

TRACKING CATEGORY ERRORS IN EDIS

A TRAINING GUIDE

After reading this document you should be able to:

- Understand the process required to track category errors in EDIS

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1. TRACKING CATEGORY ERRORS IN EDIS

During the testing process errors are identified by the contractor; these errors are categorised by the tester : Where observations are made, the inspector will have entered one of the following codes against each observation to indicate the action (if any) recommended:-

1. 'Requires urgent attention' or
2. 'Requires improvement' or
3. 'Requires further investigation' or
4. 'Does not comply with BS 7671:2008 (as amended)'

Edis provides for 2 further categories:

5. 'Non-conformance found and attended to'
- FIO. 'For information only'

These errors are normally addressed before a satisfactory certificate is to be issued.

The electrician addressing the error may not be the same person as the tester; for this reason the remediation of the error must be assigned by the electrical supervisor. The electrician to who the error has been assigned will address the error and update the status of the error on the EDIS system

In this way the status of the error will be available to the electrician doing the testing and the result can be updated in the cat error list on the certificate, i.e. if an error has been addressed the category will be

5. 'Non-conformance found and attended to'

There are three roles for the process:

- The testing contractor: identifies and records the cat error in the Periodic Certificate
- The electrical supervisor: may assign the remediation of the cat error to the remediating contractor (this may be the testing contractor) or may decide that no action is required.
- The remediating contractor fixes the cat error

2. Process flow

The process flow is outlined below:

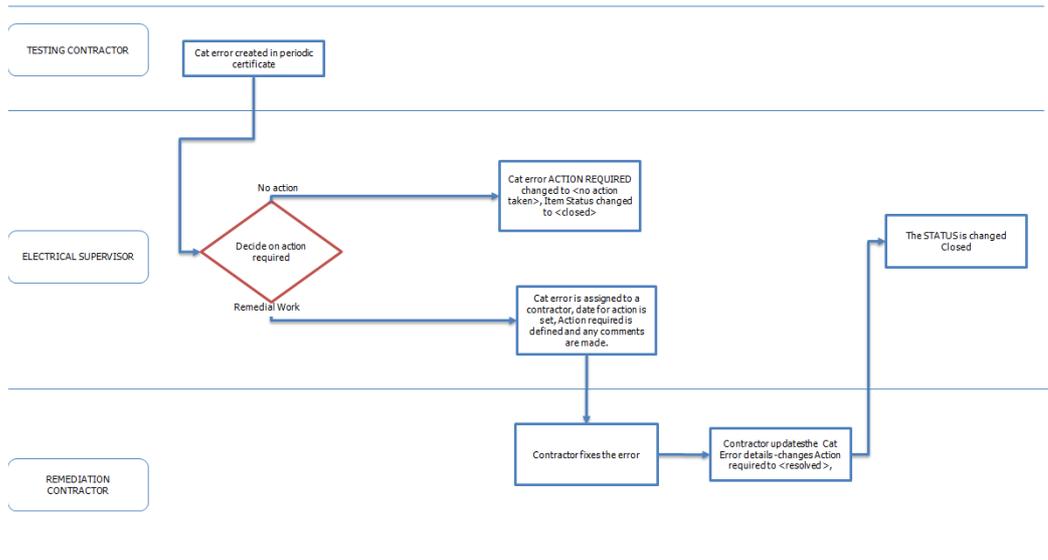
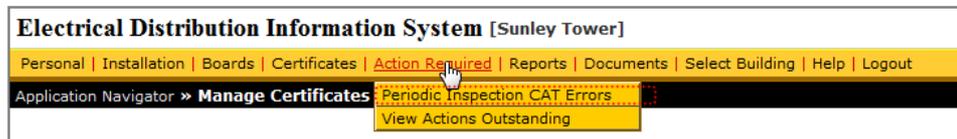


Figure 1 Process flow: Tracking category errors in EDIS

2.1. Process flow description

1. The following steps for this process (These steps assume that a category error has been identified in a periodic inspection certificate.)
2. On the main menu select the action required menu option. This will list the cat error currently associated with Periodic Inspection Certificates for the building.



3. ELECTRICAL SUPERVISOR: Decides how the error will be handled: action required, work in progress, no action or resolved. If action is required the Electrical supervisor must select a contractor to do the remedial work (Remediation Contractor). If no action is required the Electrical Supervisor will change the status to “Closed”.

EDBI System [electrical: Ashleigh Court] [periodic...]

Electrical Distribution Information System [Ashleigh Court]

Site Administration | Personal | Installation | Boards | Certificates | Action Required | Reports | Documents | Select Building | Help | Logout

Application Navigator » Periodic Inspection CAT Errors

Select Certificate: [] Text to search: []

Category Error: 1 2 3 4 5 FIO Action Required: []

Contractor Name: [] Status: []

[Search] [Clear Search]

Items 1-2 of 2

PERIODIC INSPECTION CATEGORY ERRORS - BUILDING Ashleigh Court									
AAA	Cert No	Status	Certificate Description	Item No	Item Description	Category Code	Action Required	Contractor	
	101351	Draft	Periodic for testing	1	An error in the polarity	1	action required		
	101351	Draft	Periodic for testing	2	An error in the wiring	1	action required		

Figure 2 Electrical Supervisor logs in ; Selects Action Required on the main menu and select Periodic Inspection CAT Errors

PERIODIC INSPECTION CATEGORY ERRORS - BUILDING Ashleigh Court								
AAA	Cert No	Status	Certificate Description	Item No	Item Description	Category Code	Action Required	Contractor
-	101351	Draft	Periodic for testing	1	An error in the polarity	1	action required	
-	101351	Draft	Periodic for testing	2	An error in the wiring	1	action required	

Figure 3 The supervisor selects the edit option against the cat error

Edit Cert: 101351 Item 1

Certificate Number: 101351
 Item Number: 1
 Item Description: An error in the polarity
 Category Code: 1

Contractor Name: contractor (James Johns) [v]
 Action Required: action required [v]
 Date: 2010-02-25 [calendar]
 Comments: Pleasefix the error in polarity [text area]

Item Status: Open [v]

Figure 4-He assigns the error to a contractor, and updates the Action Required and other fields.

PERIODIC INSPECTION CATEGORY ERRORS - BUILDING Ashleigh Court								
AAA	Cert No	Status	Certificate Description	Item No	Item Description	Category Code	Action Required	Contractor
-	101351	Draft	Periodic for testing	1	An error in the polarity	1	work in progress	James Johns
-	101351	Draft	Periodic for testing	2	An error in the wiring	1	action required	

Figure 5 - The cat Error is now assigned and waiting for the contractor to fix the error.

- REMIEDIATING CONTRACTOR: On completing the remedial work the contractor should edit the details of the cat error; note he can only edit the items assigned to him.

EDBI System [electrical: Ashleigh Court] [periodic...]

Electrical Distribution Information System [Ashleigh Court]

Site Administration | Personal | Installation | Boards | Certificates | Action Required | Reports | Documents | Select Building | Help | Logout

Application Navigator: Periodic Inspection CAT Errors

Select Certificate: _____ Text to search: _____

Category Error: 1 2 3 4 5 FIO Action Required: _____

Contractor Name: _____ Status: _____

Items 1-2 of 2

PERIODIC INSPECTION CATEGORY ERRORS - BUILDING Ashleigh Court								
AAA	Cert No	Status	Certificate Description	Item No	Item Description	Category Code	Action Required	Contractor
	101351	Draft	Periodic for testing	1	An error in the polarity	1	action required	
	101351	Draft	Periodic for testing	2	An error in the wiring	1	action required	

Figure 6 - Remediating contractor logs in and selects the cat errors assigned to him

PERIODIC INSPECTION CATEGORY ERRORS - BUILDING Ashleigh Court								
AAA	Cert No	Status	Certificate Description	Item No	Item Description	Category Code	Action Required	Contractor
-	101351	Draft	Periodic for testing	1	An error in the polarity	1	work in progress	James Johns
View	101351	Draft	Periodic for testing	2	An error in the wiring	1	action required	

Figure 7 - Remediating contractor selects the item assigned to him

Edit Cert: 101351 Item 1

Certificate Number: 101351
 Item Number: 1
 Item Description: An error in the polarity
 Category Code: 1
 Contractor Name: contractor (James Johns)

Action Required: resolved

Date: 2010-02-25

Comments: Work is now completed

Item Status: Open

Figure 8 - Changes the action to resolved; changes the date and makes any comments required

5. ELECTRICAL SUPERVISOR; Once the remediation contractor has completed his work the status on the item should be changed to closed; and comments can also be added to the item.

Edit Cert: 101351 Item 1

Certificate Number: 101351
 Item Number: 1
 Item Description: An error in the polarity
 Category Code: 1
 Contractor Name: contractor (James Johns)

Action Required: resolved

Date: 2010-02-25

Comments: Work is now completed

Item Status: Open

Figure 9 - The electrical supervisor changes the status to Closed

Create Certificate [Periodic Inspection] Step-2

Certificate Number: 101351 Purpose: Periodic for testing

OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS

There are no items adversely affecting electrical safety The following observations and recommendations are made

Item No.	Observation	Code	
1	An error in the polarity	5. Non-conformance found and attended to	X
2	An error in the wiring	1. Requires urgent attention	X

Summary of Inspection

General condition of the Installation:
(maxm. 1000 characters)

Overall assessment of the installation:

Download/Upload Existing Observations and Recommendations for Actions

Go to:

Figure 10 -The testing contractor then updates the category code on the certificate, and possibly the overall assessment to Satisfactory.