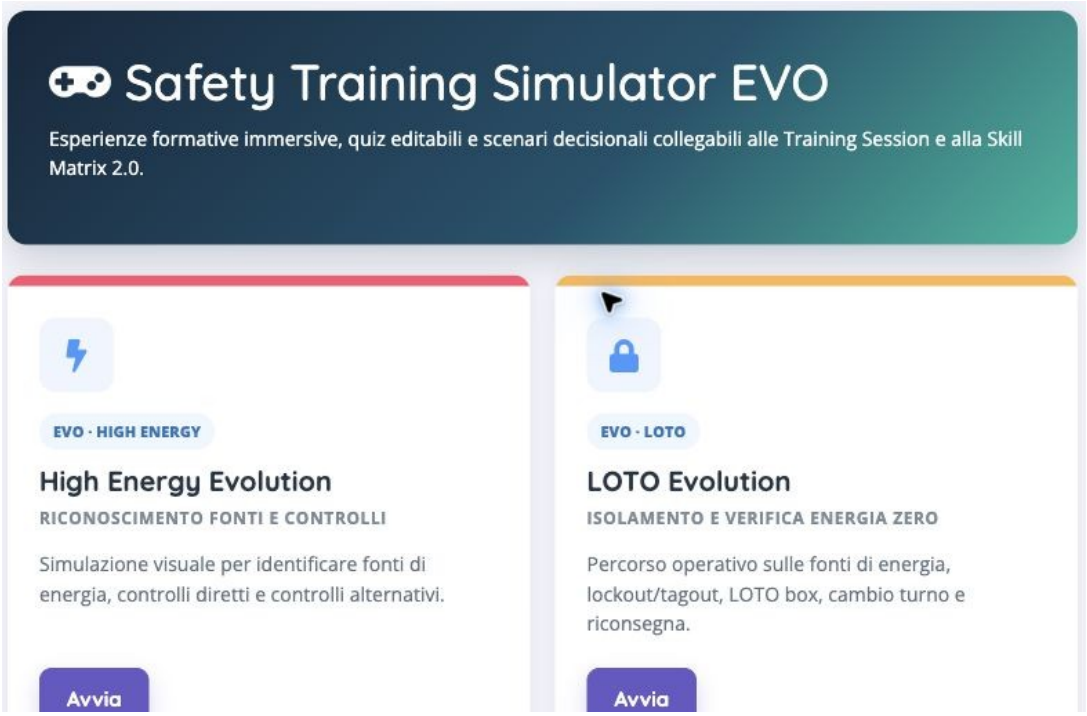


Figure 36 / Use training simulators

01 Choose the scenario

Find the experience that fits the training session and participants' roles in the catalogue.

02 Start the activity

Use Play or Avvia and follow the instructions. Enter the details required to associate the session correctly.

03 Complete the decisions

Read the scenario, choose answers and finish the activity to view the result and feedback.

04 Consult results

Open Sessioni svolte, filter by period, simulator or participant and consult reports, dashboards and statistics.

CHECK Evo includes high energy and LOTO activities, C-IN/C-OUT quizzes and decision scenarios. Nuovo Simulatore, Importa Pacchetto and Modifica manage content.

Manage safety appointments and the organisation chart

Route: Organigramma Sicurezza. Keep appointments, letters and the visual representation of roles aligned.

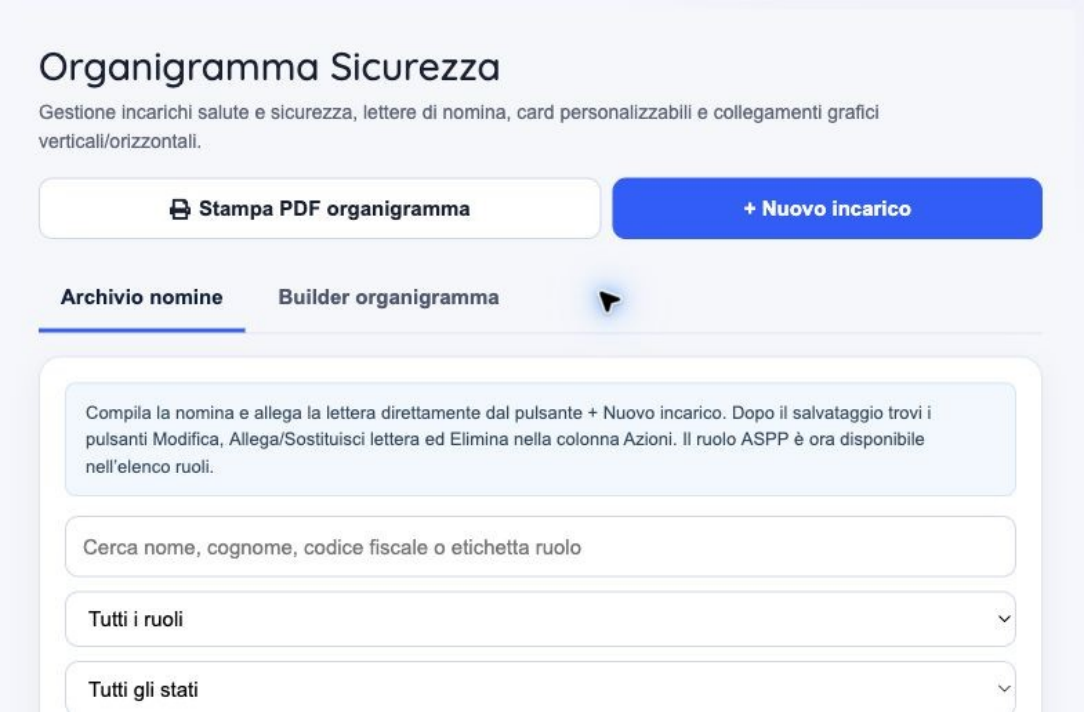


Figure 37 / Manage safety appointments and the organisation chart

01 Register the appointment

Use Nuovo incarico to start the record for the role and appointed person.

02 Complete references

Check dates, status and appointment documentation required by the module.

03 Consult the archive

Use Archivio nomine and filters to find the person, role or status.

04 Check the chart

Check relationships in Builder organigramma. Use Stampa PDF organigramma to produce a viewable version.

CHECK An up-to-date chart first requires correct appointments in the archive. Check the exported document before distributing it.

Open a quality nonconformity

Route: Quality Deviation Report > Quality DB > Add. The record collects the problem, impact, risk and attachments.

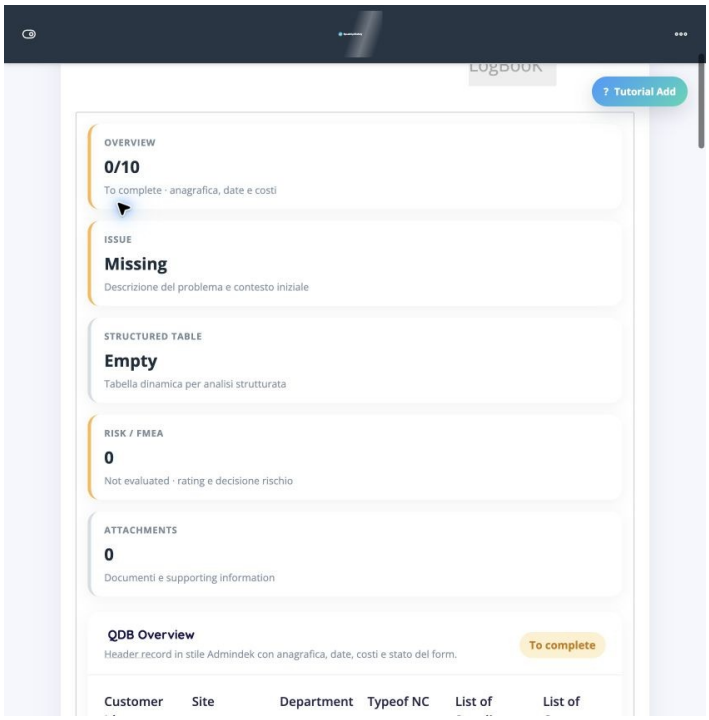


Figure 38 / Open a quality nonconformity

01 Complete QDB Overview

Enter site, department, NC type, relevant supplier or customer, dates, status and available costs.

02 Describe the problem

In Problem Statement and Background, enter facts, context and images with readable descriptions.

03 Document impact

Complete structured analysis, affected materials and traceability. Distinguish finished goods, semi-finished goods, components and raw materials.

04 Assess and continue

Complete Risk Based Thinking / FMEA, decisions and attachments. Use Save & Next and follow the record’s subsequent stages.

CHECK Generate AI FMEA proposes a draft to review. Open the guided tutorial using Tutorial Add.

Maintain quality master data

Route: Quality Deviation Report. Manage lists supply the fields in QDB.

Group	Entries
Classification	Type of NC and Status
Parties	Supplier and Customer
Product	Part Numbers and Product Component Raw Material
Defect	Description of defect
Decision	Disposal of NC material and Authorized
Action	Type of action and Risk based thinking

01 Prepare classifications and parties

Keep consistent names in Type of NC, Supplier, Customer and Status.

02 Prepare materials and defects

Update Part Numbers, Description of defect and Product / Component / Raw Material.

03 Define decisions and actions

Maintain Disposal of NC material, Authorized and Type of action so that decisions remain traceable.

04 Check the risk method

Check ranges and categories in Risk based thinking. Import only using the required template and verify values after saving.

CHECK Before adding a value, search the list to avoid duplicates that fragment charts and filters.

Read quality analytics

Route: Quality Dashboard. Open QDB, PPM, Quality Analytics, Hose Analytics and Hose Assembly Analytics from here.

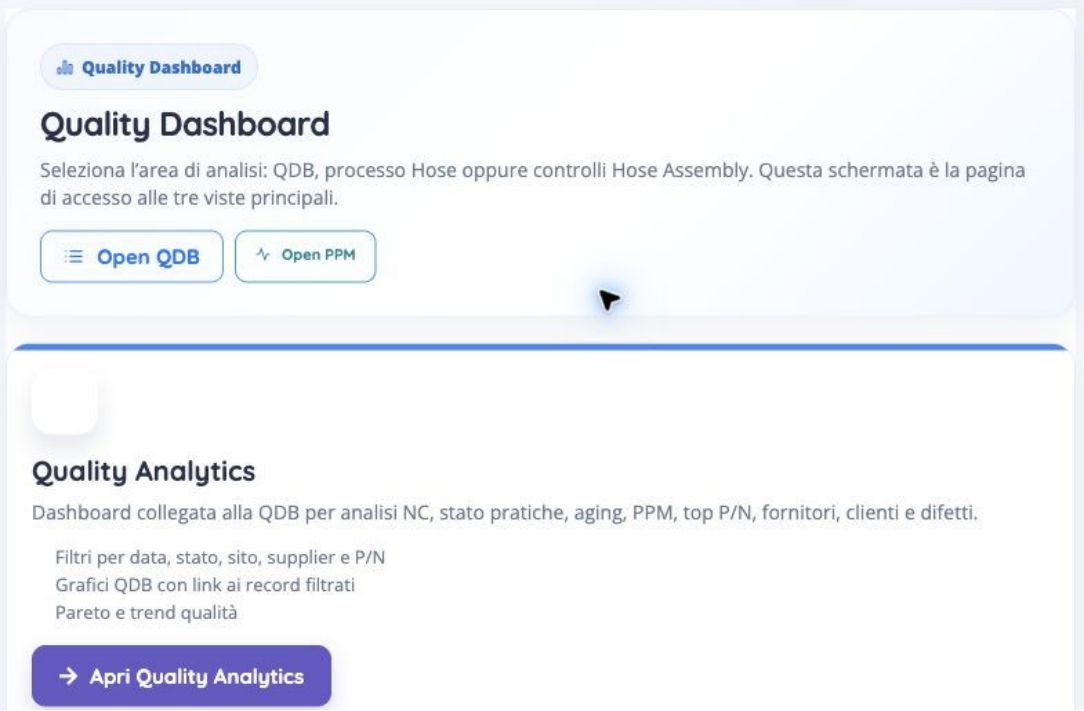


Figure 39 / Read quality analytics

01 Quality Analytics

Set period and filters, then review open and closed records, trends, ageing and distributions. Open QDB transfers filters to the register where supported.

02 PPM Dashboard

Check the denominator and calculation key before comparing periods, suppliers or products.

03 Hose Analytics

Read the process overview and open each stage's sections. Check how many records contribute to indicators.

04 Hose Assembly Analytics

Apply the date range and review scrap and rework. Check exclusions before interpreting totals.

CHECK Zero, missing data and excluded data are different conditions. Read aggregate metrics together with the formulas and scope shown on the page.

Consult EHS Dashboard and SUFS Intelligence

EHS Dashboard summarises operational registers; SUFS Intelligence brings together signals and trends over time.

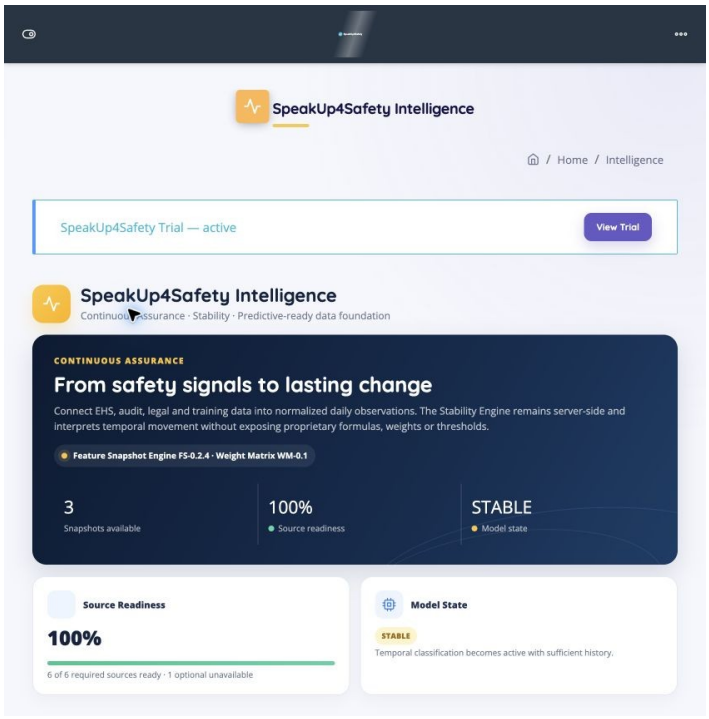


Figure 40 / Consult EHS Dashboard and SUFS Intelligence

01 Start with operational data

Find the relevant register and analysis period in the EHS dashboard.

02 Check availability and date

In Intelligence, read Source Readiness, Latest Snapshot and available history before interpreting indicators.

03 Interpret statuses

Continuous Assurance and Stability describe the overall picture and how it changes. They are not automatically probabilities of an event.

04 Examine proposals

Open the sources and check recovery suggestions. Generation and calibration functions are for designated users.

CHECK Predictive areas may be uncalibrated or intended for research. Do not interpret “not calibrated” as zero risk or apply organisation-level results to individual workers.

Use custom modules

Open the checklist from its menu group or the app home screen. Registers provide a common route for completing and finding forms.

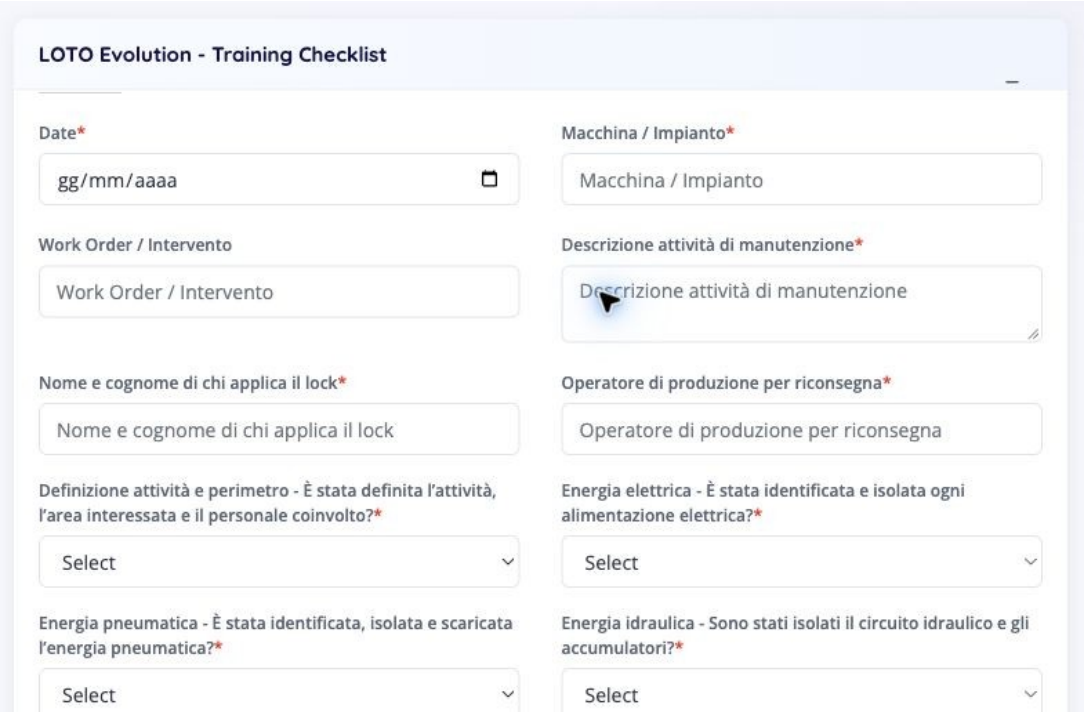


Figure 41 / Use custom modules

01 Open the module and Add New

Check the full title and revision before creating a record.

02 Complete required fields

An asterisk identifies required fields. Read units, options, instructions and conditional sections.

03 Review and save

Attach relevant evidence. If using AI Review, check its proposal before Save. Use baseline and follow-up commands only in workflows that provide for them.

04 Find the result

In the register, use Dal, Al, Applica, Ultimo mese, Mostra tutti and Search. Dashboard opens analysis; Export generates an export.

CHECK Builder changes the module structure and is intended for the configuration owner. Duplicate creates a copy; Delete Selected acts on selected rows.

Perform safety walks and HSE checklists

Checklists guide focused observations of workplaces, behaviour and operating conditions.

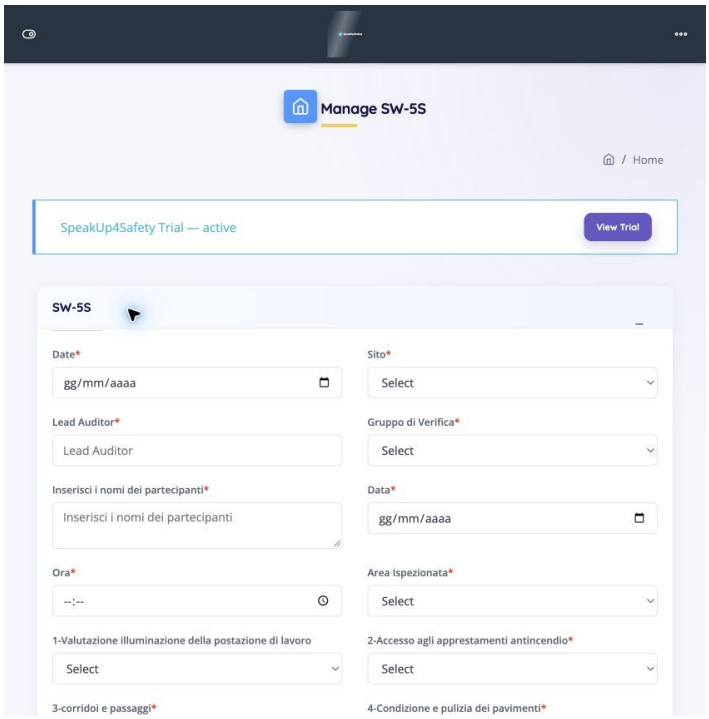


Figure 42 / Perform safety walks and HSE checklists

01 Choose the checklist

Open Safety Walk 5S, Salute e Sicurezza, Sicurezza Elettrica or Sprechi e Miglioramenti according to the planned inspection.

02 Identify the visit

Complete date, auditor, area and other required references. Use the site variant provided in your menu.

03 Record observations

Answer every applicable item and add notes or images for issues.

04 Save and assign follow-up

Check recipients and results. Use the actions required by your process for improvements to implement.

CHECK Fresh Eyes for Safety Tracker documents its dedicated observations. Segnalazione Sq Primo Soccorso collects the specific first-aid team report. Pallet Jack and Maniglione Antipanico cover their respective checks.

Document LOTO checks

Route: LOTO Inspection > Lock Out Toug Out. Record checks performed under the applicable procedure.

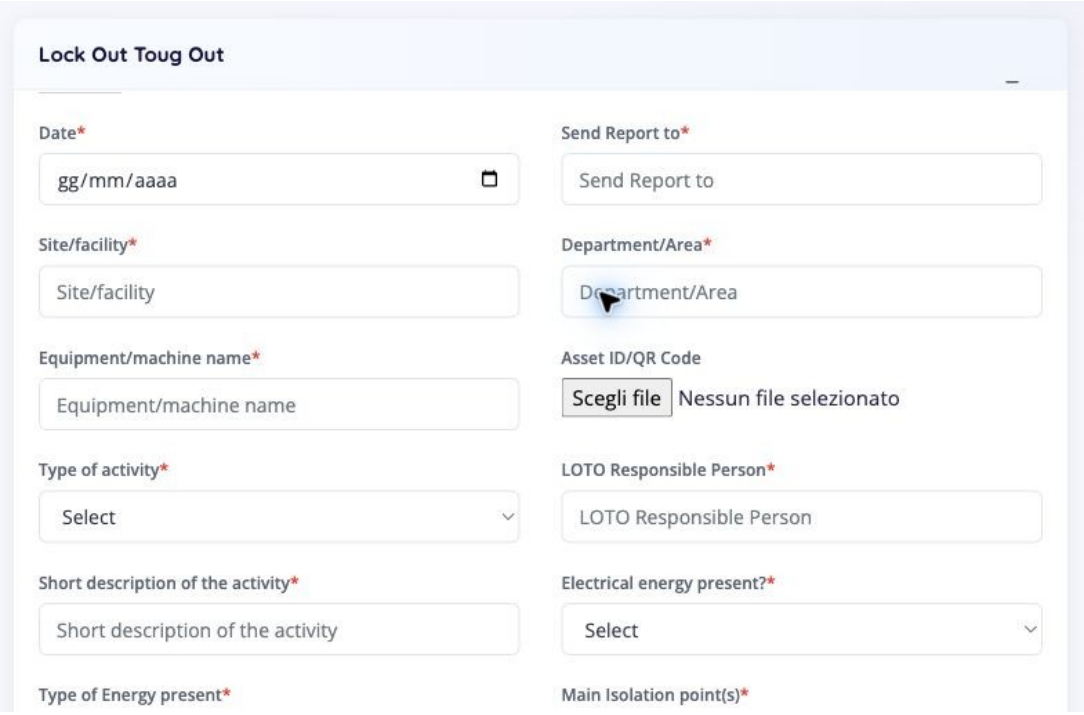


Figure 43 / Document LOTO checks

01 Define activity and responsibility

Complete site, department, equipment, activity, recipient and LOTO Responsible Person.

02 Document isolation

Enter energy sources, isolation points and method, devices used and required identifiers.

03 Record verification

Complete residual energy, verification method, outcome, date and verifier fields; attach relevant evidence.

04 Save and follow the training route

Use Save for the record. LOTO Evolution Training Checklist documents the separate training checklist steps.

CHECK This manual describes software use. Operations on equipment must follow the LOTO procedure and responsibilities defined for that specific equipment.

Record process checks

Route: Controllo di Processo CQ. Select the stage actually inspected.

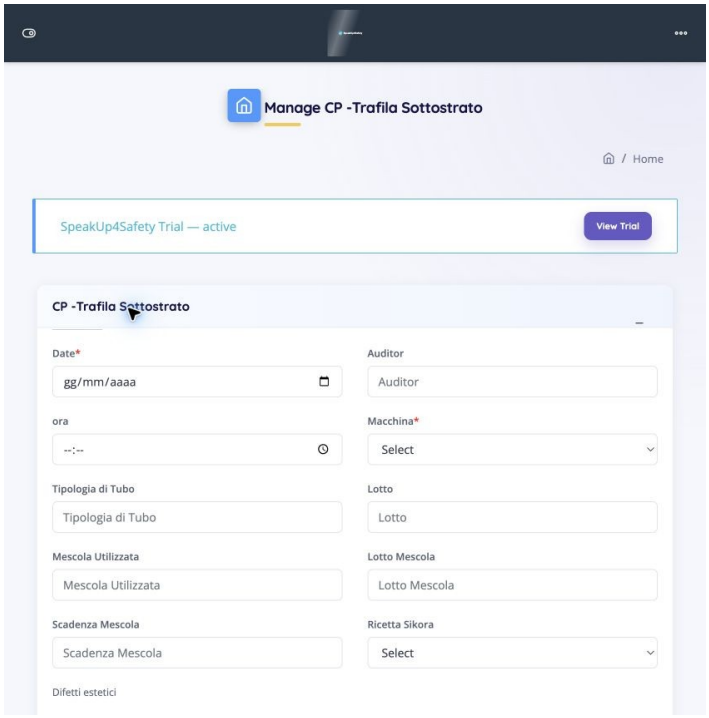


Figure 44 / Record process checks

01 Identify production and batch

Complete equipment, product type, batch, time and auditor as required by the module.

02 Enter parameters

Record measurements and checks in the stated units. Include the required batch references for raw materials and compounds.

03 Document issues

Enter the assessment, notes and photos relevant to the stage. Do not reuse measurements from a previous production run.

04 Save and consult

Check the inspection recipient where required, then save. Consult the register or process analytics for follow-up.

CHECK Stages include inner tube extrusion, winding, spiralling, braiding, cover extrusion, wrapping, unwrapping, vulcanisation and IPV. The next page helps you select a module.

Choose a production check

CQ checks share a completion workflow but collect different parameters.

Module label	Data to prepare
Trafila Sottostrato	Equipment, hose, compound, batch and inner tube measurements
Bobinatori Spiralato OMEC e OMA	Equipment, batch and winding checks
Bobinatore trecciato	Production references and stage checks
Spiralatrici	Equipment, material and spiralling parameters
Trecciatrici	Braiding references and checks
Trafila Copertura	Production, compound and cover checks
Benda	Batch and wrapping checks
Sbenda	References and unwrapping result
Vulcanizzazione	Batch and required inspection parameters
IPV Check	Identification and in-process validation checks

CHECK Open the current module and follow its actual labels. Parameters, limits and required fields are defined by the configured template, not by this orientation table.

Verify cutting and crimping

Route: Controllo di Processo CQ > Verifica Sega or Verifica Crimpatrice.

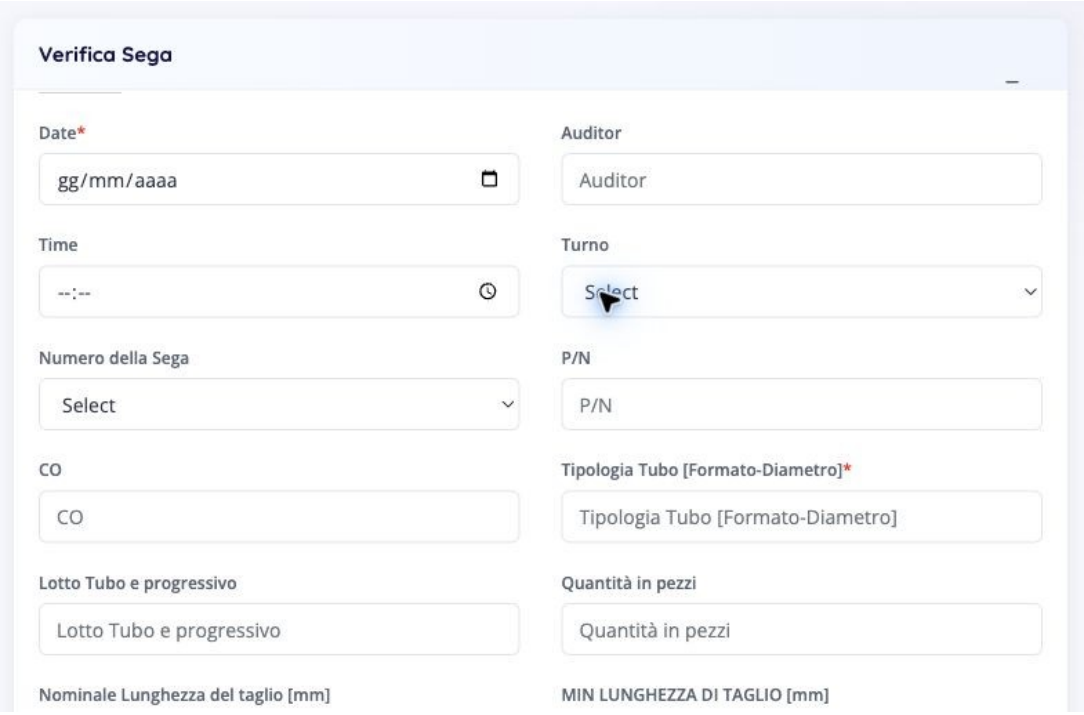


Figure 45 / Verify cutting and crimping

01 Identify the part

Enter P/N, order, batch, shift and machine or line. Use references for the production run being checked.

02 Verifica Sega

Enter nominal, minimum, maximum and measured cutting length. Complete the required fitting and nozzle insertion checks.

03 Verifica Crimpatrice

Record target, limits and measured diameter; complete fitting length and label checks.

04 Complete the inspection

Choose an assessment consistent with the measurements, add notes and photos, then save and check the record.

CHECK Measurements must use the units shown in the form. An out-of-specification value requires the operational follow-up defined for nonconformities.

Check orientation add-ons and scrap

Route: CQ modules for assemblies. Keep order, batch and quantities consistent.

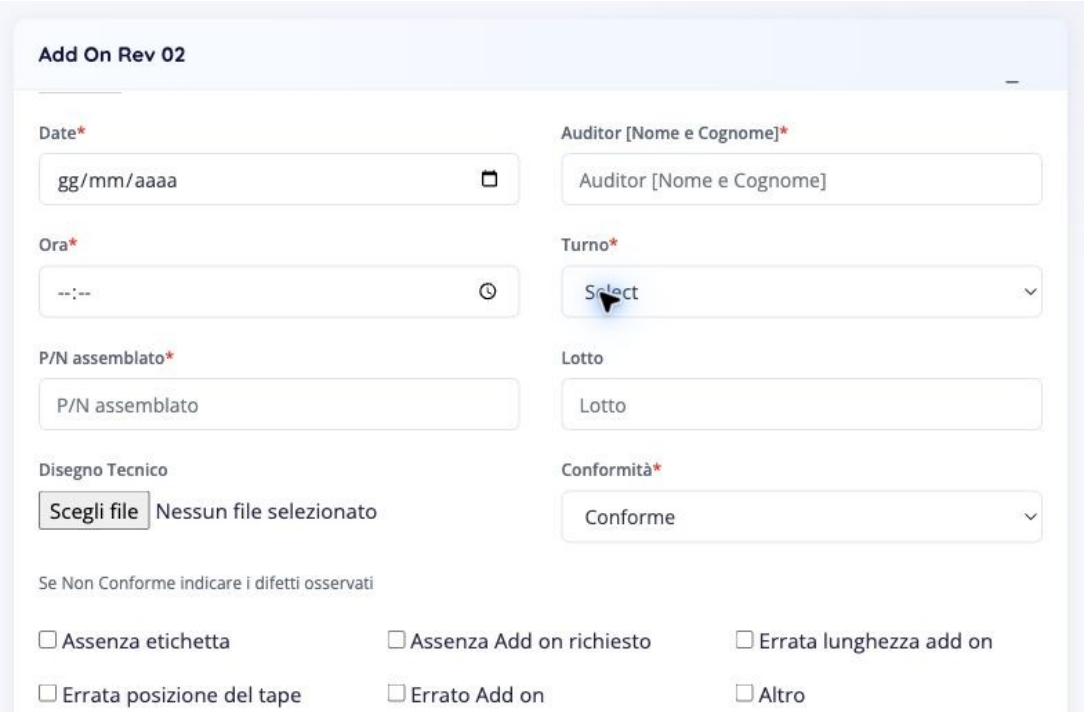


Figure 46 / Check orientation add-ons and scrap

01 Add On Rev 02

Complete auditor, shift, P/N and batch, then compare the result with the technical drawing and record conformity and defects.

02 Orientation and curvature

Complete assembly references, attach evidence and enter conformity, defects and quantities produced, reworked or scrapped.

03 Scarto HA

Identify workstation, detection point, ODP and quantity; complete the sections for assembly, fitting or hose.

04 Review automatic reading

If using Leggi Foto ODP, check extracted references. Save only after verifying data, counts and attachments.

CHECK Reading functions and document templates depend on configuration. Do not assume that an image or format accepted in another environment is interpreted in the same way.

Follow guided assembly

Route: Add-on Assembly. The module connects drawings, released checklists and planning.

01 Prepare the drawing

Enter Assembly PN, revision, description and file. Carica nel canvas starts the drawing acquisition workflow.

02 Check release

Within the drawing workflow, review instructions and checklists according to the required review process.

03 Plan activities

Use Pianificazione settimanale to organise plans. Libreria foto add-on stores the required visual references.

04 Work in the operator area

Open Area operatore, identify the assigned job and follow the guided route for the released revision.

CHECK Always use the correct P/N and revision. Changes to released drawings or checklists are the responsibility of configuration and process owners.

Record PPAP and assembly orientation

Route: PPAP > Production Part Approval Process or Controllo Orientamento Assemblati.

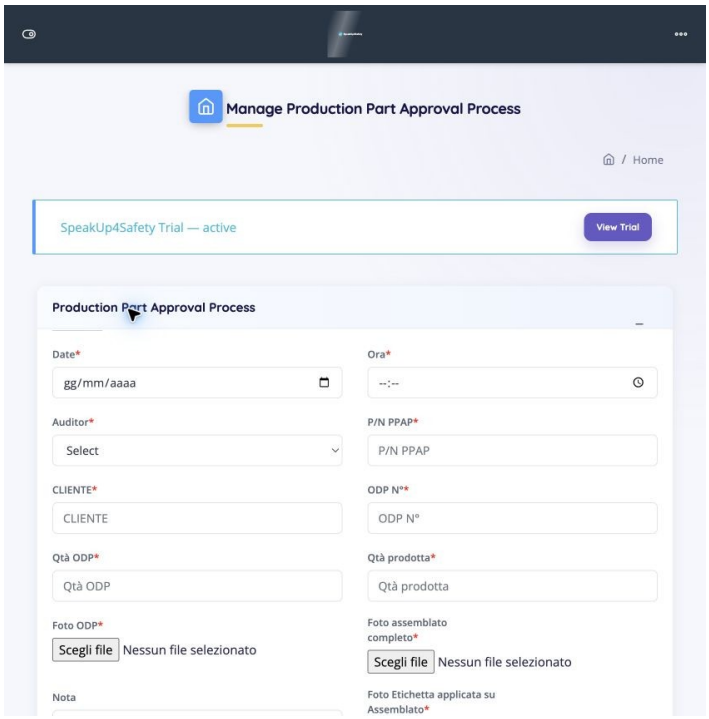


Figure 47 / Record PPAP and assembly orientation

01 Identify the supply

In PPAP, complete date, auditor, P/N, customer, ODP and quantities.

02 Attach references

Upload required evidence, including ODP, assembly, label and technical drawing.

03 Record specifications and measurements

Enter length, crimp diameter and orientation specifications and measurements in the required fields.

04 Complete options and save

Indicate any required cap and add-on with their photos. Check required fields and save the form.

CHECK Controllo Orientamento Assemblati is the dedicated orientation checklist. Use the relevant form without automatically duplicating PPAP data.

Record quality alerts and leaks

Quality Alert, Leak Analyzer and Quality Data collect different information that supports quality control.

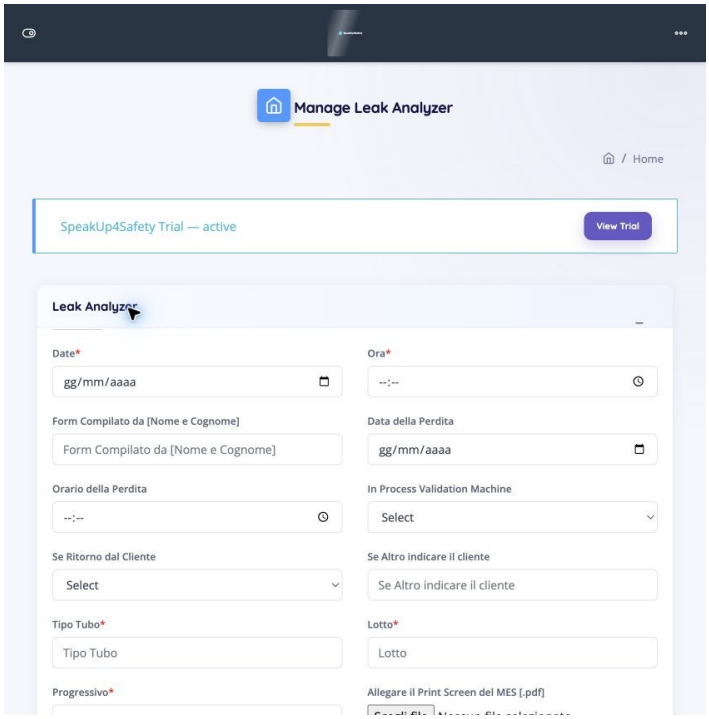


Figure 48 / Record quality alerts and leaks

01 Quality Alert rev 02

Open the alert form and describe the problem with the references and attachments required by the template.

02 Leak Analyzer

Record leak date and time, origin, hose type, batch and sequence number. Attachments and photos must make the event traceable.

03 Check units

In Leak Analyzer, distinguish length in metres from scrap quantity in centimetres, following field labels.

04 Quality Data

Enter the period and quantities required by the template. Verify source data used in PPM analysis before saving.

CHECK Quality Data templates may be configuration-specific. Use only the sites and columns enabled for your organisation.

Complete specialist audit checklists

Route: AUDIT in custom modules. These forms document specific checks.

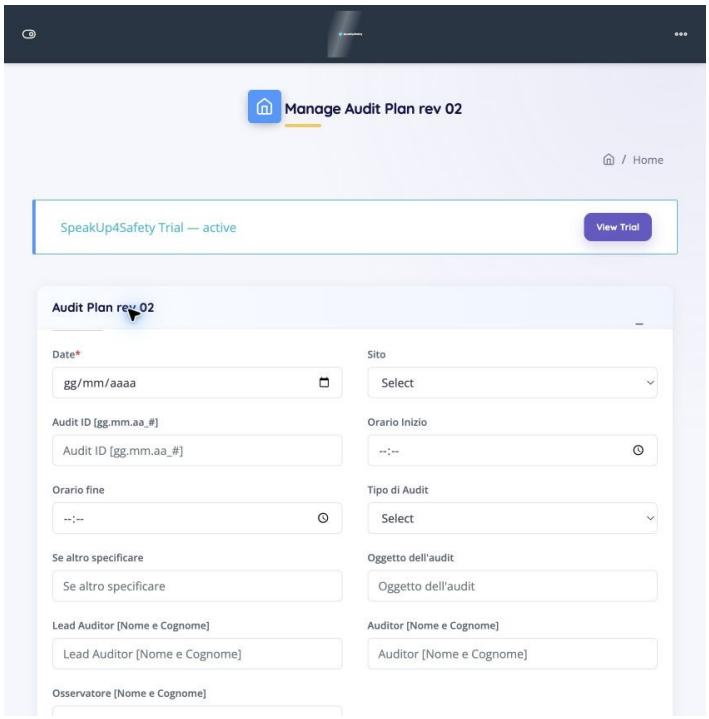


Figure 49 / Complete specialist audit checklists

01 Audit Plan rev 02

Record identifier, site, times, subject, auditor, approval and required attachments.

02 Environmental operational control

Use 8.1 Operational planning and control ISO 14001 for the check defined by the template.

03 Topic-specific audits

Open Audit Sicurezza Fisica, Gestione Amministrativa dei Rifiuti or Audit Sorveglianza Sanitaria according to the programme.

04 Complete and follow findings

Complete applicable items, attach evidence and save. Link actions to the required findings management process.

CHECK These are custom checklists. Audit Management remains the route for the programme, calendar, execution and integrated audit management.

Import export and find data

Use the relevant module’s commands. More > Import provides a common route for some registers.

01 Choose the register

In More > Import, select an available form such as Accident, Unsafe, Forklift, Tractor or Risk.

02 Prepare the file

Download the template where available and follow its headings, date formats and required values.

03 Upload and verify

Select the file and start Upload or Import. Read the result and check imported rows and errors before trying again.

04 Export the useful scope

Set filters and period, use Export or an available format and open the file to check content and dates.

CHECK Do not assume an export always contains only visible rows. Verify the resulting file and retain the reference to the analysed period.

Resolve common problems

Start with the displayed message and the point in the workflow where it appears.

Problem	What to check
Organisation not recognised	Registered email and code or name supplied by your contact
Access denied	Role and module authorisation for your organisation
Tool missing from Home	Menu Builder visibility and Worker or Vendor profile
Register appears empty	Dates, filters, site, search and loading status
Supplier not associated	Supplier registration and profile-to-company link
Save blocked	Required fields, formats and message beside the field
Attachment not read	Supported format, size and readability
Unexpected expiry	Source date, interval and validity rule
Competence not updated	Session, attendance, outcome and linked requirement
Inconsistent AI result	Entered data, evidence and responsible person’s review

CHECK For support, prepare the module name, step performed, time and error message. Share a relevant screenshot without passwords or unnecessary data.

Final checks before everyday use

Run an initial check with your contact to verify that each user can reach their assigned tools.

01 Access
Check installation, organisation, language and role. Verify any web software access separately.

02 Configuration
Check menus, recipients and master data. Open an empty form to explore only where this does not automatically create a record.

03 First entry
Complete a real case or agreed test, verify attachments and recipients and wait for the save result.

04 Follow-up ownership
Find the record in the register, check assignments and deadlines and follow any required action workflow.

CHECK The next page lists public links and store listings. Enter restricted tools through your environment's menu to follow assigned access permissions.

Useful links

Official entry points for download and access. Reach internal sections through your environment’s menu.

01 Website and downloads
https://speakup4safetyapp.com/

02 App Store
https://apps.apple.com/us/app/speakup4safety/id1546367011

03 Google Play
https://play.google.com/store/apps/details?id=com.itsapp2you.sufs

04 App and software access
App: https://speakup4safety.it/users/login.php
Software: https://www.speakup4safety.it/admin/

CHECK General edition 2.1 • Interfaces reviewed on 10 October 2026. If menus or templates change, follow the actual labels and your module contact’s instructions.