

Introduction

This handout describes the steps required for the DNO's Asset Inspectors to view the weekly whereabouts.

Once the design has been approved (see the Design Approval Handout), Weekly whereabouts need to be completed for any work being carried out on assets that Scottishpower are adopting.

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.

Weekly Whereabouts must be completed in RADAR and sent by **midnight** on the previous **Thursday**. This allows our Inspectors to plan their work around where the ICP's are working.

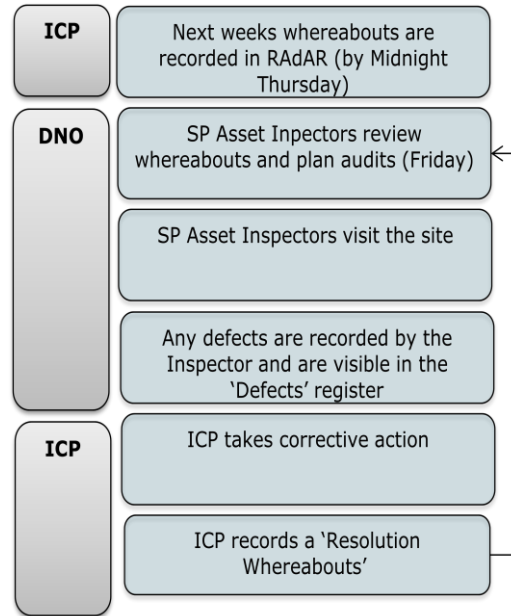
Note: If anything changes, then the ICP can submit a new whereabouts with 24 hours notice, however the ICP must phone the inspector to advise.

Inspectors

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)

The following chart shows the process from start to finish:



Construction Module

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

Search (Show)

Assign an Inspector

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

- Firstly, click on **Inspector** so that all 'unassigned' work shows at the top
- Click [Assign](#)

Assign Inspector

Select Inspector: alastair.oldfield@scottishpower.com

- by clicking on the drop-down

Note: You can also assign to an Engineer if the inspection requires one to attend, as Engineers will also show in this list.

- Make your choice and then click **Assign Inspector**

Save

- 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 would 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 - 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 • Contestable Jointing • Cable Laying LV • Cable Laying HV • Substation Plan Installation • Substation Commissioning
Other Activity	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.

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

Minor	to be corrected within 28 days
Major	to be corrected within 28 days
Safety Critical	to be corrected immediately

- You can enter further detail in the 'Details of failure comments' box
- Once you have completed the page, click

Inspection

Save

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 until it is archived.
- **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 for further information.

Please refer to the **DNO Asset Inspectors Part Two** handout for the remaining steps.



DNO Guide

Weekly Whereabouts

Metered – Part one

