

<u>Concept</u>



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80123 INT00000120								
INT00000132								
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INS011804								
INS011804 PL00000486								

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.



Contracts Instructions Invoices Home > Contracts Home > Contracts Hill Contracts Contracts List Contracts List<	12 Per Page < Prev 1 Next : Start Date End Date 24/02/2016 01/02/2023
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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 Assessme	nt Helo	Logout
Contracts Instruct	ions Invoices			Contraction of the second s
hew	Home > Contracts	Edit Contract		
nspections (14)	View Contrac	t		
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	Name	Fire alarm servicing contract		
Actions Edit Contract	Supplier	Test Contractor - Test Contractor	·	
New Note		Main: 01772 123456		
New Document				
	Owner	Q	Find Clear	
		SCMgr		
		SCMgr		
	Date	24/02/2016		
	End Date	01/02/2023		
	Description			
	Archive	🔍 Yes 🏶 No		
	Back			

Step 2

Click the Inspections (14) link.



County Council	bire								You are log Lanca:	ged in as: shire Count	testcontractor y Council UAT
Home Property	Finance	Contract	Help Calls Ins	pection Assess	iment Help						Admin
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						1	tems	1 - 12 of 14	12 Per Page 💟	< Prev	1 2 Next >
	47 Lb	nked Insp	ection List								
	Action	Code	Site	Site Description	Account	Total (£)	Тура	Description	Plant	Status	Due Date
	Ede	INS011816	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2022
	Edit	INS011815	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FAL	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/02/2022
	Edit	INS011814	23200022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	23/08/2021
	Edit	INS011813	23200022000012000	ACCRINGTON WOODNOOK 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.



County Council	pire								You are logg Lancash	ed in as: te	clouc stcontracto Council UA
	_	_									Logout
Home Property	Finance	Contract	Help Calls Ins	pection Assess	iment Help						Admin
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ew.	Home	Contracts	> Edit Contract >	Inspections							
spections (14) structions (1)	Cont	ract Ins	pections								
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cuments (0)	Nan	ne	Fire alarm	servicing contract							
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ew Note	Date	e	24/02/201	6							
	End	Date	01/02/202	3							
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	47 Lb	nked Insp	ection List								
	Action	Code	Site	Site Description	Account	Total (£)	Тура	Description	Plant	Status	Due Date
	Edit	INS011803	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	ISSUED	25/02/201
	Edit	IN5011804	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FAL	Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	25/08/201
	Edit	INS011805	23200022000012000	ACCRUNGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	25/02/201
s://pams.uat.ad.lancsc	Edit c.net/inspect	INS011806	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/201

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.



County Council	re								You are logg Lancash	ed in as: te	clouc stcontracto Council UA
Home Property Fin	ance	Contract	Help Calls Ins	pection Assess	ment Help						Admin
Contracts Instructions	Invoi	ces	and the second								Voteran
View	Home	Contracts	> Edit Contract >	Inspections							
Inspections (14) Instructions (1)	Cont	ract Ins tract Deta	pections IIs								
Invoices (0)	Code		FA_TEST								
Documents (0)	Nam	e	Fire alarm	servicing contract							
Actions	Supp	plier	Test Contra	ctor - Test Contra	ctor						
Edit Contract			Main: 0177	2 123456							
New Note New Document	Date		24/02/201	5							
	End	Date	01/02/202	3							
						1	tems	1 - 12 of 14	12 Per Page	< Prev 1	2 Next >
	er Lin	ked Insp	ection List								
	Action	Code	Site	Site Description	Account	Total (£)	Туре	Description	Plant	Status	Due Date
	Edit	INS01180	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FAI	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	ISSUED	25/02/2016
	Edit	INS011804	23200022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	23/08/2016
	Edit	INS011805	23200022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	FASS - Fire Alarm and Security Systems	COMPLETE	25/02/2017
tps://pams.uat.ad.lanesce.net	Edit /inspecti	INSO11806	23300022000012000	ACCRINGTON WOODNOOK PRIMARY	15110151111063	£250.00	FA1	Fire Alarm Service	PL00000486 - Fire Alarm and Security System	OPEN	25/08/2017

Step 5

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Select the inspection that has been completed.

Click the INS011803 link.



County Council			Page Alexandre and Alexandre		You are logged in as: testcontractor Lancashire County Council UAT
Home Proper	ty Finance Contract H	elp Calls Inspection	Assessment Help		Admin
/rew <u>Documents (0)</u> Notes (0) View Plant (1)	Home Inspections Edit Inspection Save Cancel Details	Edit Inspection			
<u>view Tasks (0)</u>	Code	INS011803			
Series (onwards)	Status	ISSUED - Issued to	supplier	×	
Series (all)	Group	FASS - Fire Alarm /	and Security System	~	
FA TEST	Туре	FA1 - Fire Alarm Se	rvice	$\mathbf{\nabla}$	
CINT0000022	Activity	Servicing			
Actions	Legislation	Fire Safety Regulate	ory Reform order, BS 5389, BSEN 54		
Edit Inspection					
New Note	Statutory	No			
Print Inspection	Frequency	Every 6 Months			
	Due Date	25/02/2016			
	Series End Date	0	14		
	Location	Q	Find	Clear D	
	Site	2330002200001200	00 - ACCRINGTON WOODNOOK PRIMARY	4	
		Site: Site Subscril Site: Survey unde	bed to Prop SA/1 rway		
	Plant	None System	n 🖲 Group, Type or Item		
	Plant	Q	Find	Clear	
		FASS, FASS, FASS			
		View PL00000486	Fire Alarm and Security System		

Step 6

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The Status is currently Issued.

Click the **Status** list.



Count					You are logged in as: testcontracto Lancashire County Council UA Logout
Home Prop	erty Finance Contract I	Help Calls Inspection	Assessment Help		Admin
View <u>Documents (0)</u> Notes (0) View Plant (1) View Tasks (0)	Home Inspections Edit Inspection Save Cancel Details	Edit Inspection			
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CINTO0000022	Activity	Servicing Fire Safety Regulate	ry Reform order, BS 5389, BSE	N 54	
lew Note lew Document Print Inspection	Statutory Frequency	No Every 6 Months			
	Due Date Week No Series End Date	8			
	Location Site	Q 2330002200001200 Site: Site Subscrit	0 - ACCRINGTON WOODNOOK I red to Prop SA/1	Find Clear	a ≁
	Plant Plant	Site: Survey unde	rway	Find Clear	
		View PL00000486 -	Fire Alarm and Security System	1	

Step 7

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Change the Status to Complete.

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



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Home Property	Finance Contract He	Ip Calls Inspection	Assessment	Help		Admin
/iew <u>Pocuments (0)</u> Hotes (0) /iew Plant (1)	Home > Inspections > Edit Inspection Save Cancel	Edit Inspection				
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Series (onwards)	Status	COMPLETE - Inspe	ction completed		~	
Series (all)	Group	FASS - Fire Alarm	And Security Syste	m	~	
A TEST	Туре	FA1 - Fire Alarm S	ervice		\mathbf{v}	
CINT0000022	Activity	Servicing				
Actions	Legislation	Fire Safety Regulat	ory Reform order,	BS 5389, BSEN 54		
Edit Inspection						
New Note	Statutory	No				
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	Site	233000220000120	00 - ACCRINGTON	WOODNOOK PRIMARY	4	
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		View PL00000486	- Fire Alarm and S	ecurity System		

Click the scrollbar.



Site	23300022000012000 - ACCR	INGTON WOODNOOK PRIMARY	4	
	Site: Site Subscribed to Pre	op SA/1		
	Site: Survey underway			
Plant	🔍 None 🔘 System 🖲 Gro	up, Type or Item		
Plant	Q	Find	Clear	
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	View PL00000486 - Fire Alar	m and Security System		
Owner	Q	Find	Clear	
	Sysadmin3			
	Sysadmin3			
Comment				
Execution Details				
Execution Details In House	Yes			
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Execution Details In House Qualification Req. Supplier	Yés No Test Contractor - Test Contra	ctor		
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Use the calendar to enter the date of inspection.

Click the **Completed Date** button.



Location	Q	Find Clear	a	~	Ste
Site	23300022000012000 - ACCRINGTON WO	ODNOOK PRIMARY	1		010
	Site: Survey underway				
Plant	None System ® Group, Type or	Item			
Plant	Q	Find Clear			
	FASS, FASS, FASS				
	View PL00000486 - Fire Alarm and Secu	nty System			
Owner	Q	Find Clear			
	Sysadmin3				
	Sysadmin3				
Comment					
comment					
Execution Details					
In House	Yes				
Qualification Req.	No				
Supplier	Test Contractor - Test Contractor				
	Main: 01772 123456				
Completed Date					
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	31 1 2 3 4 5 6 7 8 9 10 11 12 13				
ave Cancel	14 15 16 17 18 19 20				
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Click the **26** option.



	5	Find	Clear	a	
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY				
	Site: Site Subscribed to Prop S	A/1			
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Plant	🔘 None 🔘 System 🖲 Group,	Type or Item			
Plant	Q	Find	Clear		
	FASS, FASS, FASS				
	View PL00000486 - Fire Alarm an	nd Security System			
Owner	Q	Find	Clear		
	Sysadmin3				
	Sysadmin3				
Comment					
Execution Details					
Execution Details In House	Yes				
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Confirm if the Logbook is updated



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Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY					
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Plant	🔍 None 🔘 System 🕷 Group	, Type or Item				
Plant	Q	Find	Clear			
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	Sysadmin3					
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Comment						
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Comment Execution Details In House Qualification Req. Supplier Completed Date Legbook Updated	Yes No Test Contractor - Test Contracto Main: 01772 123456 26/02/2016	x				

Confirm if the Certificate is Loaded.

Click the **Certificate Loaded** option.



Site	23300022000012000 - ACCRINGTON	WOODNOOK PRIMARY	
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Plant	None System 🖲 Group, Type	or Item	
Plant	Q	Find Clear	
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Owner	Q	Find Clear	
	Sysadmin3		
	Sysadmin3		
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Execution Details			
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Execution Details In House Qualification Rea. Supplier Completed Date Logbook Updated Certificate Loaded	Yes No Test Contractor - Test Contractor Main: 01772 123456 26/02/2016 Yes <> Yes <> No		

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

Click the **Save** button.



Home Property Finance Contract Help Calls Inspection Assessment Help Admin View Image: Status Create Next Inspection Create Next Inspection The inspection record has been updated. Image: Col Image: Image: Col <td< th=""><th>County Council</th><th></th><th></th><th>You are logged in as: testcontractor Lancashire County Council UAT</th></td<>	County Council			You are logged in as: testcontractor Lancashire County Council UAT
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Uter. Tools Completed Date 26/02/2016 Send Email This inspection is part of a series. New Document Select 'Next Inspection' to review the next inspection in this series. Select 'Continue' Select 'Continue'	Add Inspection Task	Due Date	25/02/2016	
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Select 'Continue' to return to the inspection list without viewing the next inspection record. Next Inspection Continue	Print Inspection	Select 'Next Inspection'	to review the next inspection in this series.	
Next Inspection Continue		Select 'Continue' to return	n to the inspection list without viewing the next inspection record.	
		Next Inspection Conti	nue	

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.



County Council			You are logged in as: testcontracto Lancashire County Council UA
			Logout
Home Property	Finance Contract He	Ip Calls Inspection Assessment Help	Admin
View	Home > Inspections >	Greate Next Inspection	
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	Select 'Continue' to retur	m to the inspection list without viewing the next inspection record.	
	Next Inspection Conti	oue	

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

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



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Step 16

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You have successfully marked the inspection as complete.

End of Procedure.