Mark Inspection Complete

[Concept](#)

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.

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.

Step 2

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

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.

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.

Step 5

Select the inspection that has been completed.

Click the **INS011803** link.

Step 6

The Status is currently Issued.

Click the **Status** list.

Step 7

Change the Status to Complete.

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

Step 8

Click the scrollbar.

Step 9

Use the calendar to enter the date of inspection.

Click the **Completed Date** button.

Step 10

Click the **26** option.

Step 11

Confirm if the Logbook is updated

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.

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.

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'.

Step 16

You have successfully marked the inspection as complete.

End of Procedure.