

Introduction

This is the second part to the Asset Inspectors handout.

This handout completes the steps required for the DNO's Asset Inspectors to view the weekly whereabouts and to update a report in the Defects register.

View/Edit the Report

If the report found no 'defects' then the report will show in the DNO's register and can be viewed and edited by clicking [View Inspection](#).

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 timescales that the observations need to be corrected within.

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.

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 previous steps to assign an inspector and add an inspection accordingly.



DNO Guide

Weekly Whereabouts

Metered – Part two

