

# Applicant Construction Module

SP Energy Networks



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## Applicant Login

Login as an **applicant**.

## Background

Once the design has been approved and the adoption/connection agreements have been signed, it then goes into the construction register for onsite works to commence.

This handout describes the steps required for the ICP/Applicant to complete to issue the DNO with weekly whereabouts for any assets that Scottishpower are adopting.

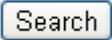
Once the design has been approved (see the Design Approval Handout), Weekly whereabouts need to be completed in RAdAR and sent by midnight on the previous Thursday.

If anything changes, then you can submit a new whereabouts with 24 hours notice, however you must inform the inspector via telephone.

## Metered Weekly Whereabouts

- Click '**Construction**'
- Choose '**Metered Whereabouts Register**'

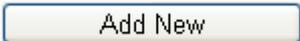
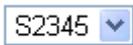
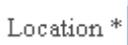
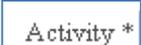
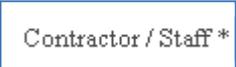
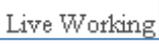
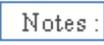
A summary of whereabouts will show in the register. To narrow the list of whereabouts down:

- Click 
- Enter your search criteria
- Click 

## Add new Metered Weekly Whereabouts

Weekly whereabouts are to be populated per activity i.e. if undertaking LV mains lay and Service jointing then they will be entered into separate weekly whereabouts.

From the Metered Weekly Whereabouts Register

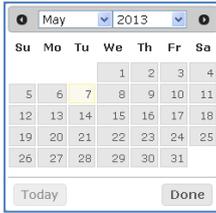
- Click 
- Select the required project number from the drop-down list 
- **Note:** only 'Approved' (Design) projects will be shown in this list.
- The  of the works auto-populated from the POC but can be edited
- Choose the  which is being carried out (i.e. Cable Jointing)
- Type in the name of the person carrying out the work in the  (Contractor is auto-populated)
- Enter the  for the staff
- Choose whether you will be 
- Type in additional information in the  area. In here, you should describe exactly what work is being carried out, i.e. 'Main lay from plots 9-12' or 'Working on the LV Board in the sub'
- Click 
- If you are working Live, then you will see the following message
 


- Choose whether you're entering whereabouts for
  - Single Date
  - Multiple Date

## Single Date whereabouts

If you're entering for a single date:

- choose the date from the calendar
- 



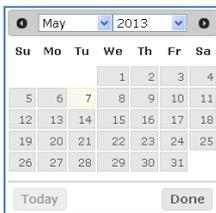
- Then choose whether you're working AM/PM/All Day

Single Date :   AM  PM Click

## Multiple Date Whereabouts

If you're entering for a multiple date:

- choose the date from the calendar



- Click
- Choose whether the work will be carried out in the morning/afternoon/both

AM  PM

**Proposed Date[s]  
Of Work**

- Click

Your whereabouts will be saved and can be viewed in the 'Metered Weekly Whereabouts Register'. This can also be viewed by the DNO.

## What happens next?

Usually, within 24 hours an inspector will be assigned to the project. You will be able to see this from the register:

<b>Inspector</b>
Not Assigned

Once the asset inspector has completed the audit, you will be able to view the results by clicking on the link, within the 'Metered Weekly Whereabouts Register'

[View Inspection](#)

## Defects

If any defects have been observed then a copy of the report will also be shown within the 'Defects Register'. To view the Defects Register:

- Click '**Construction**'
- Click '**Defects Register**'

A list of all projects with Defects will be shown. They remain in the Defects Register until they no longer have defects.

**Important Note:** Any defects/observations need to be corrected within the correct timescales:

- **Minor** – within 28 days
  - **Major** – within 28 days
  - **Safety Critical** – immediately
  - **Observations** – no timescales, these are observations on working practises
- In the **Resolution Whereabout** column, click [Add](#) next to the required project
  - Follow the steps on page 3 to '**Add New Metered Weekly Whereabouts**'

Once completed, a notification of the whereabouts will be issued to the DNO.

The **Resolution Whereabout** status will have changed to 

Resolution Whereabout Added
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## What happens next?

Once the Asset Inspector has revisited the site and is happy with the findings, they close off the audit action from the defects register and the whereabouts is closed.