

Background

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

Once the design has been approved, weekly whereabouts need to be completed in RADAR and sent by midnight on the previous Thursday.

For consistency and to ensure the whereabouts are viewed by the Asset Inspectors, these must be completed in RADAR and not sent via e-mail.

If anything changes, then you can submit a new whereabouts with 24 hours notice, however you must inform the inspector via telephone. This is because they only review the 'new' whereabouts on a Friday and no notification is issued to advise further whereabouts have been received.

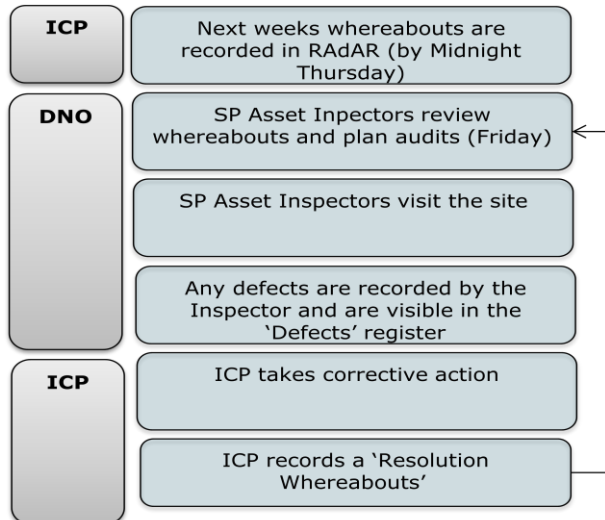
SPD

- Brian Ness – 07725410339
- Chris Egan – 07734129429

SPM

- Gary Waterhouse - 07753622574
- Steve Bosworth - 07736092578

The following chart shows the process from start to finish.



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 **Search (Show)**
- Enter your search criteria
- Click **Search**

Add New Metered Weekly Whereabouts

From the Metered Weekly Whereabouts Register

- Click **Add New**
- Select the required project number from the drop-down list **S2345**
- **Note:** Only 'Approved' (Design) projects will be shown in this list.
- The **Location *** of the works is auto-populated from the POC but can be edited
- Choose the **Activity *** which is being carried out (i.e. Cable Jointing) Please note that you can add Multiple activities.

Note: if the activity requires an **Engineer**, please contact your PDM, so that they can assign an Engineer to carry out that inspection for you.

- Select the name of the person carrying out the work in the **Contractor / Staff *** dropdown box. Please note that you can add Multiple contractor/staff.
- Enter the **On Site Contact Details *** for the staff

- Choose whether you will be **Live Working**
- Type in additional information in the **Notes :** 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 **Next**
- If you are working Live, then you will see the following message



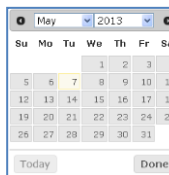
- Choose whether you're entering whereabouts for Single Date Multiple Date

Single Date

If you're entering for a single date:

- choose the date from the calendar

Single Date : AM PM



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

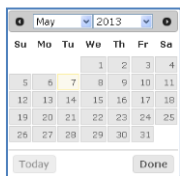
Single Date : AM PM

Click **OK**

Multiple Date

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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?

Every Friday, the whereabouts register will be reviewed and an Asset Inspector will be assigned to each project.

You will be able to see this from the register:

Inspector
Not Assigned

View Results of an Inspection

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

[View Inspection](#)

Register'.

See next section if any defects have been observed.

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 resolution whereabouts has been submitted.

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 overleaf to '**Add New Metered Weekly Whereabouts**' to advise when you are completing the work

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

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

Resolution Whereabout Added

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.



Applicant Guide

Weekly Whereabouts

Metered

