

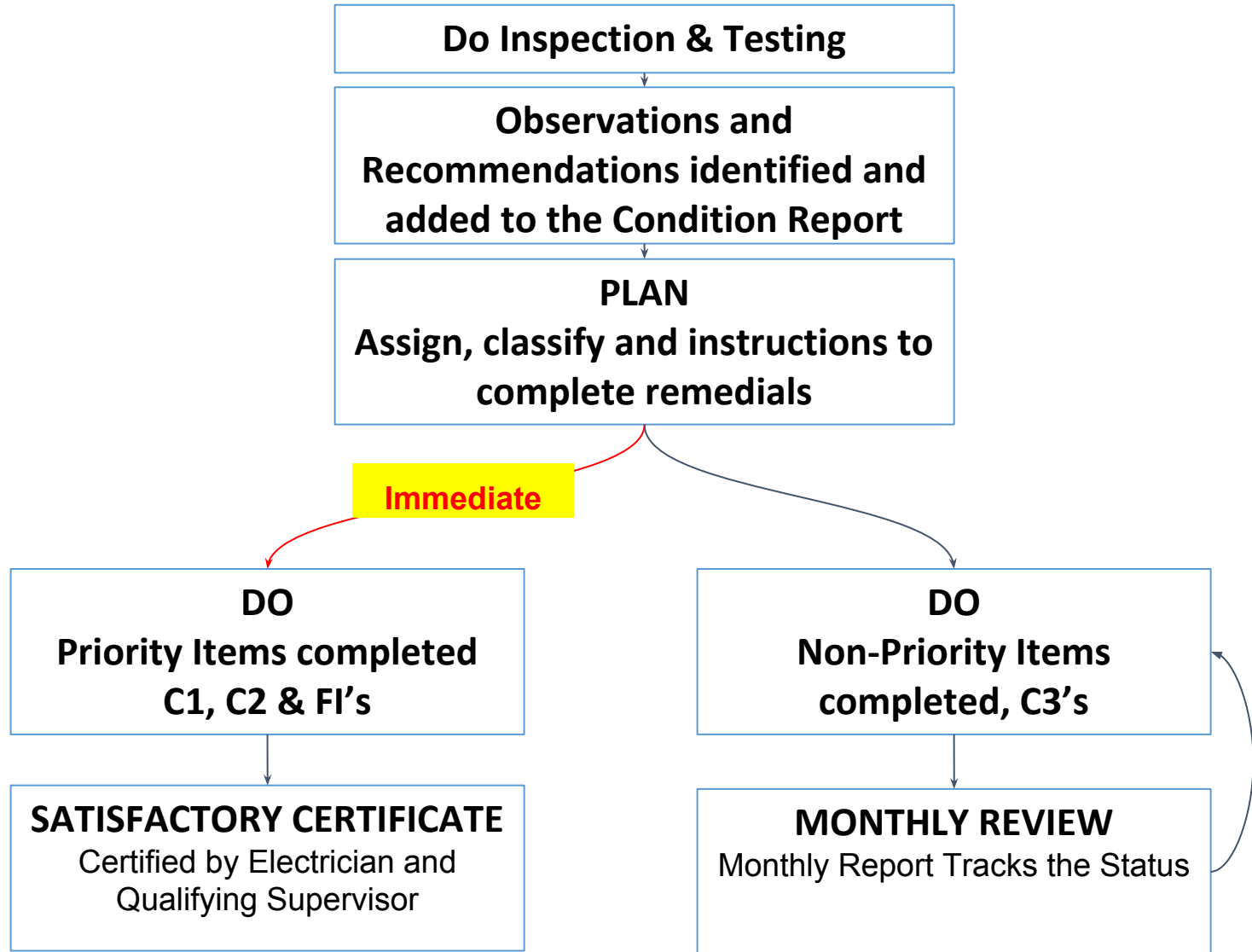


MANAGING CONDITION REPORT OBSERVATIONS AND RECOMMENDATIONS WITH EDIS

OVERVIEW AND STEPS TO MANAGING OBSERVATIONS AND
RECOMMENDATIONS WITH EDIS.

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Bird's Eye View for handling Observations and Recommendations



CLASSIFICATION OF OBSERVATIONS

C1 - Danger present: Risk of injury immediate remedial action required.

C2 - Potentially dangerous: Urgent remedial action required

C3 - Improvement Recommended.

FI - Further investigation

C1's, C2's and FI's:

The code **NCF**, "Non-conformance found and attended to", can be assigned to items that have been address during the inspection and testing phase.

PROCESS STEPS FOR MANAGING OBSERVATIONS AND RECOMMENDATIONS

Create Obs & Recs
Create Item during testing in the Certificate.

View Actions Required
Item appears in list

Classify & Assign the work
Comments, assignment and classifications can be added

Further Edits to Comments
Edit item details, change comments

View the Item History
The item history provides a audit of changes

Close item
When work is completed

1. Observations and recommendations are created during the testing process and capture into certificates. Use the Edit Certificate menu option to add general observations, inspection schedule and circuits.
2. Observations and recommendations appear on the Actions Required List as soon as the Observation is added to the certificate. From the Action Required list they can be tracked, filtered and edited.
3. The work item can be Classified and Assigned, The Action Required can be updated, changes and commented on by editing the form in the browser or in bulk by download/uploading using Excel. Use
4. The item can be edited and updated during over the life of the item;
5. Each change is stored and a full record of the changes can be viewed
6. When the work is completed the item status should changed to CLOSED. Use the Action Required menu option.