

BC ENTERPRISE MANUAL

VERSION 1.0

03 NOVEMBER 2016

1.0 SURVEYOR TASKS

1.1 SCHEDULE A SITE INSPECTION

- 1.1.1 Go to Inspection tab of Acolaid
- 1.1.2 Enter + button
- 1.1.3 Input Inspection type
- 1.1.4 Enter the time in the Time Allocated field (use 24hour clock format without : e.g. 1530)
- 1.1.5 Enter the proposed date of the inspection in the Scheduled / Targeted For: field
- 1.1.6 Enter any site details in the Inspection Notes e.g. Phone Bob [REDACTED] when on site.
- 1.1.7 Save using the ✓ button

1.2 CONSULT FIRE BRIGADE

- 1.2.1 Log without printing Doc604 or upload completed form on IDOX
- 1.2.2 Go to Action tab of Acolaid
- 1.2.3 Enter + button
- 1.2.4 Select CONSFB
- 1.2.5 Enter Todays date in Start Date
- 1.2.6 Save using the ✓ button

1.3 CONSULT LONDON UNDERGROUND

- 1.3.1 Go to Action tab of Acolaid
- 1.3.2 Enter + button
- 1.3.3 Select CONSLU
- 1.3.4 Enter Todays date in Start Date
- 1.3.5 Save using the ✓ button

1.4 CONSULT THAMES WATER

- 1.4.1 Go to Action tab of Acolaid
- 1.4.2 Enter + button
- 1.4.3 Select CONSTW
- 1.4.4 Enter Todays date in Start Date
- 1.4.5 Save using the ✓ button

1.5 SEND STRUCTURAL CALCULATIONS FOR CHECKING

- 1.5.1 Go to Consultation tab of Acolaid
- 1.5.2 Enter the details of the Structural Engineer who produced the Calculations in the Consultation Notes Field
- 1.5.3 If the Calculations are not added to the DMS add a note in the field to state that the Calculations are in the Work Inray

1.6 FULL PLANS DECISION

- 1.6.1 Go to the Decision tab of Acolaid
- 1.6.2 Select the Decision type
- 1.6.3 Go to the Details tab of Acolaid
- 1.6.4 Paste the Schedule and Plan Nos in the Applicant Plan Numbers field

1.7 ENTER MEANINGFUL RESPONSE

- 1.7.1 Go to Action tab of Acolaid
- 1.7.2 Enter + button
- 1.7.3 Select MR
- 1.7.4 Enter Todays date in Start Date
- 1.7.5 Switch the view to Full Details
- 1.7.6 Enter the details of the Meaningful Response in the Note field
- 1.7.7 Save using the ✓ button

1.8 REQUEST FIRE REGULATIONS OBSERVATIONS

- 1.8.1 Go to Action tab of Acolaid
- 1.8.2 Enter + button
- 1.8.3 Select OBFIRE
- 1.8.4 Enter Todays date in Start Date
- 1.8.5 Switch the view to Full Details
- 1.8.6 Select the type of Obs in the Result Field (Short > 5 days, Medium > 10 days, Long > 15 days)

1.8.7 In notes provide necessary info regarding the Obs request

1.8.8 Save using the ✓ button

1.9 ENTER SITE INSPECTION RESULT

1.9.1 Go to Inspection tab of Acolaid

1.9.2 Locate the site inspection (if the site inspection was not pre-scheduled carry out task 1.1.1; 1.1.2; 1.1.3; & 1.1.4)

1.9.3 Input Inspection type

1.9.4 Enter Officer Code

1.9.5 Enter Result Code

1.9.6 Enter details site details

1.9.7 Save using the ✓ button