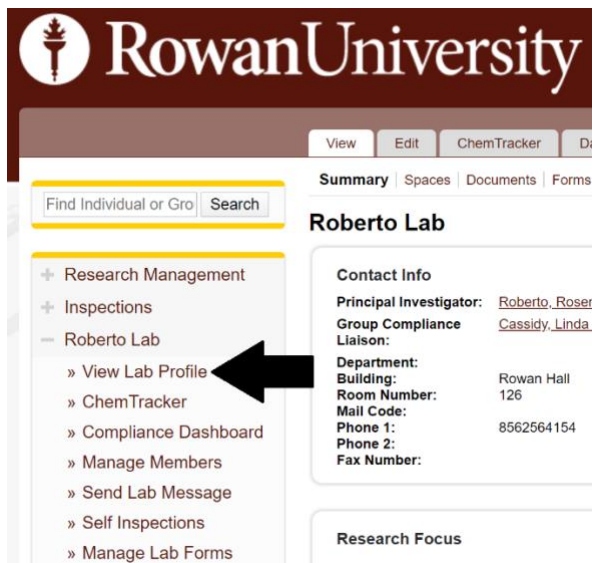
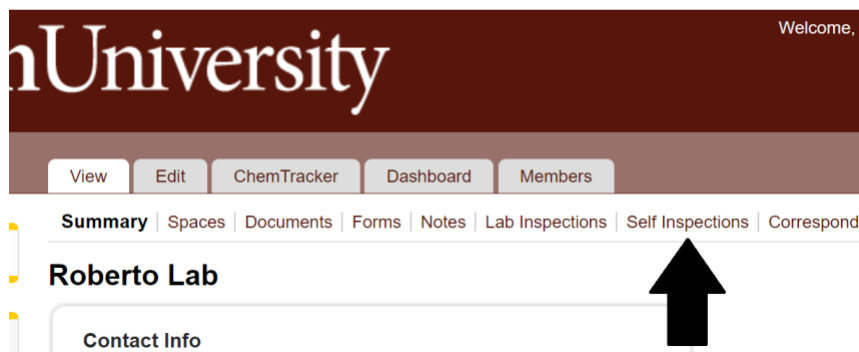


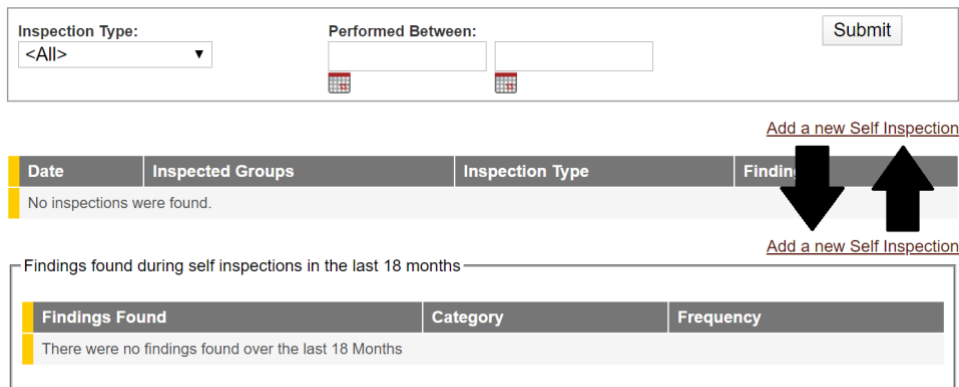
Step 1: Navigate to your profile by logging in at <https://rowan.bioraft.com/> and clicking 'View Lab Profile.'



Step 2: Navigate to the self-inspections module by clicking 'Self Inspections.'



Step 3: A new self-inspection can be started by clicking either of the two 'Add a new Self Inspection' links.



The top menu can be used to search for previous self-inspections. The middle box will show all previous self-inspections. The bottom box will show findings from all self-inspections performed in the past 18 months.

Step 4: From the drop-down menu, select the type of self-inspection.

Ensure that your lab is selected as the Inspected Group. If it isn't, search by last name of the Principal Investigator in the 'Lookup' box. Select from the drop menu that appears and click 'Add.'

Click 'Inspect' to start the self-assessment.

Step 5: Perform your self-assessment by selecting 'Yes,' 'No,' or 'N/A' for each finding.

Answering 'No' will automatically populate the Comments box with useful information for improving each finding. Attachments and details can be added for each finding if desired. Additional comments and details of corrective actions can be inserted in the text box at the bottom of the assessment.

Documents and photos can be uploaded to the self-assessment as well.

When complete, click the 'Save' button.