

DNO Construction Module

Asset Inspectors Guide
SP Energy Networks



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DNO LOGIN

This document shows the processes for the **Asset Inspector** at the Construction stage.

Inspectors

ICP's send their weekly whereabouts to us, which allows our Inspectors to plan their work around where the ICP's were working. Previously ICP's issued this information either via CRAM or via e-mail.

Now RAdAR has been introduced, the ICP's will enter their weekly whereabouts via RAdAR – E-mails will not be accepted.

The ICP's send the weekly whereabouts to us before midnight on the Thursday before the week they are issuing for.

The Inspectors have the following steps within the Construction module to complete:

- Assign an Inspector (themselves) to the work (RAdAR)
- Visit the site
- Add the results of the inspection (RAdAR)
 - Re-visit the site if required
 - Update the results of the inspection if required (RAdAR)

Log into the DNO application

- Click Construction
- Click Metered Weekly Whereabouts Register

The Metered Weekly Whereabouts Register lists all whereabouts received from all ICP's.



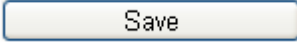
Whereabouts are listed in date order, based on the 'proposed date of the work' and not the date the whereabouts are received.

You can filter the results by clicking on the headings, for example you could click 'Inspector' to locate all works which have not yet had an Inspector assigned.

You can also 'search' the register to narrow down the results by opening up the search area .

Assign an Inspector

The first step for the Inspector is to assign an Inspector to the whereabouts.

- Firstly, click on  so that all 'unassigned' work shows at the top
- Click [Assign](#)
- 
 - Select Inspector:  by clicking on the drop-down
- 
- Make your choice and then click 
- Complete this step as many times as is required

What happens next?

The Inspector would then make their visit and report their results back. This could be done on paper initially, and typed up in RAdAR. This allows the results to be monitored and reports to be created. It also means the results are visible to everyone who has access.

Manage Inspections – Create a Report

Once the inspection has been completed:

- From the register, click on [Add Inspection](#)
- Complete the fields below, ensuring all mandatory fields (marked with *) are completed

Field	Description
Site Name	Auto-Completed
Project Number	Auto-Completed
3 rd Party Network Provider	Auto-Completed
Developer	Who is the developer
COA	The reference number for the inspection (from the paper forms)
Activities to be Inspected	What activity was inspected? E.g. <ul style="list-style-type: none"> • Services • Non-Contestable Jointing

	<ul style="list-style-type: none"> • Contestable Jointing • Cable Laying LV • Cable Laying HV • Substation Plan Installation • Substation Commissioning
Other Activity	<p>If the activity is not covered in the above list, type it in here. Enter NA if already chosen from list but you could add in the exact activity in here.</p>

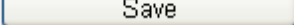
The bottom half of the screen is a **checklist**. For each 'check' there are three options:

- Approved - passed
- Failed – not passed
- N/A – not applicable

If you fail one of the checks you will need to give this risk rating. This will be minor, major or safety critical. The risk allocated will determine how many days the ICP has to rectify the defect on site

You can enter further detail in the 'Details of failure comments' box.

Inspection

- Once you have completed the page, click  .
- Click SUBMIT once you are ready to submit to the ICP. You are not able to edit the report once you have clicked this.

What happens next?

Once you have saved your report, a copy will be visible by the ICP, within their 'Metered/Unmetered Whereabouts Register'.

The next step depends on the outcome of the inspection.

- **Approved** and/or **N/A** - If the Report shows that all checks have passed the inspection then a copy of the report will remain in the register.
- **Failed** – If any of the checks have 'failed' then a notification will be issued to the ICP and the report will show in the DNO and ICP's 'Defect register'. See the 'Defect Register' section (below) for further information

Defects Register

When one or more of the inspectors 'checks' have failed, a record of the report will show in the 'Defects Register'.

The ICP will have a copy of the report in *their* 'Defects Register' this will also confirm the level of defect that has been assigned to each, which will determine how many days the ICP has to rectify the defect.

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

What happens next?

The ICP will send 'Resolution Whereabouts' to confirm when the observations will be corrected so that the Inspector can re-visit the site.

Go to metered wherabouts register.

In the Search option select 'Show Resolution Whereabouts'.



The screenshot shows a search interface with a teal header containing the text "Search (Hide)". Below the header are several search filters arranged in two columns. The left column includes: "Activity Type (like):" with a text input field; "Location:" with a text input field; "Works Date From:" with a text input field; "Site Name (like):" with a text input field; and "Project No (like):" with a text input field. The right column includes: "Inspector:" with a dropdown menu showing "All"; "Connectors:" with a dropdown menu showing "All"; "Works Date To:" with a text input field; "Site Address (like):" with a text input field; and "Show Resolution whereabouts" with a checked checkbox. At the bottom center of the search area are two buttons: "Search" and "Clear Search".

Once the 'Resolution Whereabouts' have been received from the ICP, you will

see the status of the **Resolution Whereabout** has changed to

Once this has been received you will follow the steps above to assign an inspector and add an inspection accordingly.