

Mark Inspection Complete

[Concept](#)

The screenshot shows the Lancashire County Council PAMS UAT interface. The top navigation bar includes Home, Property, Finance, Contract (highlighted), Help Calls, Inspection, Assessment, Help, and Admin. The breadcrumb trail is Home > Contracts. The main content area displays a 'Contracts List' table with one entry: FA_TEST, Fire alarm servicing contract, supplied by Test Contractor, starting on 24/02/2016 and ending on 01/02/2023. A left sidebar lists recent items, and a bottom status bar shows the URL: https://pams.uat.ad.lancsc.c.net/contract/contracts/14/edit.

Action	Code	Name	Description	Supplier	Start Date	End Date
View	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

This lesson shows how to confirm an inspection has been carried out.

Inspection documents must also be added to the inspection.

The work must be marked as completed before the invoice can be submitted.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View
All Contracts

Recent Items
CINT00000022
INS011802
FA_TEST
INS011805
INT00000129
123
123abc
INT00000131
ab123
INT00000130
INT00000132
INS011804
PL00000489
INS011816

Home > Contracts

Contracts List

Show Filter

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

Action	Code	Name	Description	Supplier	Start Date	End Date
View	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

<https://pams.uat.ad.lancsc.c.net/contract/contracts/14/edit>

Step 1

Search for and select the inspection that has been completed.

This example shows how to search for the inspection through the contract.

Click the **FA_TEST** link.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View

- Inspections (14)**
- Instructions (1)
- Invoices (0)
- Notes (0)
- Documents (0)

Actions

- [Edit Contract](#)
- [New Note](#)
- [New Document](#)

[Home](#) > [Contracts](#) > [Edit Contract](#)

View Contract

[Back](#)

Details

Code	FA_TEST
Name	Fire alarm servicing contract
Supplier	Test Contractor - Test Contractor
	Main: 01772 123456
Owner	<input type="text" value="Q"/> Find Clear
	SCMgr
	SCMgr
Date	24/02/2016
End Date	01/02/2023
Description	<input type="text"/>
Archive	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Back](#)

<https://pams.uat.ad.lanccsc.net/contract/contracts/14/inspections>

Step 2

Click the **Inspections (14)** link.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View
Inspections (14)
Instructions (1)
Invoices (0)
Notes (0)
Documents (0)

Actions
[Edit Contract](#)
[New Note](#)
[New Document](#)

[Home](#) > [Contracts](#) > [Edit Contract](#) > [Inspections](#)

Contract Inspections

Contract Details

Code FA_TEST

Name Fire alarm servicing contract

Supplier Test Contractor - Test Contractor

Main: 01772 123456

Date 24/02/2016

End Date 01/02/2023

Items 1 - 12 of 14 12 Per Page < Prev 1 2 Next >

Linked Inspection List

Action	Code	Site	Site Description	Account	Total (£)	Type Description	Plant	Status	Due Date
Edit	INS011816	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2022
Edit	INS011813	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/02/2022
Edit	INS011814	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2021
Edit	INS011812	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/02/2021

Step 3

The inspections are listed in descending date order.

Change the order of the Due Date to view the scheduled inspections in ascending order.

Click the **Due Date** link.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View
Inspections (14)
Instructions (1)
Invoices (0)
Notes (0)
Documents (0)

Actions
[Edit Contract](#)
[New Note](#)
[New Document](#)

[Home](#) > [Contracts](#) > [Edit Contract](#) > [Inspections](#)

Contract Inspections

Contract Details

Code: FA_TEST
Name: Fire alarm servicing contract
Supplier: Test Contractor - Test Contractor
Main: 01772 123456
Date: 24/02/2016
End Date: 01/02/2023

Items 1 - 12 of 14 12 Per Page < Prev 1 2 Next >

Linked Inspection List

Action	Code	Site	Site Description	Account	Total (£)	Type Description	Plant	Status	Due Date
Edit	INS011804	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 - Fire Alarm Service	PL00000486 - Fire Alarm and Security System	ISSUED	25/02/2016
Edit	INS011804	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 - Fire Alarm Service	FASD - Fire Alarm and Security Systems	COMPLETE	25/08/2016
Edit	INS011805	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 - Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	25/02/2017
Edit	INS011806	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 - Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2017

<https://pams.uat.ad.lancscc.net/inspection/inspections/11803/edit>

Step 4

Inspections Not Displayed

You can only invoice for inspections that you have been instructed to perform, so you cannot submit an invoice for inspections that are not listed on the instruction.

If you believe that any of the inspections that you need to complete are missing:

- 1) Please check that these are not present on a separate instruction which may need to be invoiced separately. If they are not listed on a separate instruction, then
- 2) Please email designandconstruction@lancashire.gov.uk so that the instructions can be amended accordingly.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View
Inspections (14)
Instructions (1)
Invoices (0)
Notes (0)
Documents (0)

Actions
[Edit Contract](#)
New Note
New Document

[Home](#) > [Contracts](#) > [Edit Contract](#) > [Inspections](#)

Contract Inspections

Contract Details

Code FA_TEST
Name Fire alarm servicing contract
Supplier Test Contractor - Test Contractor
Main: 01772 123456
Date 24/02/2016
End Date 01/02/2023

Items 1 - 12 of 14 12 Per Page < Prev 1 2 Next >

Linked Inspection List

Action	Code	Site	Site Description	Account	Total (£)	Type Description	Plant	Status	Due Date
Edit	INS011803	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	ISSUED	25/02/2016
Edit	INS011804	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	FASD - Fire Alarm and Security Systems	COMPLETE	25/08/2016
Edit	INS011805	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	25/02/2017
Edit	INS011806	23300022000012000	ACCRINGTON WOODHOOK PRIMARY	15110151111063	£250.00	FA1 Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2017

<https://pams.uat.ad.lancscc.net/inspection/inspections/11803/edit>

Step 5

Select the inspection that has been completed.

Click the **INS011803** link.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home > Inspections > Edit Inspection

Edit Inspection

[Save](#) [Cancel](#)

Details

Code	INS011803
Status	ISSUED - Issued to supplier
Group	FASS - Fire Alarm And Security System
Type	FA1 - Fire Alarm Service
Activity	Servicing
Legislation	Fire Safety Regulatory Reform order, BS 5389, BSEN 54
Statutory	No
Frequency	Every 6 Months
Due Date	25/02/2016
Week No	8
Series End Date	
Location	<input type="text"/> Find Clear
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY Site: Site Subscribed to Prop SA/1 Site: Survey underway
Plant	<input type="radio"/> None <input type="radio"/> System <input checked="" type="radio"/> Group, Type or Item
Plant	<input type="text"/> Find Clear
	FASS, FASS, FASS
	View PL00000486 - Fire Alarm and Security System

Step 6

The Status is currently Issued.

Click the **Status** list.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home > Inspections > Edit Inspection

Edit Inspection

[Save](#) [Cancel](#)

Details

Code	INS011803
Status	COMPLETE - Inspection completed
Group	FASS - Fire Alarm And Security System
Type	FA1 - Fire Alarm Service
Activity	Servicing
Legislation	Fire Safety Regulatory Reform order, BS 5389, BSEN 54
Statutory	No
Frequency	Every 6 Months
Due Date	25/02/2016
Week No	8
Series End Date	
Location	<input type="text"/> Find Clear
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY Site: Site Subscribed to Prop SA/1 Site: Survey underway
Plant	<input type="radio"/> None <input type="radio"/> System <input checked="" type="radio"/> Group, Type or Item
Plant	<input type="text"/> Find Clear
	FASS, FASS, FASS
	View PL00000486 - Fire Alarm and Security System

Step 7

Change the Status to Complete.

Click the **COMPLETE - Inspection completed** list item.

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home > Inspections > Edit Inspection

Edit Inspection

[Save](#) [Cancel](#)

Details

Code	INS011803
Status	COMPLETE - Inspection completed
Group	FASS - Fire Alarm And Security System
Type	FA1 - Fire Alarm Service
Activity	Servicing
Legislation	Fire Safety Regulatory Reform order, BS 5389, BSEN 54
Statutory	No
Frequency	Every 6 Months
Due Date	25/02/2016
Week No	8
Series End Date	
Location	<input type="text"/> Find Clear
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY Site: Site Subscribed to Prop SA/1 Site: Survey underway
Plant	<input type="radio"/> None <input type="radio"/> System <input checked="" type="radio"/> Group, Type or Item
Plant	<input type="text"/> Find Clear FASS, FASS, FASS View PL00000486 - Fire Alarm and Security System

Step 8

Click the scrollbar.



Location Find Clear

Site 23300022000012000 - ACCRINGTON WOODNOOK PRIMARY 

Site: Site Subscribed to Prop SA/1
Site: Survey underway

Plant None System Group, Type or Item

Plant Find Clear

FASS, FASS, FASS

[View](#) PL00000486 - Fire Alarm and Security System

Owner Find Clear

Sysadmin3
Sysadmin3

Comment

Execution Details

In House Yes

Qualification Req. No

Supplier Test Contractor - Test Contractor
 Main: 01772 123456

Completed Date 

Logbook Updated Yes No

Certificate Loaded Yes No

Step 9

Use the calendar to enter the date of inspection.

Click the **Completed Date** button.

Location Find Clear

Site 23300022000012000 - ACCRINGTON WOODNOOK PRIMARY 

Site: Site Subscribed to Prop SA/1
Site: Survey underway

Plant None System Group, Type or Item

Plant Find Clear

FASS, FASS, FASS

[View](#) PL00000486 - Fire Alarm and Security System

Owner Find Clear

Sysadmin3
Sysadmin3

Comment

Execution Details

In House Yes

Qualification Req. No

Supplier Test Contractor - Test Contractor
Main: 01772 123456

Completed Date 

Logbook Updated

Certificate Loaded

< February 2016 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Step 10

Click the **26** option.

Location Find Clear

Site 23300022000012000 - ACCRINGTON WOODNOOK PRIMARY 

Site: Site Subscribed to Prop SA/1
Site: Survey underway

Plant None System Group, Type or Item

Plant Find Clear

FASS, FASS, FASS

[View](#) PL00000486 - Fire Alarm and Security System

Owner Find Clear

Sysadmin3
Sysadmin3

Comment

Execution Details

In House Yes

Qualification Req. No

Supplier Test Contractor - Test Contractor
 Main: 01772 123456

Completed Date 26/02/2016 

Logbook Updated Yes No

Certificate Loaded Yes No

Step 11

Confirm if the Logbook is updated

Location Find Clear

Site 23300022000012000 - ACCRINGTON WOODNOOK PRIMARY 
Site: Site Subscribed to Prop SA/1
Site: Survey underway

Plant None System Group, Type or Item

Plant Find Clear
FASS, FASS, FASS
[View](#) PL00000486 - Fire Alarm and Security System

Owner Find Clear
Sysadmin3
Sysadmin3

Comment

Execution Details

In House Yes

Qualification Req. No

Supplier Test Contractor - Test Contractor
 Main: 01772 123456

Completed Date 26/02/2016 

Logbook Updated Yes No

Certificate Loaded Yes No

Step 12

Confirm if the Certificate is Loaded.

Click the **Certificate Loaded** option.

Step 13

Review the details on the screen to ensure they are correct.

Click the **Save** button.

The screenshot shows a web application interface for marking an inspection complete. The form is divided into several sections:

- Location:** A search bar with a 'Find' and 'Clear' button. Below it, the site name is displayed: '23300022000012000 - ACCRINGTON WOODNOOK PRIMARY'. A red arrow points to a small icon in the top right corner of this section.
- Site:** Two text boxes containing 'Site: Site Subscribed to Prop SA/1' and 'Site: Survey underway'.
- Plant:** Radio buttons for 'None', 'System', and 'Group, Type or Item'. Below is another search bar with 'Find' and 'Clear' buttons. The results show 'FASS, FASS, FASS' and a link to 'View PL00000486 - Fire Alarm and Security System'.
- Owner:** A search bar with 'Find' and 'Clear' buttons. The results show 'Sysadmin3'.
- Comment:** A large empty text area.
- Execution Details:** A section with several fields:
 - In House:** Yes
 - Qualification Req.:** No
 - Supplier:** Test Contractor - Test Contractor
 - Completed Date:** 26/02/2016
 - Logbook Updated:** Radio buttons for Yes and No, with 'No' selected.
 - Certificate Loaded:** Radio buttons for Yes and No, with 'Yes' selected.
- Buttons:** At the bottom left, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

The URL at the bottom of the browser window is <https://pams.uat.ad.lancsc.c.net/inspection/inspections/11803>.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home - Inspections - Create Next Inspection

The inspection record has been updated.

Review Next Inspection

Inspection details

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

This inspection is part of a series.
Select 'Next Inspection' to review the next inspection in this series.
Select 'Continue' to return to the inspection list without viewing the next inspection record.

[Next Inspection](#) [Continue](#)

Step 14

Confirmation that the Inspection has been updated is displayed.

As this inspection is part of a series;

- Click Next to review the next inspection in the series (if required), or
- Click Continue to return to the inspection list.

- View
- Documents (0)
- Emails (0)
- Notes (0)
- View Plant (0)
- View Tasks (0)
- History
- Next
- Series (onwards)
- Series (all)
- Actions
- [Edit Inspection](#)
- [Add Inspection Task](#)
- [New Note](#)
- [Extend Series](#)
- [Send Email](#)
- [New Document](#)
- [Print Inspection](#)

[Home](#) > [Inspections](#) > [Create Next Inspection](#)

The inspection record has been updated.

Review Next Inspection

Inspection details	
Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

This inspection is part of a series.
Select 'Next Inspection' to review the next inspection in this series.
Select 'Continue' to return to the inspection list without viewing the next inspection record.

[Next Inspection](#) [Continue](#)

Step 15

Now add any inspection documents before you raise the invoice for the inspection.

For further details, view the online lesson 'Add Inspection Documents'.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home > Inspections > Create Next Inspection

The inspection record has been updated.

Review Next Inspection

Inspection details

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

This inspection is part of a series.
Select 'Next Inspection' to review the next inspection in this series.
Select 'Continue' to return to the inspection list without viewing the next inspection record.

[Next Inspection](#) [Continue](#)

View
[Documents \(0\)](#)
[Emails \(0\)](#)
[Notes \(0\)](#)
[View Plant \(0\)](#)
[View Tasks \(0\)](#)
History
[Next](#)
[Series \(onwards\)](#)
[Series \(all\)](#)

Actions
[Edit Inspection](#)
[Add Inspection Task](#)
[New Note](#)
[Extend Series](#)
[Send Email](#)
[New Document](#)
[Print Inspection](#)

Step 16

You have successfully marked the inspection as complete.

End of Procedure.