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# Intelex Guide On Inspections & Actions

# Contents

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1. Closing an Inspection– Desktop
2. Closing an Inspection - App
3. Closing an Action - Desktop

# Inspections

## Closing an Inspection

**Step 1** – Click ‘My Tasks’

INTELEX  HOME **MY TASKS** CALENDAR DASHBOARD VIEWER REPORTS MY EMAIL










**Step 2** – Select the Inspection you would like to complete

My Tasks Summary

My Tasks My Email My Location's Tasks

Home > My Tasks





List All Advanced Search Create New Task Reassign Employees Actions

Location	Description
<input type="checkbox"/>	
<input type="checkbox"/>  Gorton Plant I035	306488
<input type="checkbox"/>  Willington Quarry I471	305699
<input type="checkbox"/>  Goole Plant I318	305714
<input type="checkbox"/>  Uckfield Plant I245	306472
<input type="checkbox"/>  Southampton Plant I259	305723
<input type="checkbox"/>  Leamouth Wharf I577	305722
<input type="checkbox"/>  Luton Plant I174	305726
<input type="checkbox"/>  Hatfield Plant I163	305724
<input type="checkbox"/>  Royston Plant I183	305741

**Step 3** – Click ‘Complete Inspection’

My Tasks My Email My Location's Tasks

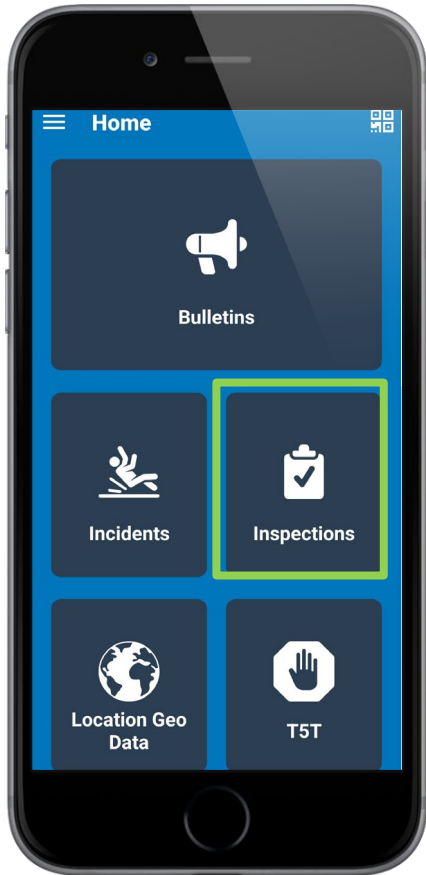
Home > My Tasks > 306488

**Complete Inspection**  Configure Checklist  Add Comment  Save  Edit Read-Only Cancel

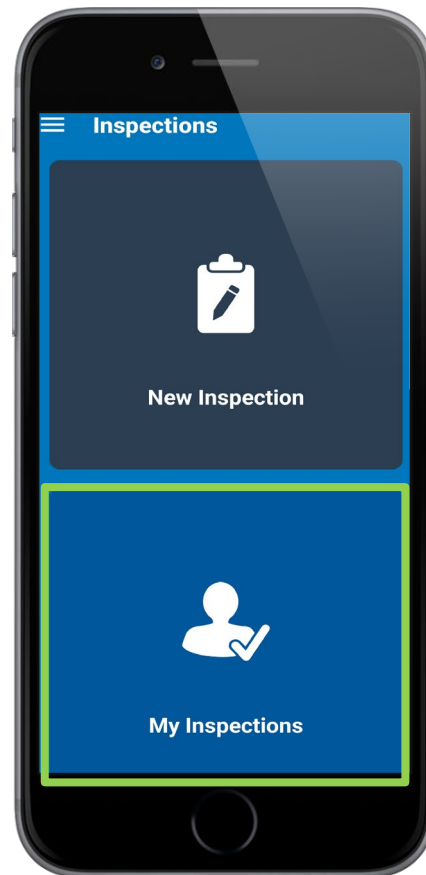
# Intelex Mobile App

# Closing an Inspection:

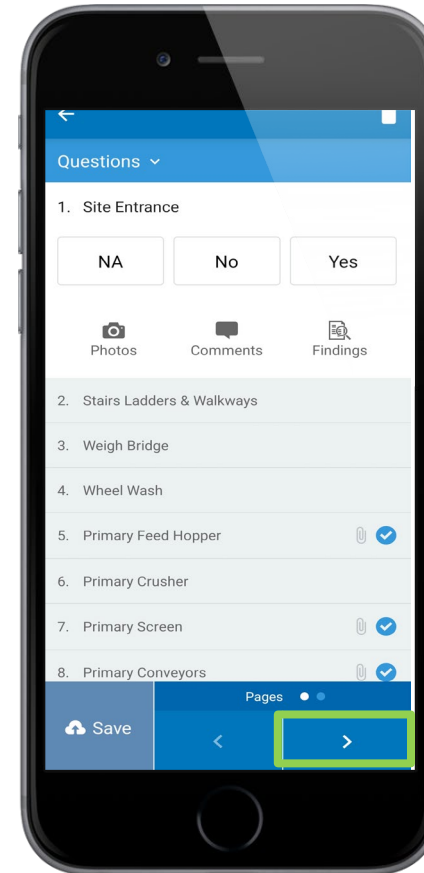
1 Select 'Inspections'



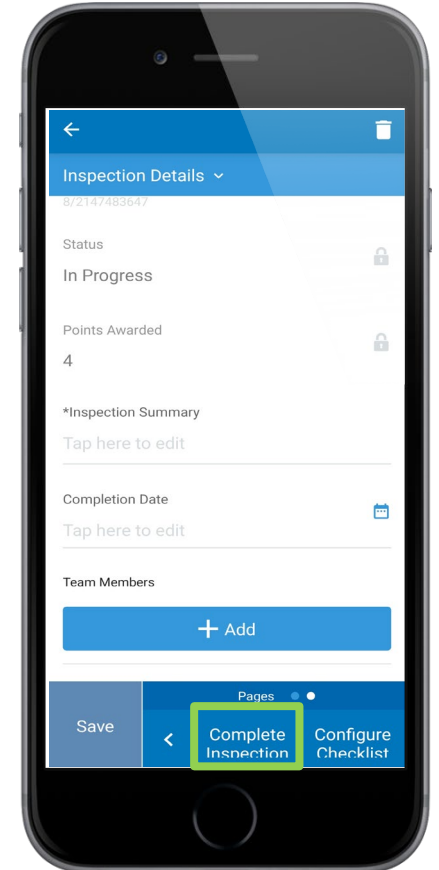
2 Select 'My Inspections', then select the inspection you would like to edit/ close



3 Make any changes, then go to the next page.



4 Click 'Complete Inspection'



# Closing an Action – Desktop

# Inspections

## Closing an Action

**Step 1** – Click ‘My Tasks’

INTELEX



HOME

MY TASKS

CALENDAR

DASHBOARD VIEWER

REPORTS

MY EMAIL

**Step 2** – Select the Action you would like to complete



My Tasks Summary		
My Tasks   My Email   My Location's Tasks		
Home > My Tasks		
List All   Advanced Search   Create New Task   Reassign Employees   Actions		
Location	Description	
<input type="checkbox"/>		
<input type="checkbox"/> Gorzon Plant 1035	306488	
<input type="checkbox"/> Willington Quarry 1471	305699	
<input type="checkbox"/> Goole Plant 1318	305714	
<input type="checkbox"/> Uckfield Plant 1245	306472	
<input type="checkbox"/> Southampton Plant 1259	305723	
<input type="checkbox"/> Leamouth Wharf 1577	305722	
<input type="checkbox"/> Luton Plant 1174	305726	
<input type="checkbox"/> Hatfield Plant 1163	305724	
<input type="checkbox"/> Royston Plant 1183	305741	

**Step 3** – Fill out the ‘Action Plan Details’ section



Add Comment | Save | Save & Exit | Cancel

Re-issue guidance on Take 5 or for contractors their pre-start Risk assessment.

Workflow Stage: Open | Workflow Status: Open | Person Responsible: Mary-Ann MacInnes Collins | Due Date: Thursday, December 18, 2025

Action Plan Details

Location \* Rugby - Z5 - PHT, Bypass Dust, Main Bag Filter, Climafuel, including CMBS

Title While operating a power hoist, a trained and experienced contractor momentarily trapped the tip of his left thumb between the hoist body and the boss above the hook. At the time, he was focused on guiding the load, when the left thumb (non-dominant) became trapped when he operated the hoist pendant using his other hand. The incident was reported at the weekend, and the individual has continued to attend work since. However, we have now been informed that he sustained a small fracture to the bone at the very tip of the thumb. In line with CEMEX reporting criteria, this incident will now be reclassified as a Medical Treatment Case

Action No. 590429

\* Action Required Re-issue guidance on Take 5 or for contractors their pre-start Risk assessment.

\* Person Responsible Mary-Ann MacInnes Collins | Select | Clear | assign to me

\* Target Date 12/18/2025

**Step 4** – Fill out the ‘Completion’ section and attach any documents/ images



Completion

Completion Notes

Completion Date 12/4/2025

Completed By | Select | Clear | assign to me

Private Document Attachment

Attach Document | Detach Document | List All

Attachment Name | URL

☐ | |

Once all the steps have been complete, click ‘Complete Action’ (along the top left-hand side)

