Development Services

Remote Inspections App Phase 2
New Main Installation
Step by Step Guide

Scottish Water
Trusted to serve Scotland

PLEASE NOTE
UPDATE ON PLOT CONNECTIONS IN APP

Development Services sent a communication out both last year and a reminder again this year that all plot connections must undertake a 5 step check process before they are connected onto the live water main.

In order to capture this information we have added the requirement for two additional photographs to be taken on the connection step on the Remote Inspections App. Please see the example images (opposite) and we will add this into our Technical Guidance Pack for distribution.

Please contact **RemoteInspections@scottishwater.co.uk** if you require further information on the 5 step check.


5 STEP CHECK

• A visual check on the flow and pressure.

• An on-site test to ensure there is a chlorine residual in the water.

• A visual check on water quality by filling a clear sample container to check on colour and turbidity.

• A check on the taste and smell of the water.

• Should any of the above fail, a sample will be taken and tested.

00.

Log-in
Allow access

The Log-in screen will ask the user to allow the app to access location services and access to photos and media. This is to enable geotagging for any submission. Please select **ALLOW** for all.
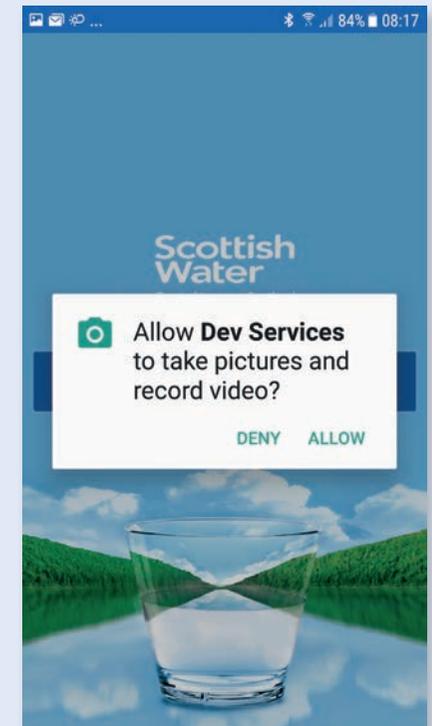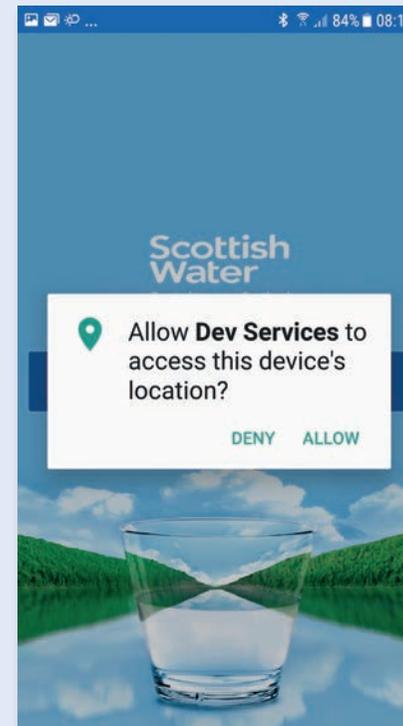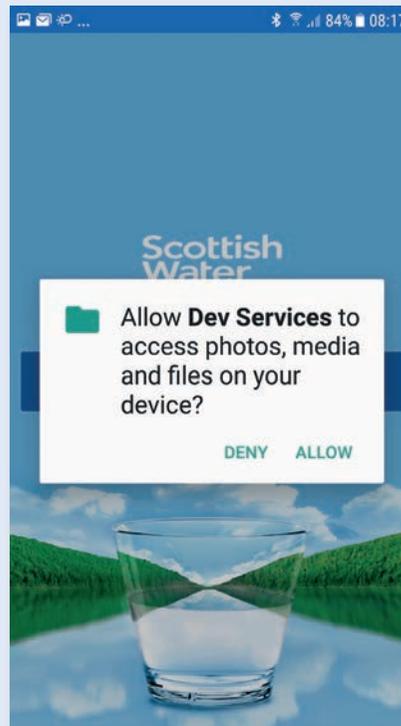
00.

Developer search
Choose developer

After log in, the first screen you will see is **CHOOSE DEVELOPER**. There is a search bar at the top to search for specific Developers.

When you have located the correct developer, tap on the selected developer and this will take you to a list of sites relating to that developer.

You will see another search bar here which allows you to search for a specific site by name or case reference. Tap on the selected site to access that site.

Single house builders can be found under **INDIVIDUAL** heading and can be located in the same way be searching the case reference or site name.
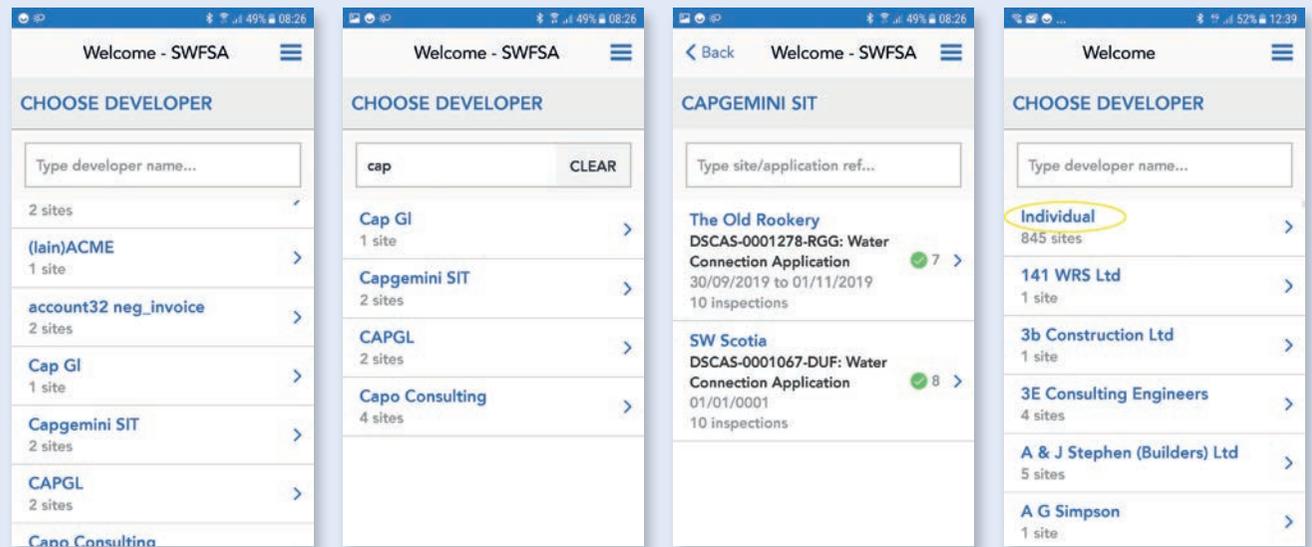
00.

Site Summary
## Developer Site Screen

The big difference from Phase 1 is we now have Track and Main options.

The site screen shows site name, Developer details, Case Reference, type of application and number of submitted inspections.

The bottom section shows Track and Main and also status balls show status summary of submitted inspections.

To access track inspections tap on **Track**

To access mainlay inspections tap on **Main**
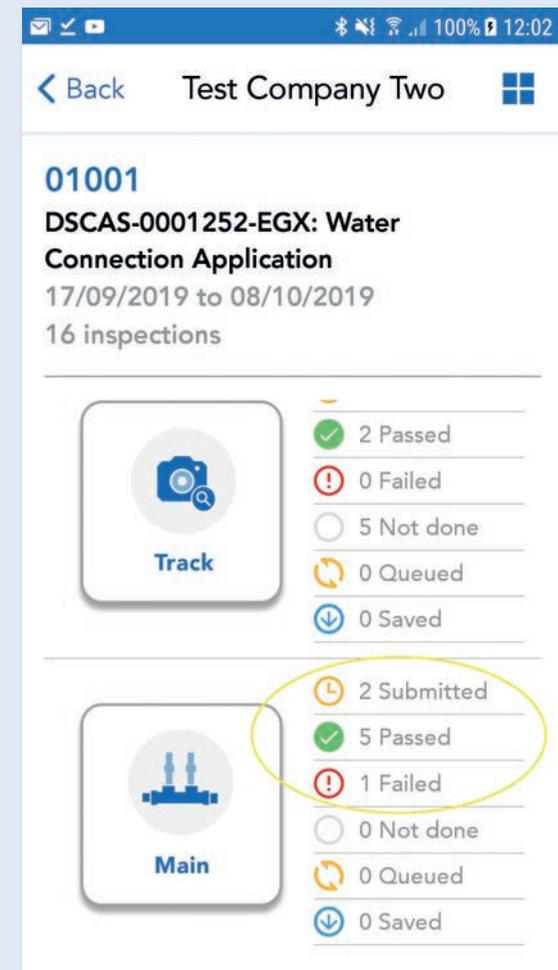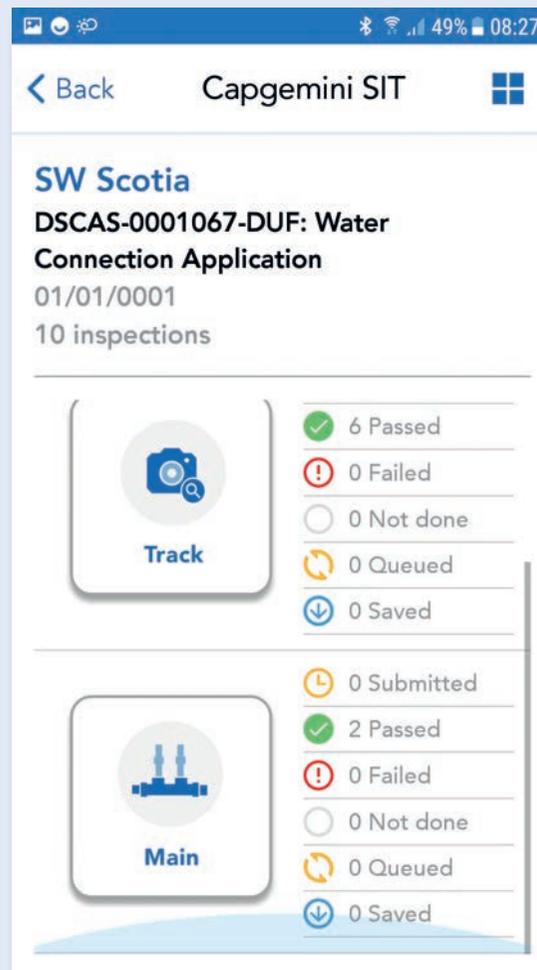
01. Mainlay

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01.

Tie-in
This is the first
Mainlay screen

This screen shows a list of available Tie-ins e.g. Advanced, Secondary and Primary.
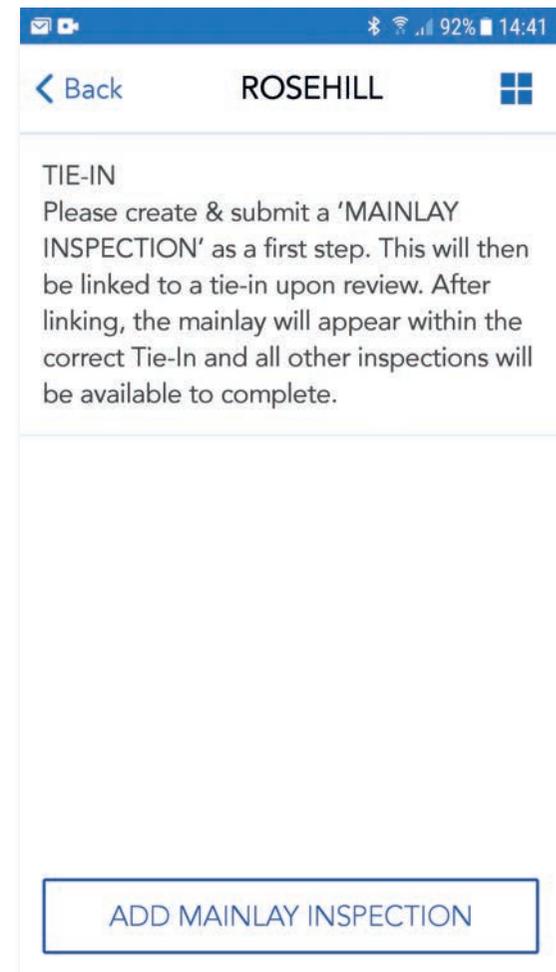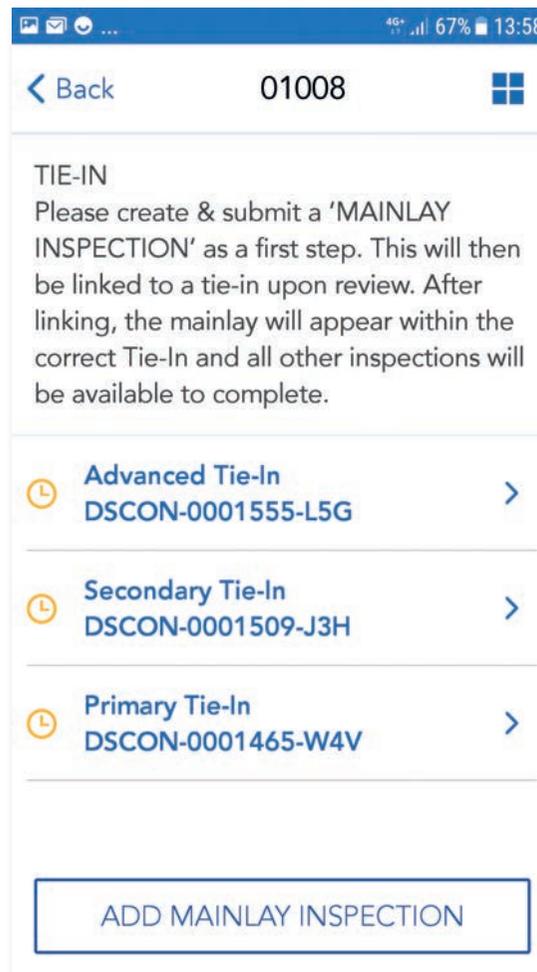
Please note: When first opened **NO TIE-INS** will be showing and user is required to tap bar at bottom of screen to **ADD MAINLAY INSPECTION**.

When any mainlay inspection is submitted, Development Operations admin team will inspect submission and pass or fail. They will also associate this to the relevant tie-in depending on submitted application.

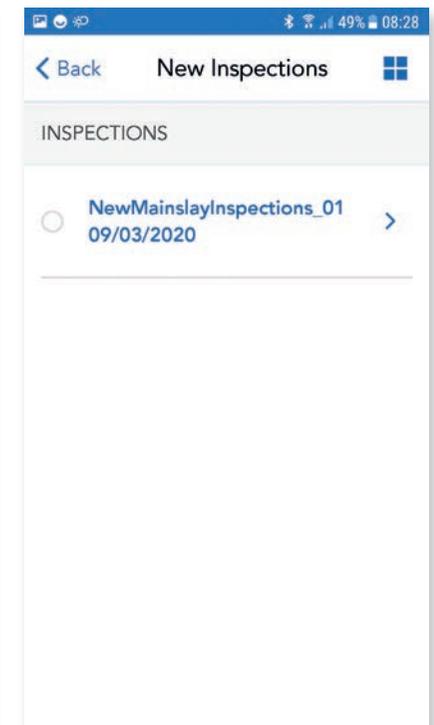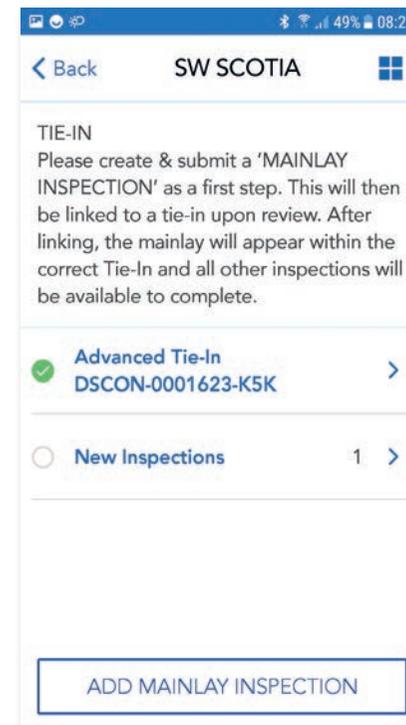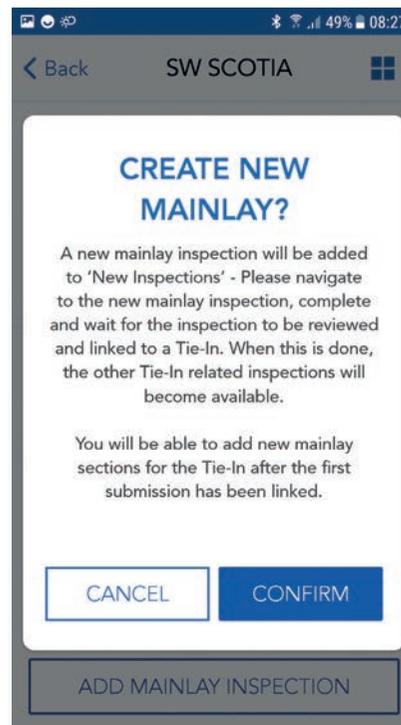Tap on **ADD MAINLAY INSPECTION** to start a new inspection.

01.

Create new Mainlay

Please read guidelines relating to inspections and tap **CONFIRM**.

You will now see **NEW INSPECTIONS** available.

Tap on the available **NEW MAINSLAY INSPECTION** to begin inspection.

01.

Mainlay Inspection

Each Tie-in section has been split into separate Inspections, this allows flexibility for users.

Each inspection must be completed, submitted and approved in order.

Only the highlighted section is available and the following sections are 'greyed out' until previous inspection has been approved e.g. Pressure Test is 'greyed out' until Mainslay has been approved. After Mainslay and Pressure Testing completed and approved, Disinfection & Neutralisation becomes available and so on.

Inspections are also split into Steps with a 'soft save' function at the end of each step.

This allows the user to complete each step in order and go back into inspection at last completed step and details will be saved providing that step has been completed.

Tap on **Mainslay** to open inspection steps.

01.
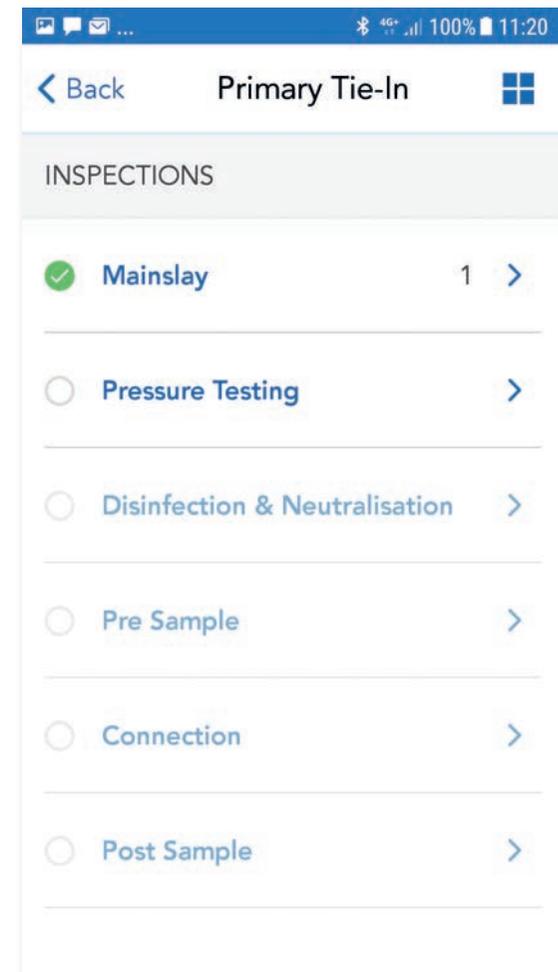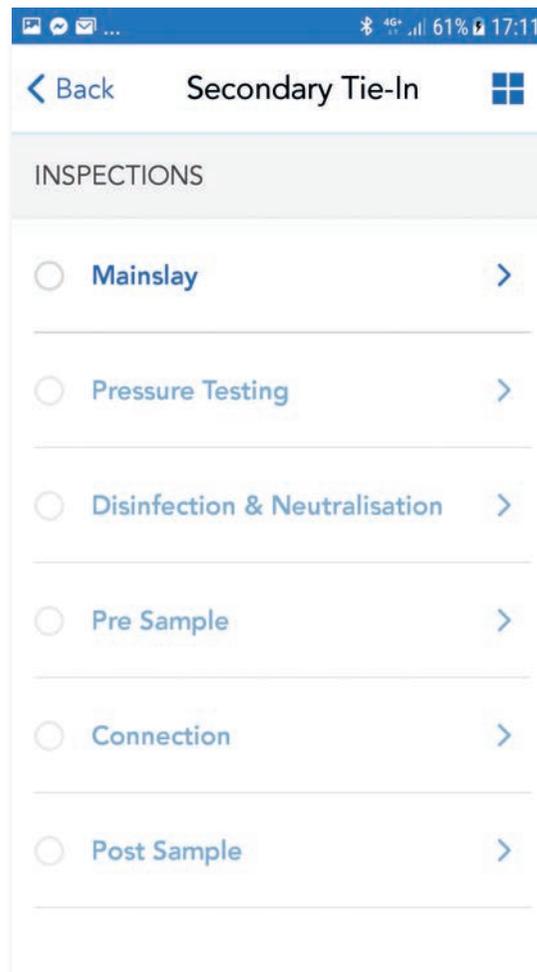
Mainlay Inspection
Requirements

The first step highlighted is **Requirements** and the various steps within the Inspection below are greyed out. The **Requirements** list has allowed us to reduce the amount of questions and make the app more user friendly.

Tap on **Requirements** and read through all requirements and tap **ACCEPT**.

This will take you to the next screen and you will now see a green tick beside **Requirements** to show this step has been completed and the next step is now available. The following steps are still greyed out to enable you to complete the inspection in the correct order.

01.
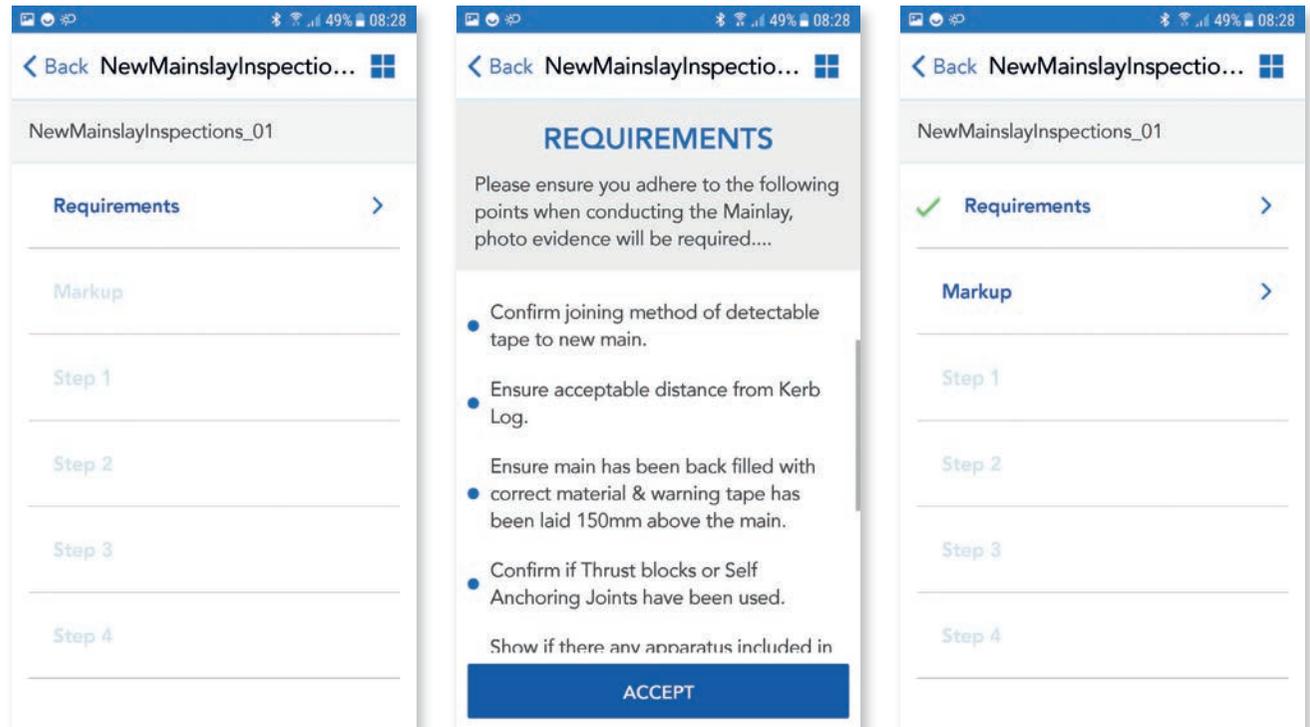
Mainlay Inspection
Markup

This step is asking you to provide a highlighted site plan and also a second close up image of the section you are working on.

When any images are requested within the app we have provided an example image and guidance text to help you capture the correct photo/image.

Tap on **MARK UP FULL SITE PLAN** this will show image capture screen.

Tap on **Example** at top right of screen and this will show example image and guidance text.

Tap **INSPECTION PHOTO/VIDEO** and tap on **CAMERA ICON** to capture image.

01.
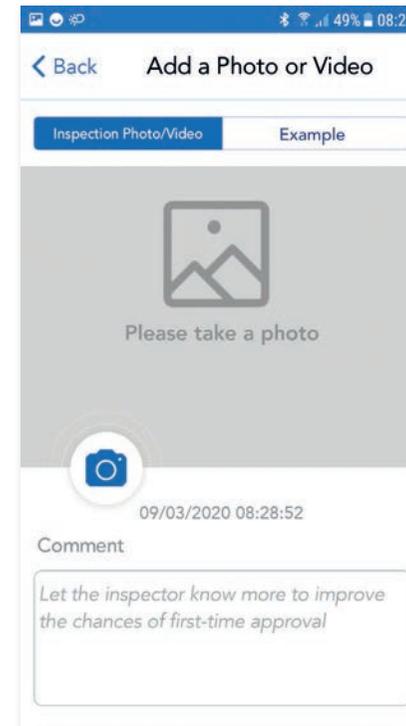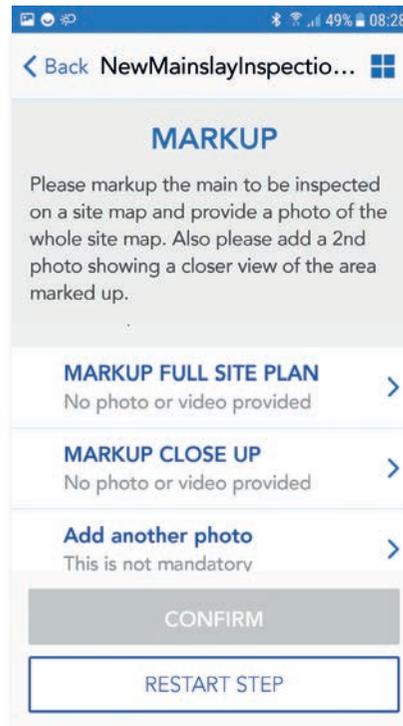
Mainlay Inspection
Markup

When you have taken a photograph, the captured image is visible and you will see a comment box below. Please input any additional comments that may be required to support your submission and then tap **DONE**.

After submitting image for full site plan, you will see a green tick at the left hand side and **MARK UP CLOSE UP** is available.

Follow the same process as before to capture the close up image and after both images have been captured you have the option to **CONFIRM** or **RESTART STEP**.

The **RESTART STEP** function is built in at the end of each step to allow the user to restart if the submission has failed or an error has been made. This means the user can restart and submit each step rather than have to complete the full inspection again e.g. we may require better photographs for that specific step or an incorrect drawing or location for mark up has been submitted.

Tap **CONFIRM** to submit and complete this step.

01.
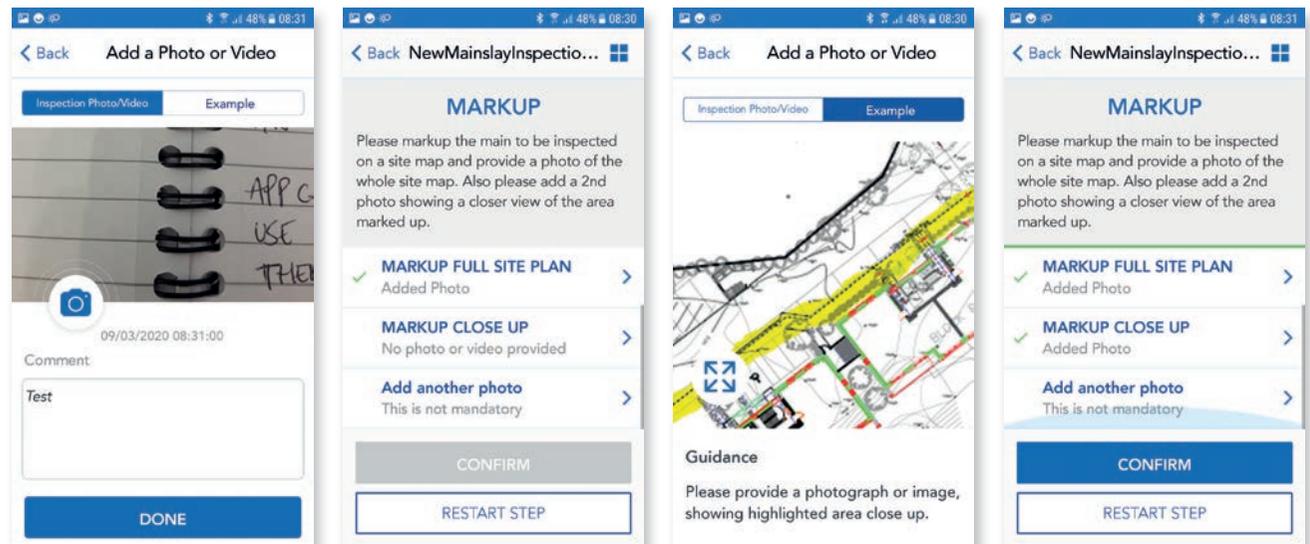
Mainlay
Step 1

In this step you will be asked a series of questions and to supply multiple images.

Tap on **What is Main Type** and options box appears, we have built in various options to allow for multiples and also retail main laying, which may have additional Fire Mains. If you select **Fire + Potable** you will be asked for details for both Fire and Potable pipes. Please ensure you select correct Main type. Once selected you will now see the green tick beside **What is Main type**.
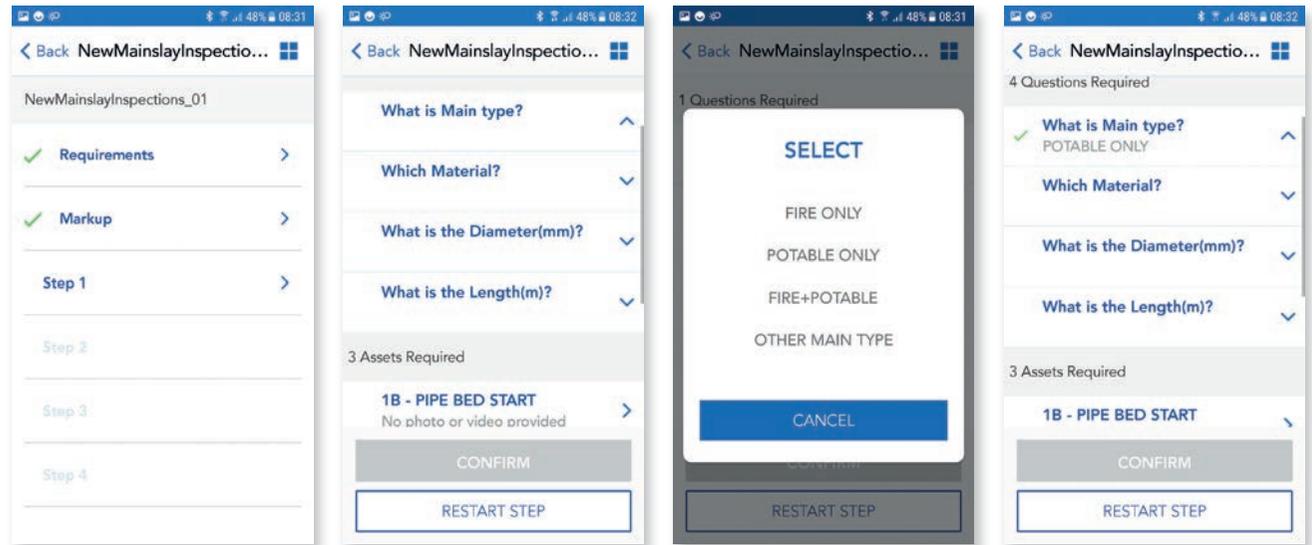
01.

Mainlay
Step 1 – Question

Please follow the same process and complete the following questions for Material, Diameter and Length. Tap on **Which Material** to show the option list and select the correct option.

The other questions will show a free text box to allow user to input the exact diameter and length of main lay section.

Material Type will determine the relevant follow on questions e.g. if HPPE, MDPE is selected then follow on questions will require images of marker tape, Fusion box and tent etc. and specify the type of pressure test (PE). If Ductile is selected, there is no need for marker tape but we will require images of thrust blocks, self-anchoring joints and water loss/added pressure tests will be applicable.

01.

Mainlay
Step 1 – Images
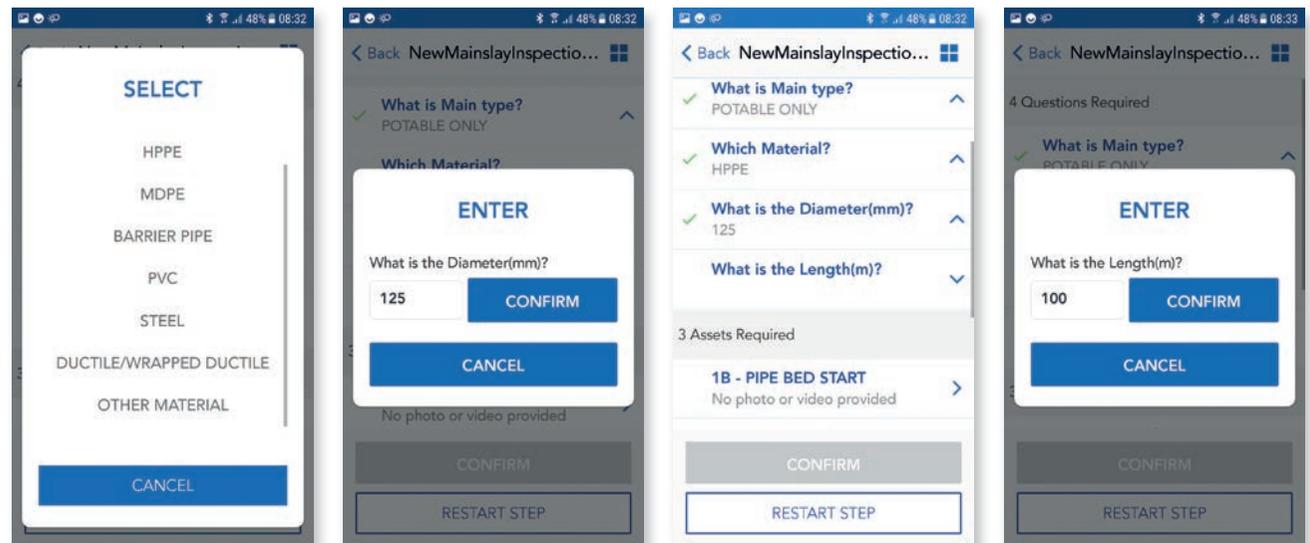
Please follow the same process as before for image capture.

Please note: When you tap on **Example** image, because of the guidance text, part of the image is obscured. If you tap on the white circle on bottom left of image, this will remove the text box and allow you to zoom image. You can also move image about and zoom in and out to see full example. Also if you are unsure what is required tap **Example** for guidance text and example image.

There is also now a video option, where you can submit a 10 second video. To capture video, please tap on video icon next to camera icon.

01.
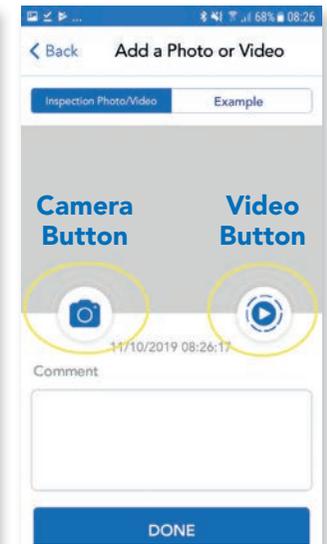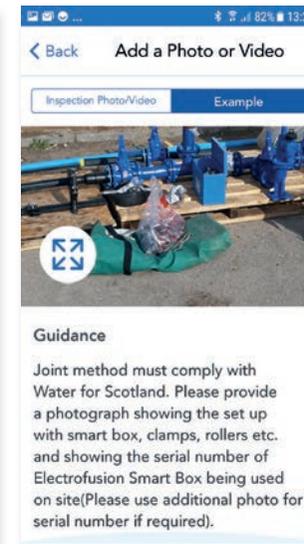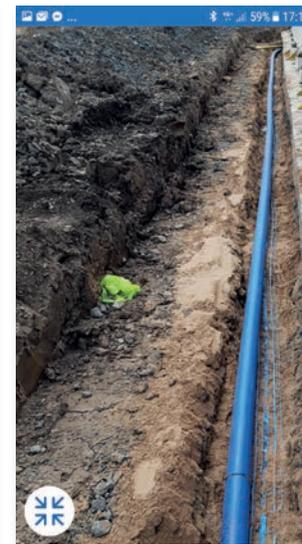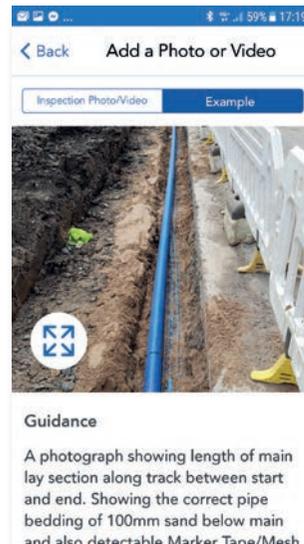
Mainlay
Step 1 – Images

In this step you will be required to capture images for the pipe bed. Each section of main lay will require a minimum of 3 images i.e. start, middle and end of track up to 100m in length. Over 100m we will require an additional image of the pipe joint.

After all images have been captured you will see the green ticks on the left and **CONFIRM** is now available.

Tap **CONFIRM** to complete this step, this will also save all details in Step 1.

01.

Mainlay
Step 2
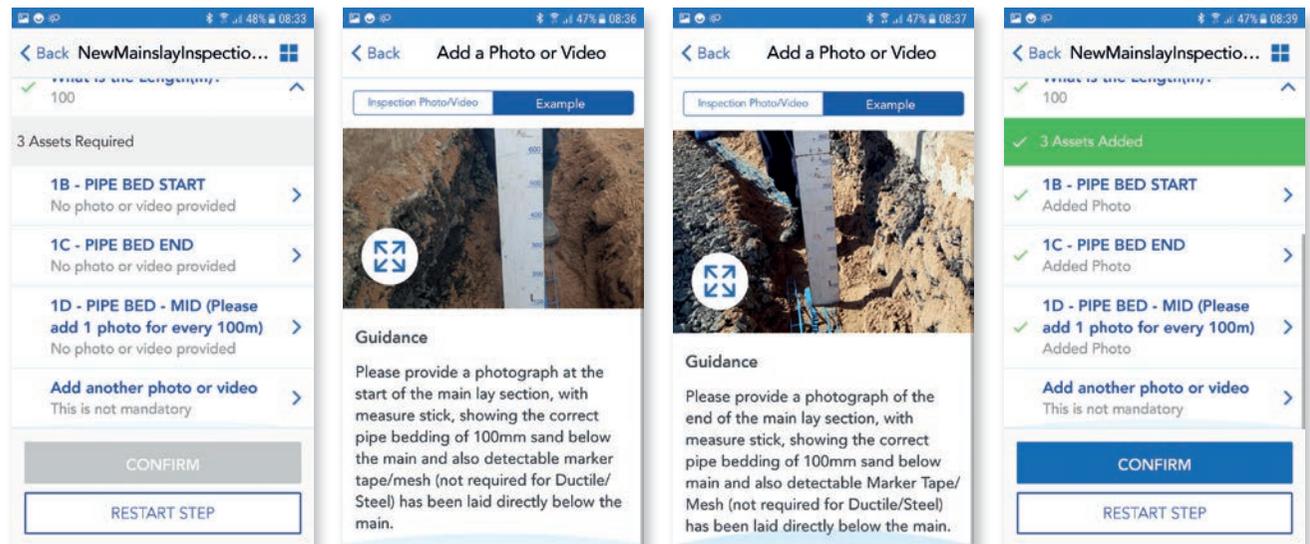
Step 2 is now highlighted and available. Similar to Step 1 you will be asked a series of questions and to supply multiple images. Unfortunately this step is asking for the most images, but this matches what will happen on site and allows user and the app to save all details within Step 2.

Tap **What is pipe depth** and free text box appears, input depth of main.

Tap on **Which Tape jointing method** and option list will appear, select the correct option from Flange or Valve/Hydrant chamber.

The green ticks are now visible beside questions and also show the answers you have provided.
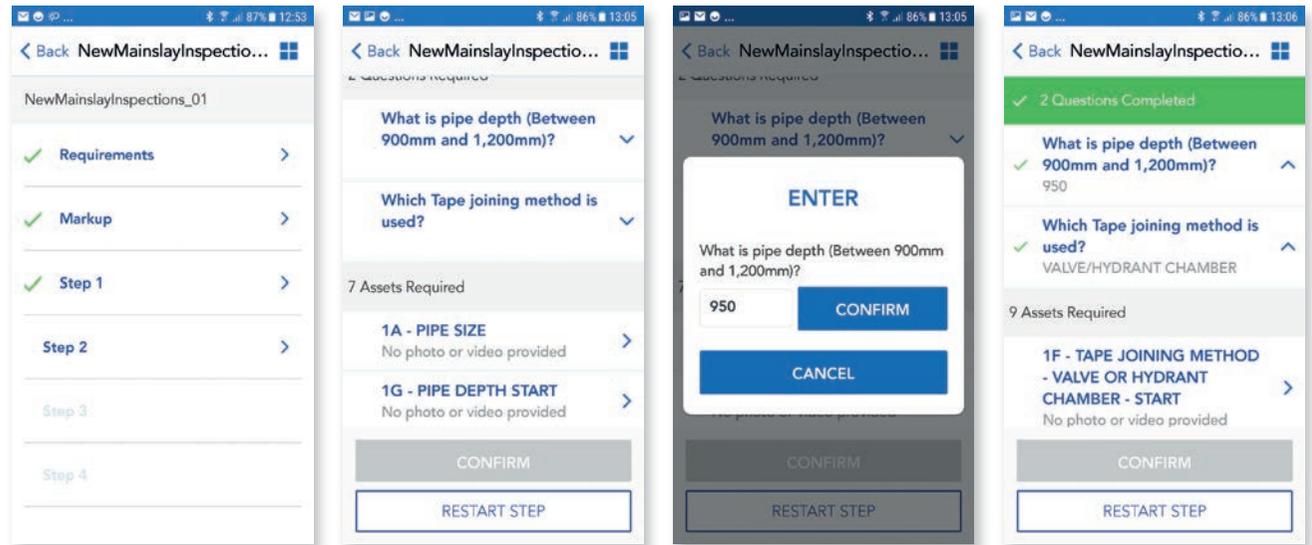
01.

Mainlay
Step 2 – Image capture

You will be required to submit the following images, **PIPE SIZE**, **PIPE DEPTH** (start, mid, end) **TAPE JOINING METHOD** (start and end) and **KERB** (start, middle, end).

Please follow same process as Step 1 for image capture by tapping on image selection and checking example image and guidance text to capture the required image.

After all images have been captured, the green ticks and **CONFIRM** button are showing.

Tap **CONFIRM** to complete and save this step and proceed to next step.

01.

Mainlay
Step 3
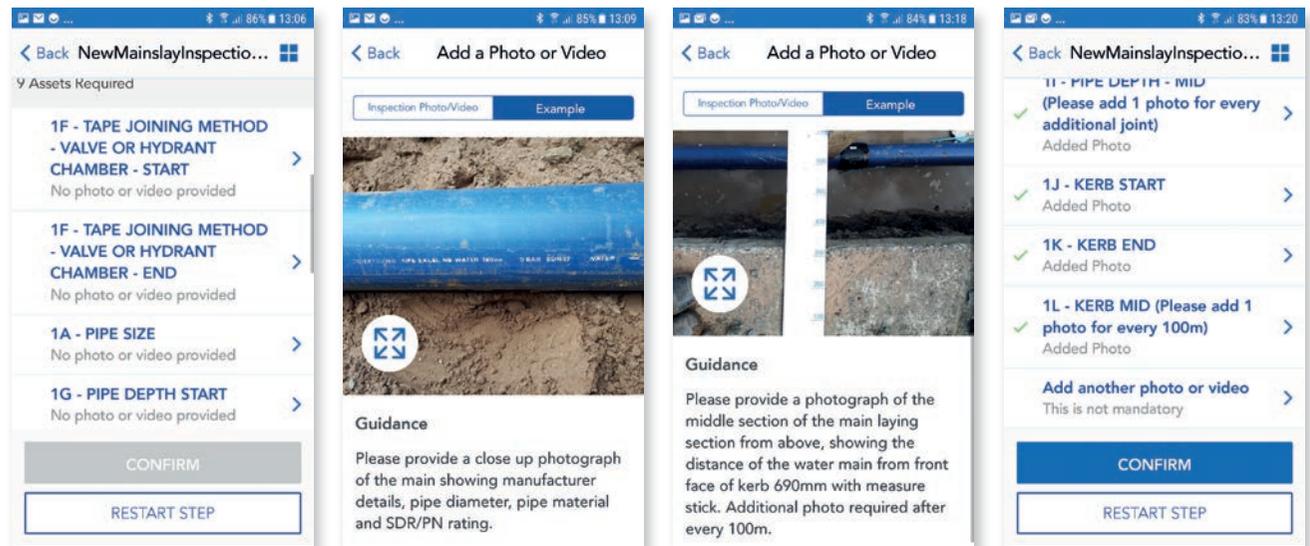
Step 3 is now highlighted and available, in this step we are capturing the Pipe jointing method and you will be asked one question and to supply multiple images, depending on jointing method selected.

Tap on **Which Pipe Joint Method** and option box appears, select the correct option from Butt Fused, Electro Fusion or Mechanical Coupling
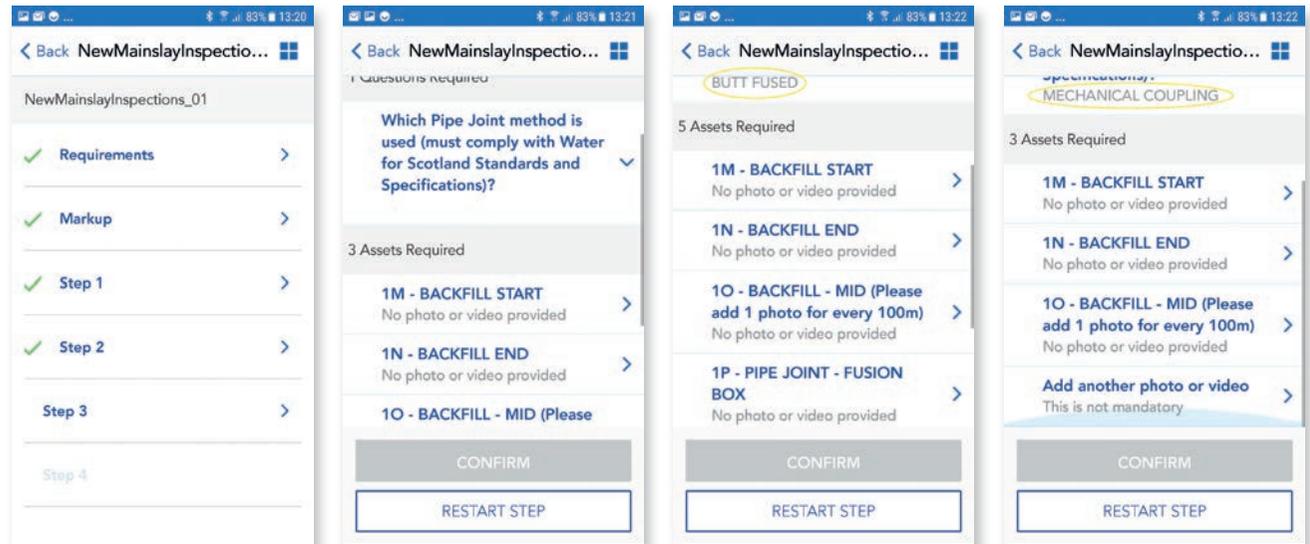
01.

Mainlay
Step 3 – Images

After completing the question you will be asked to supply 3 or 5 images, depending on jointing method selected e.g. if you have selected Butt Fused or Electrofusion then we require additional images of Fusion box and set up and also Tent/shelter.

Step 3 also captures backfill images, start, middle and end of track, showing main has been part backfilled with sand and warning marker tape fitted. Capture images as before by tapping on image selection and checking example image and guidance text to capture the required image.

After all images have been captured, tap **CONFIRM** to complete and save step.

01.

Mainlay
Step 4
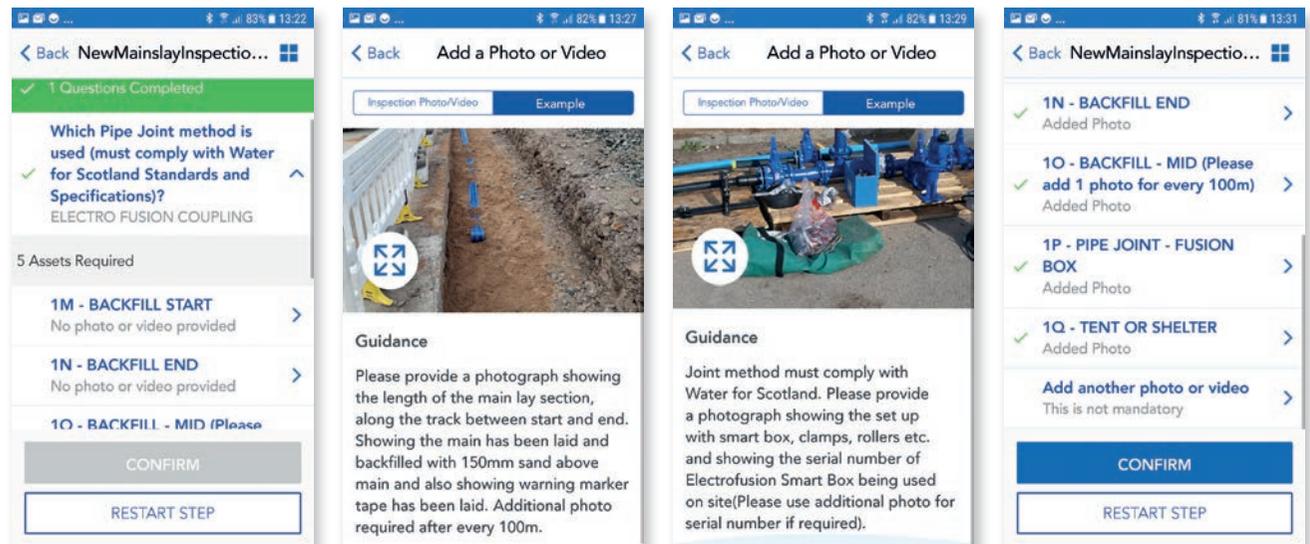
Step 4 is now highlighted and available, In this step we are ensuring that pipe is protected and has no open ends and also if any additional apparatus is installed or main is crossing a carriageway.

Follow the same process as previous for answering questions.

Tap on **Which method of pipe protection** and option list appears, select correct option and select **YES**/**NO** for the following questions asking if you have fitted any additional apparatus e.g. valves or hydrants and also if main is crossing the carriageway.

01.

Mainlay
Step 4 – Images
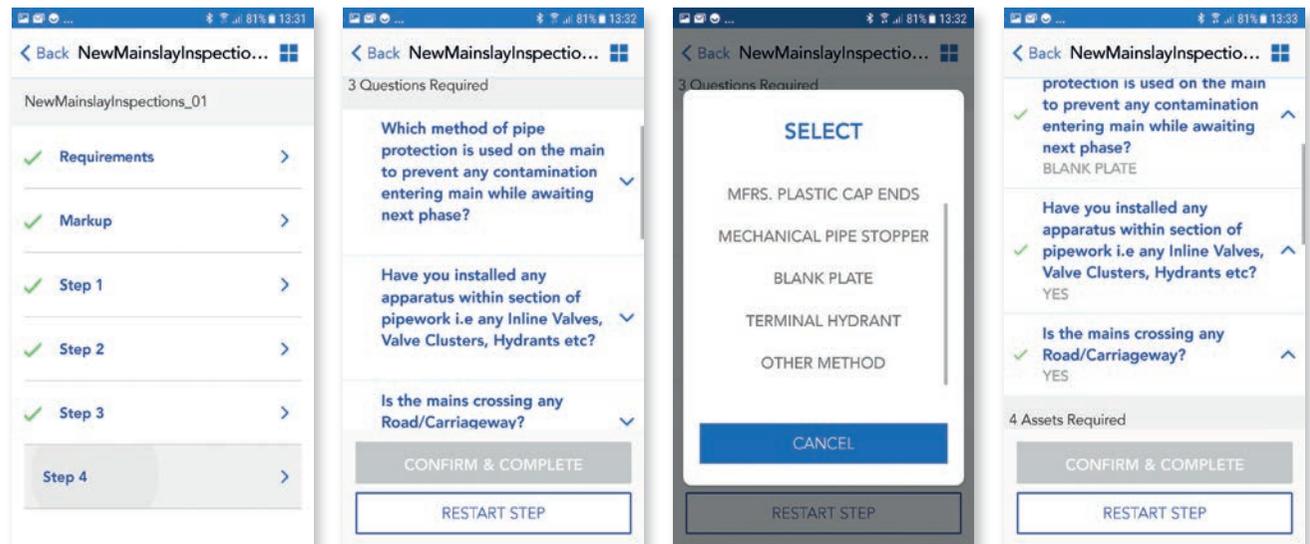
The image capture will provide evidence ensuring the pipe is protected and has no open ends. User will be asked to supply 2, 4 or 6 images, Pipe protection Start and End showing method of pipe protection e.g. blank plates, cap ends, closed valve etc. and additional images depending on if you have fitted any additional apparatus e.g. valves or hydrants and also if main is crossing the carriageway.

Capture images as before by tapping on image selection and checking example image and guidance text to capture the required image.

After all images have been captured, tap **CONFIRM** to complete and save this step.

01.

Mainlay
Step 4 (continued)
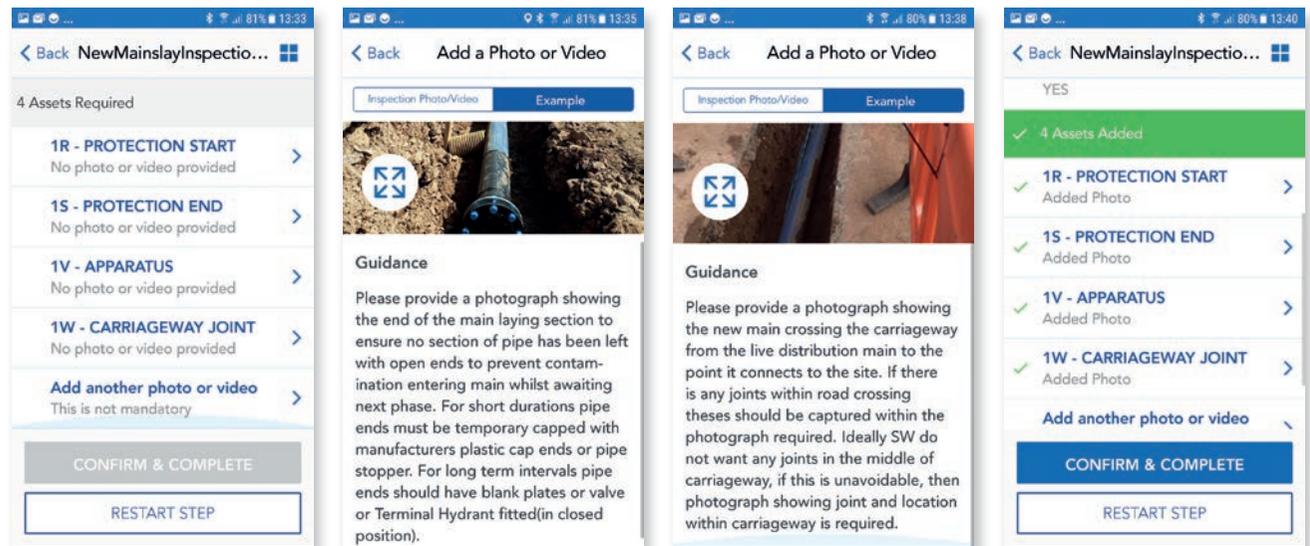
Please note: Depending on the material selected in Step 1, if you have chosen Ductile, Steel etc. then Step 4 will also ask to provide additional images of Thrust blocks and Self anchoring joints.

Capture images as before by tapping on image selection and checking example image and guidance text to capture the required image.
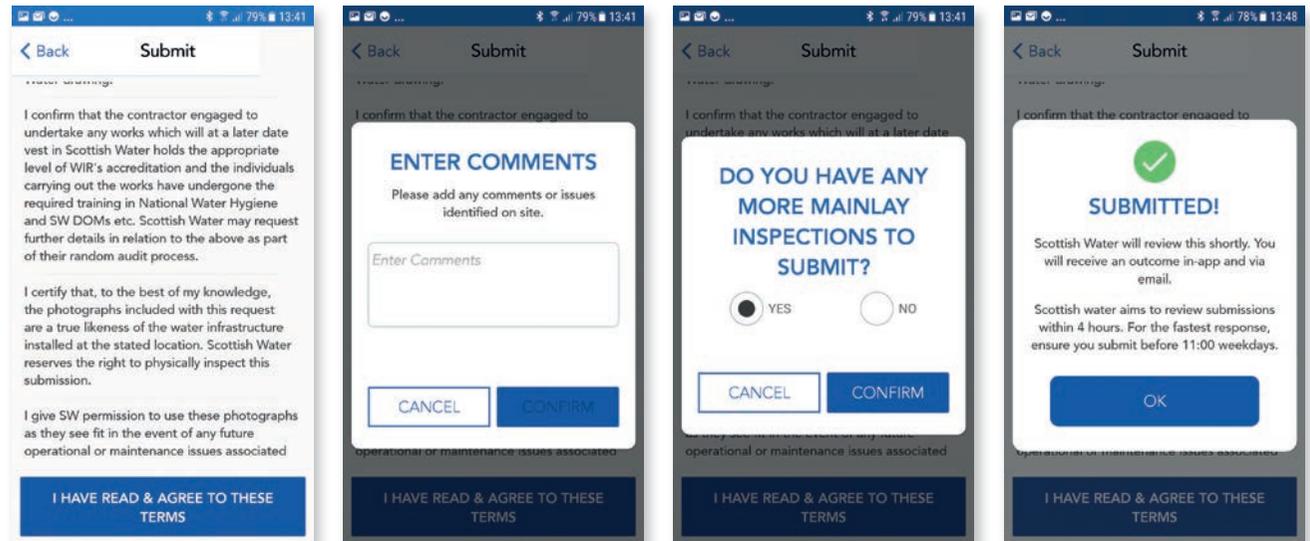
01.

Mainlay
Submit inspection

After all steps have been completed there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. You will then be asked if you have any more Mainlay Inspections to submit. Selecting **YES** allows you to submit further inspections.

Selecting **NO** lets Development Services admin know that main laying is now complete and allows admin to check submissions for final approval.

02. Pressure Testing

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02.

Pressure Testing
Site search

To carry out a pressure test inspection, please log in to app and as before use the search functions to locate the site you want to use for submission.

When you have located the correct site, tap on **Main** icon as before. You should now see Pressure Testing available. This will only be highlighted if Mainlay has been approved

Please note you will still be required to submit test results and raw data for pressure test to Development Services to review.

02.
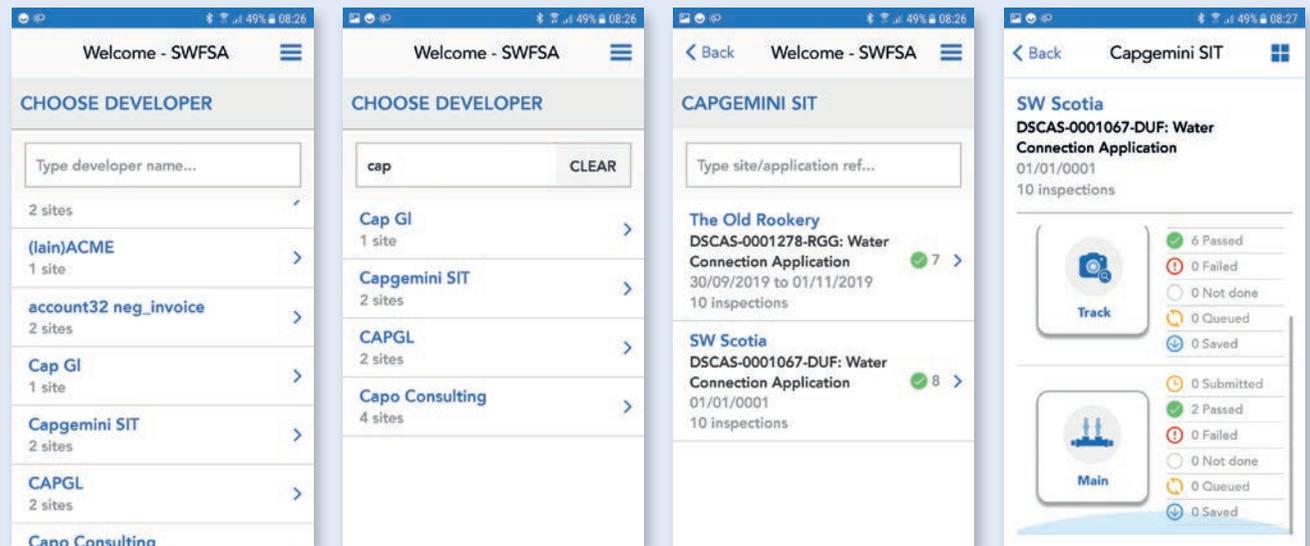
Pressure Testing
Start inspection

All inspections within the app follow the same process, where each inspection (Mainlay, Pressure Testing, Disinfection, Sampling etc.) is split into separate steps. Each step must be completed in order before the next step is available and the app will save progress at the end of each step.

Follow the same process as before with Mainslay and tap on **Pressure Testing**, then tap on **Requirements**, read through the list of requirements and tap **ACCEPT**.

02.
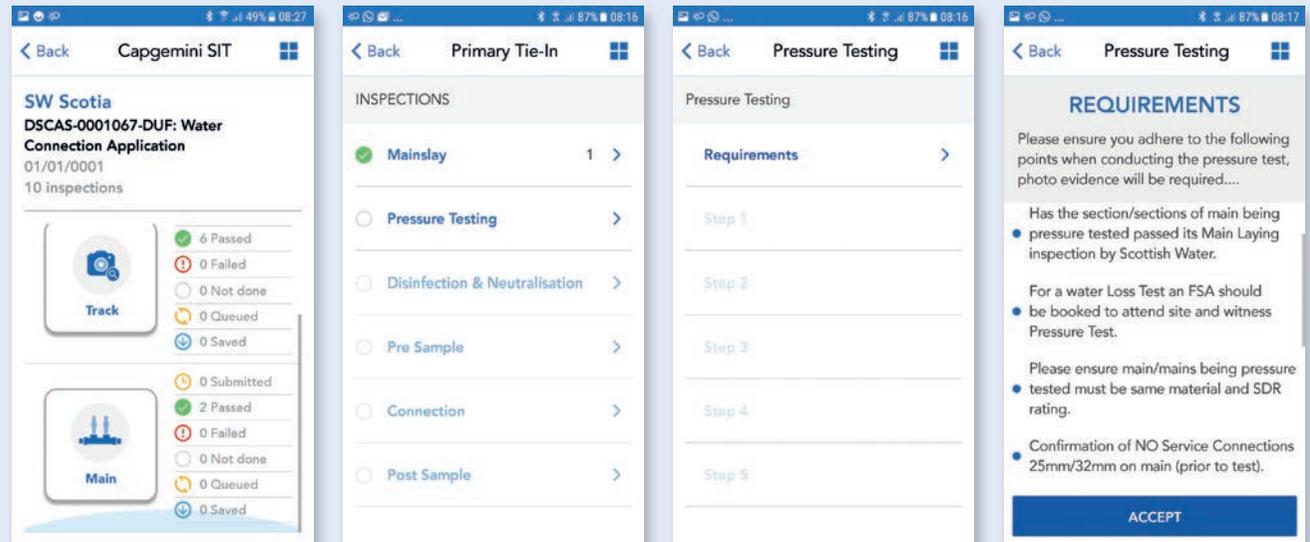
Pressure Testing
Step 1

Follow the same process as previous steps for answering questions.

Tap on **Step 1** – This will show 4 questions.

Tap on **What is Main Type** and select correct option from options list e.g. Potable, Fire or Other.

Tap on **What is pipe material** and select correct material option from dropdown list.

**Depending on which material is selected will determine which type of test will become available.**

02.
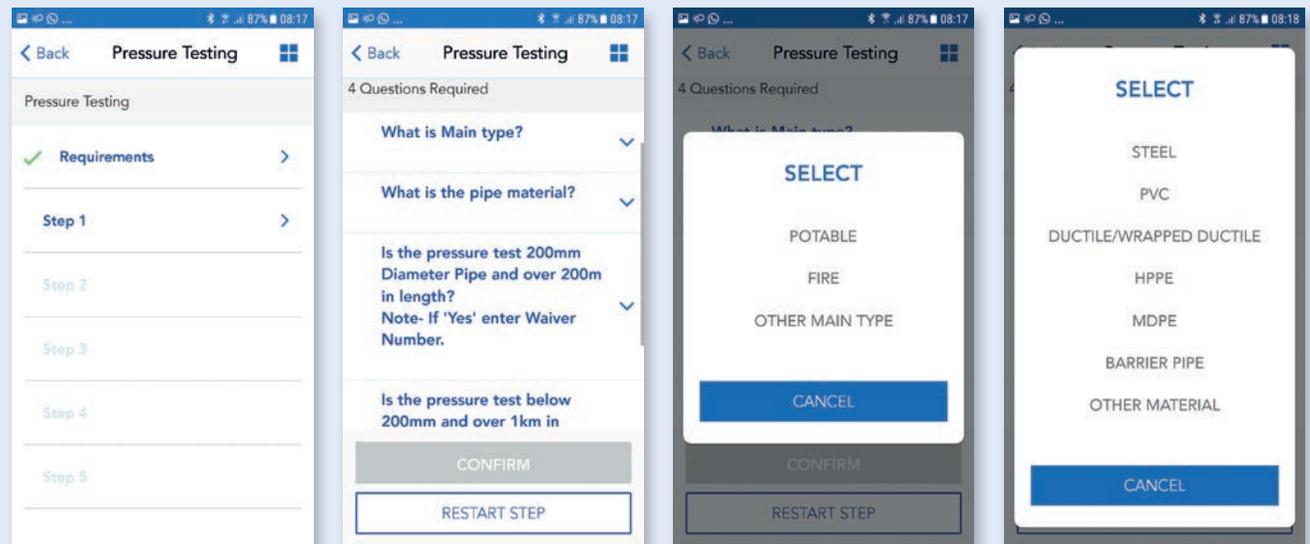
Pressure Testing
Step 1 (continued)

To comply with testing specification you will require a waiver if the section of pipe you are testing is above 200mm in diameter and over 200m in length or below 200mm in diameter and over 1km in length.

If a waiver is required for either option, please tap **YES** and another pop up box will open which allows you to enter the waiver number you were provided by Development Services.

After all questions are completed, tap **CONFIRM** to complete this step.

02.
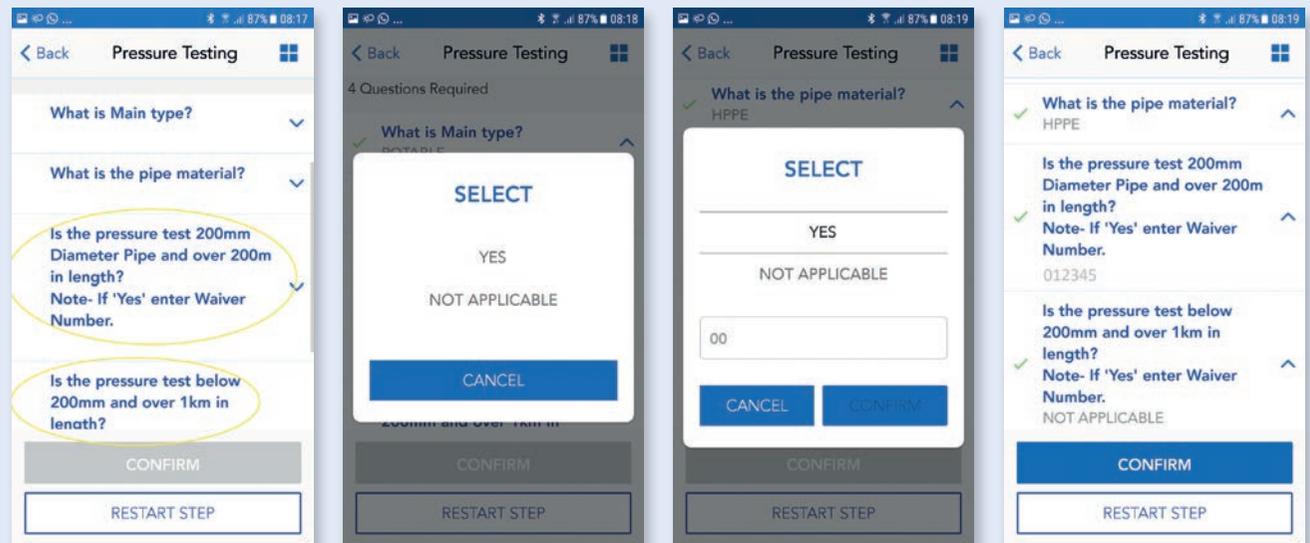
Pressure Testing
Step 2

Step 2 is now highlighted and available. In this step we are capturing the type of pressure test, pipe rating (SDR or PN if ductile), number of sections of main and also details of who is carrying out testing.

Note: It may be possible to test multiple sections of pipe together, under the one test, if they meet the criteria e.g. the same SDR rating.

Follow the same process as previous for answering questions.

02.
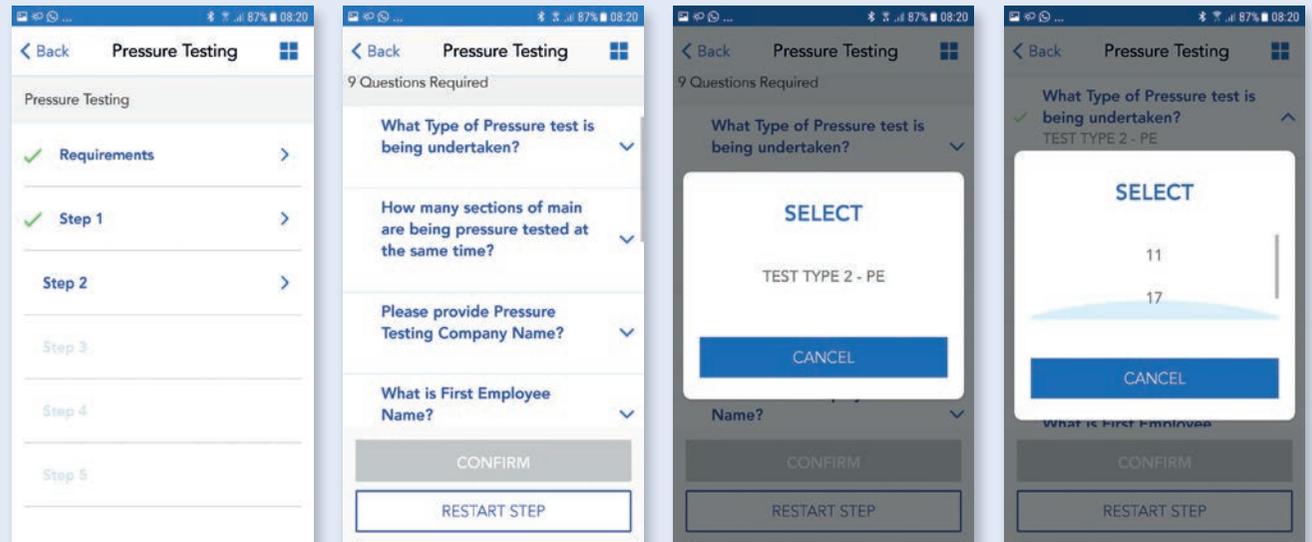
Pressure Testing
Step 2 (continued)

We have built in the function to allow multiple sections to be tested under the one pressure test.

Tap on the **How many sections of main** questions you will see a dropdown list, please select the correct number of sections and the app will then show multiple questions relating to pipe diameter and length. This will show as 1st section, 2nd section, 3rd section etc.

Tap on questions to show answer text box and complete all questions for pipe diameter and length and tap confirm to proceed to next question.

02.
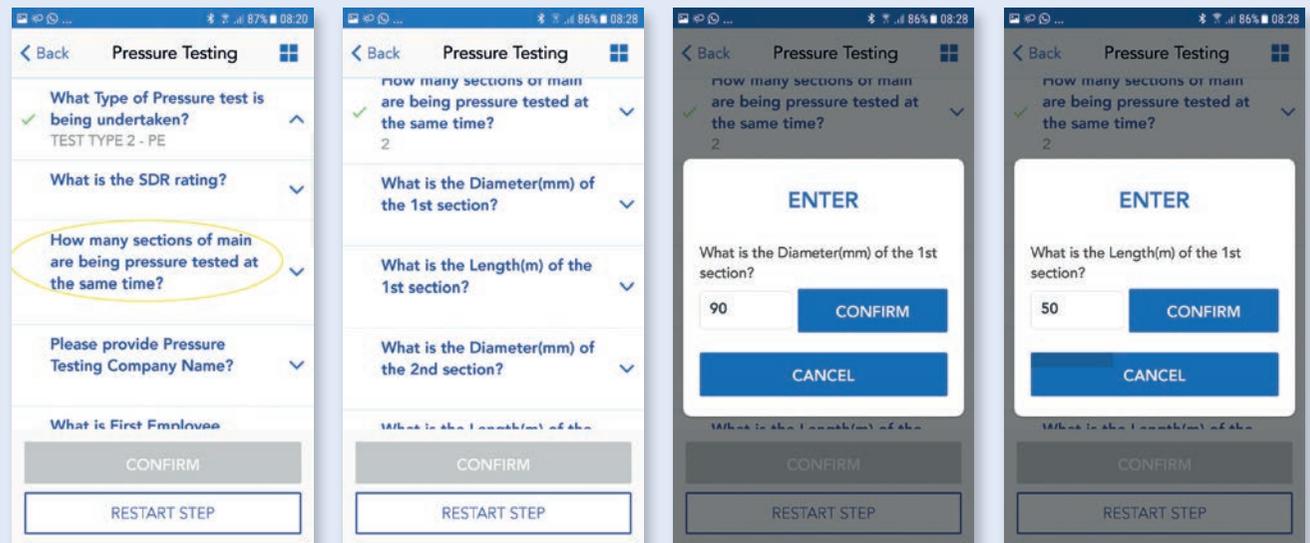
Pressure Testing
Step 2 (continued)

The next questions are capturing details of who will be carrying out the pressure test e.g. Pressure Testing Company and employees name, contact number and EUSR number. This will allow Development Services admin to be able to check if they have the relevant qualifications and are in date.

Tap on questions to show answer text box and input details for each questions and tap confirm to proceed to next question.

After all questions are completed, tap **CONFIRM** to complete and save this step.

02.
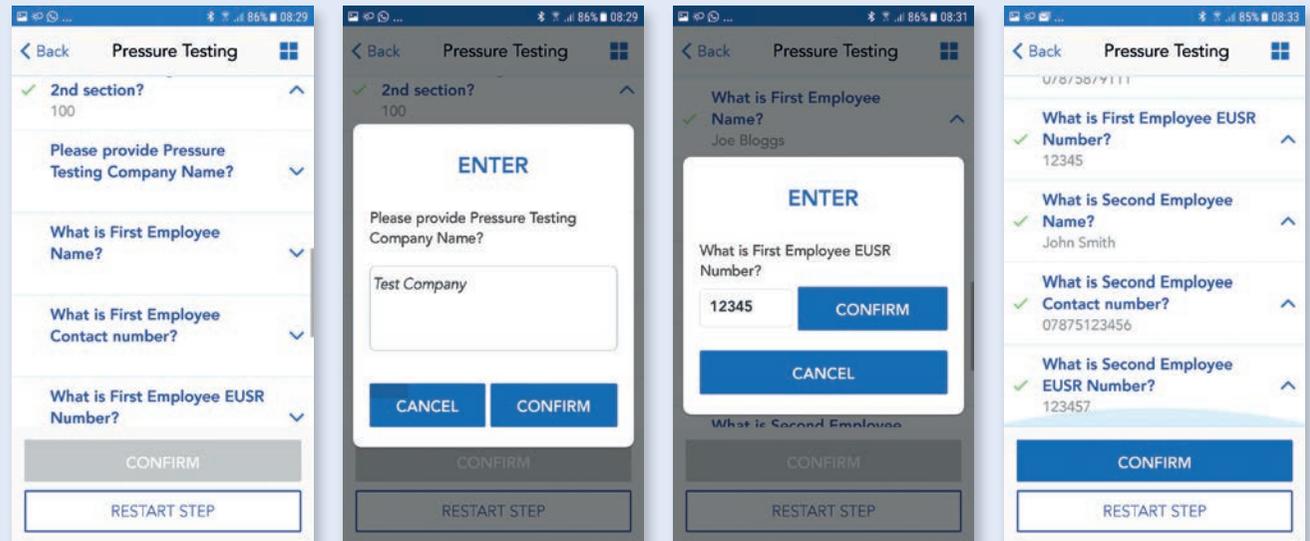
Pressure Testing
Step 3

There is only one question in this step and the first set of images. The question is capturing details of the type of pump used, this is a free text box which allows you to enter type of pump, manufacture and capacity if applicable e.g. Rothenberger RP30 hand pump or Honda petrol pump 19 litres per minute.

Follow the same process as previous and tap on question and input correct answer in text box.
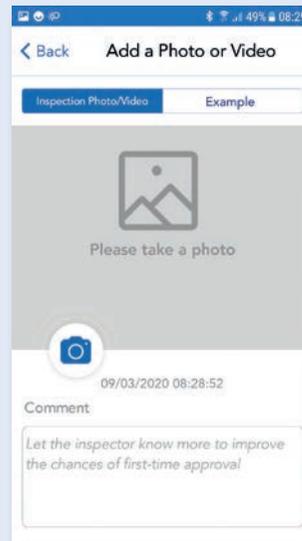
02.
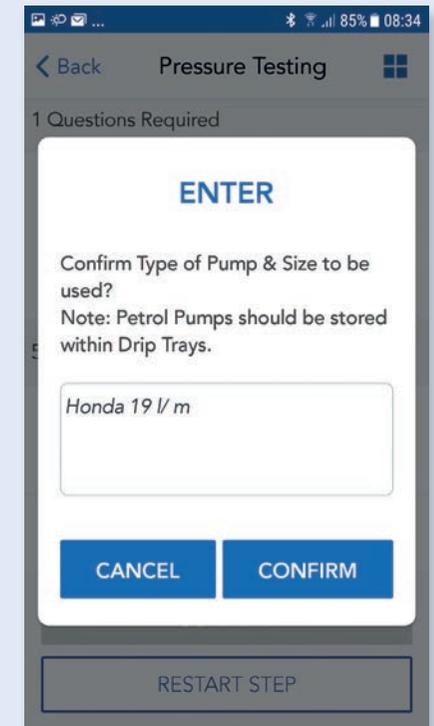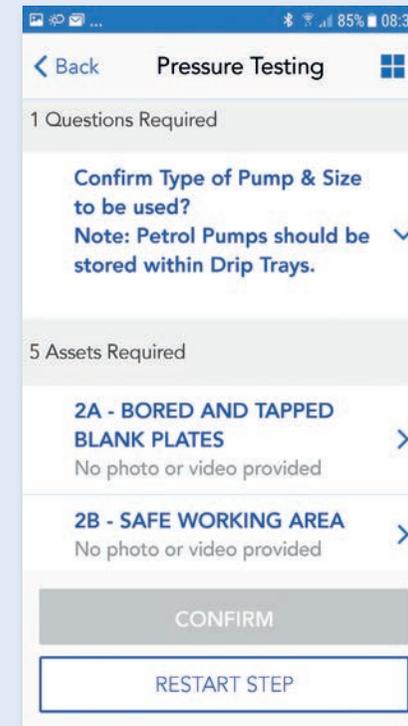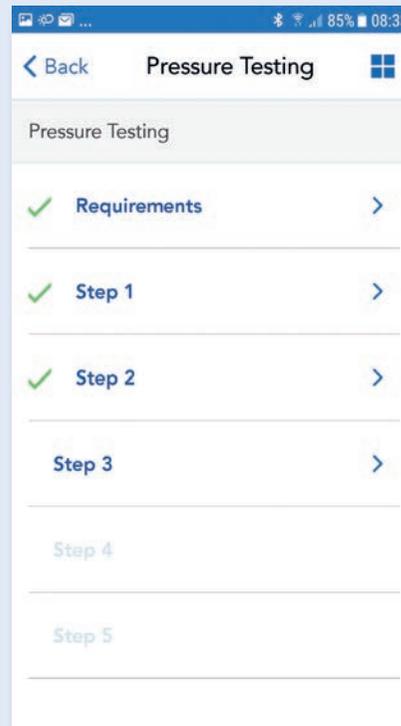
Pressure Testing
Step 3 (continued)

Please follow the same process as before for capturing and submitting images i.e. tap on image required and tap on **Example** to view guidance text and example image to ensure you are capturing the required image.

After all images have been captured, tap **CONFIRM** to complete and save this step.
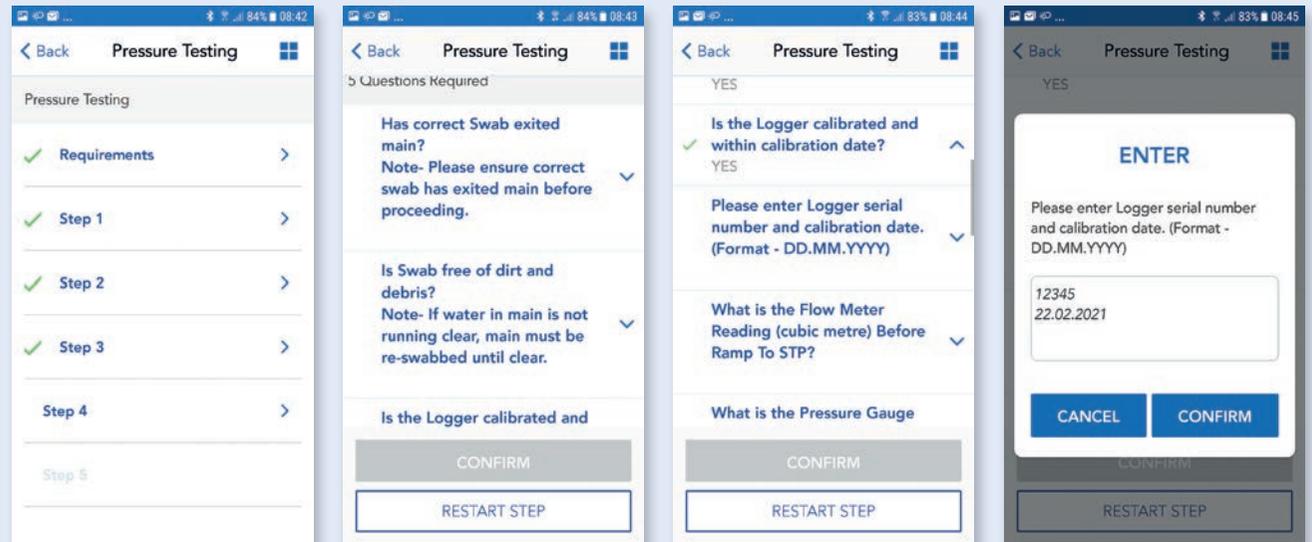
02.

Pressure Testing
Step 4

Step 4 is highlighted and now available. This step is capturing details of swab exiting main, logger details and pressure gauge readings.

Follow same process as before and tap on questions to bring up options list or text box and input details to answer questions.
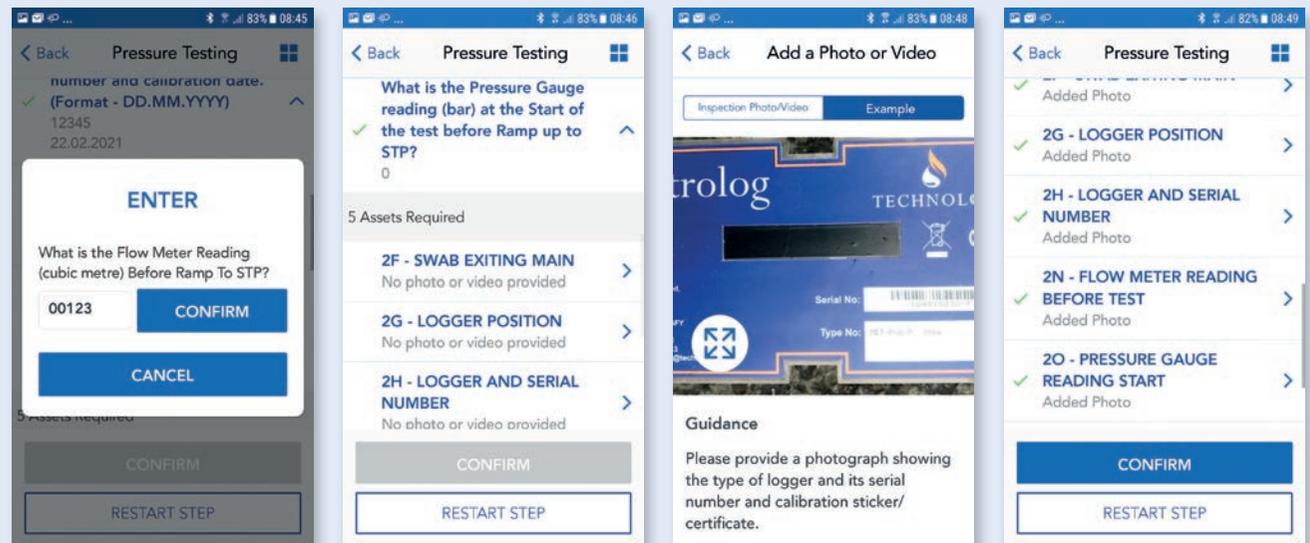
02.

Pressure Testing
Step 4 (continued)

Follow the same process as before to answer all questions and for capturing and submitting images of swab exiting main, logger position, logger details, flow meter and pressure gauge readings at start of pressure test.

After all questions are completed and images have been captured, tap **CONFIRM** to complete and save this step.
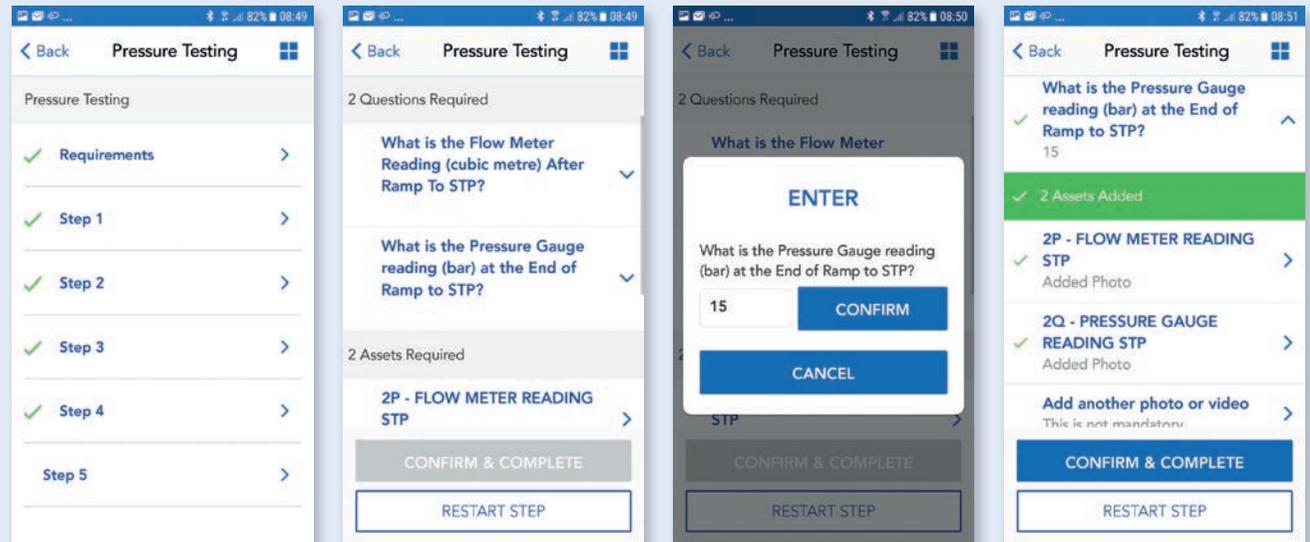
02.

Pressure Testing
Step 5

This step is capturing details at start of test. Follow the same process as before to answer all questions and for capturing and submitting images of flow meter and pressure gauge readings at start of pressure test.

After all questions are completed images have been captured, tap **CONFIRM** to complete this step.

02.

Pressure Testing
Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission.

Tap **CONFIRM** to complete and submit inspection, after a few seconds you should get a pop up showing inspection has been submitted and also the clock symbol next to Pressure Test to show inspection has been submitted and pending approval.
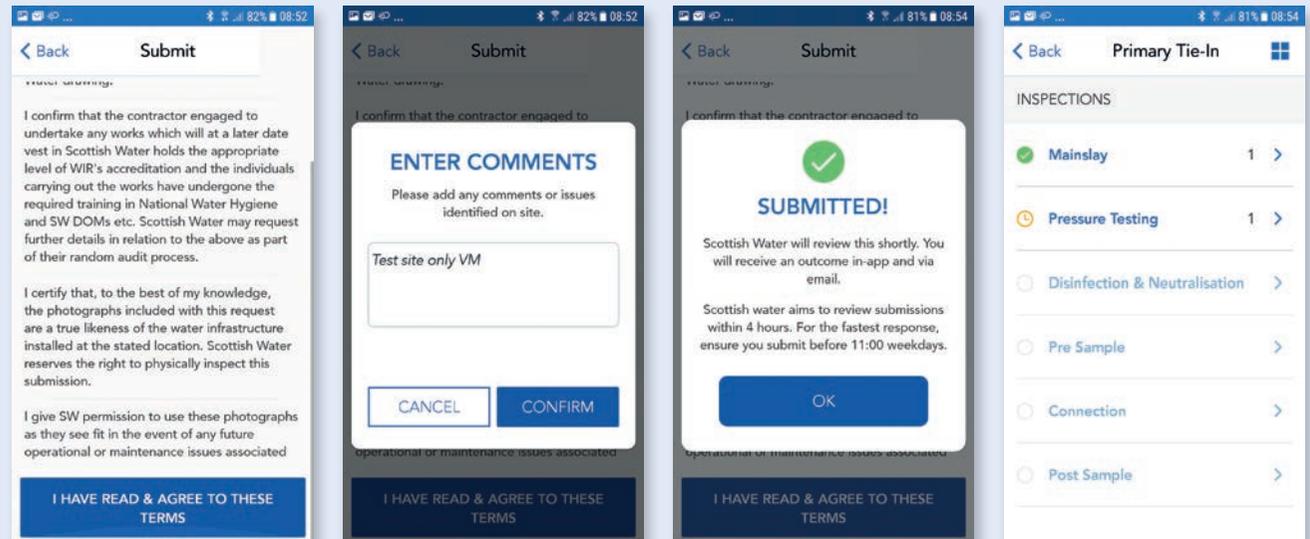
03. Disinfection & Neutralisation

Development Services
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03.

Disinfection & Neutralisation

Start inspection

After Main lay and pressure testing have been completed, submitted and approved, Disinfection and Neutralisation is now available.
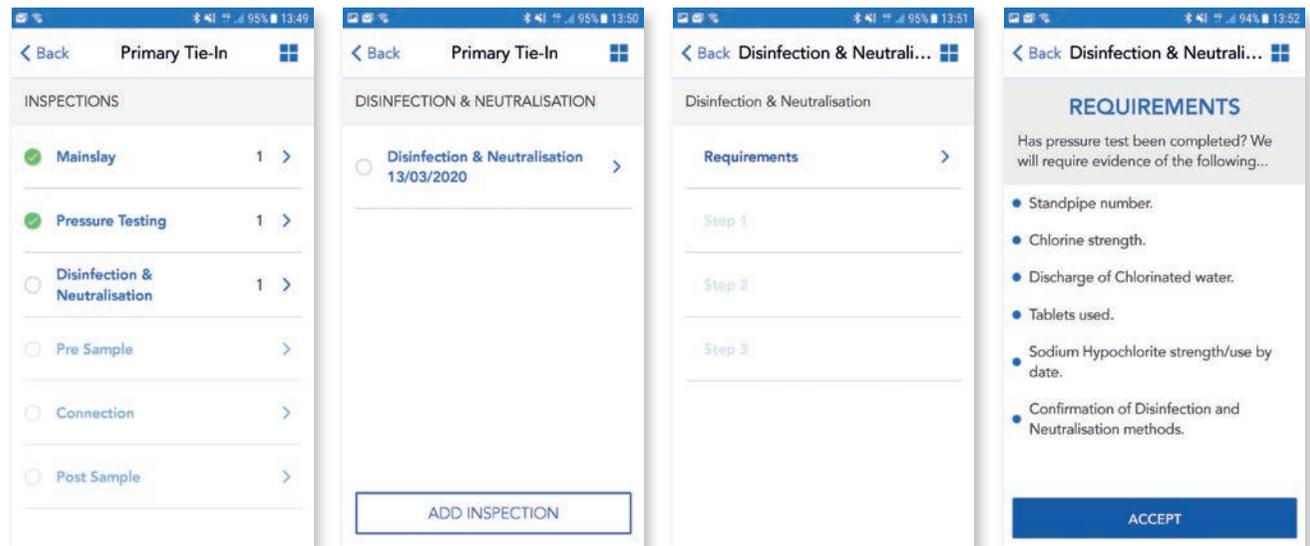
Tap on **Disinfection & Neutralisation** and this will open up a new Disinfection inspection.

Tap on **Disinfection & Neutralisation** to take you to Requirements and inspection steps.

Tap on **Requirements**, read through the list of Requirements and tap **ACCEPT**.

03.

Disinfection & Neutralisation

Step 1

In this step we are capturing the method of disinfection, disinfection strength and contact time and also size and length of pipes to be disinfected. Here we also have the option (same as pressure testing) to add multiple sections of pipe i.e. diameter and length of each section.

Depending on which method of Disinfection you select will determine the following required questions and images e.g. Tablets or Dosing unit.

Tap on **Step 1** to show question list, follow same process as before to answer questions.

03.
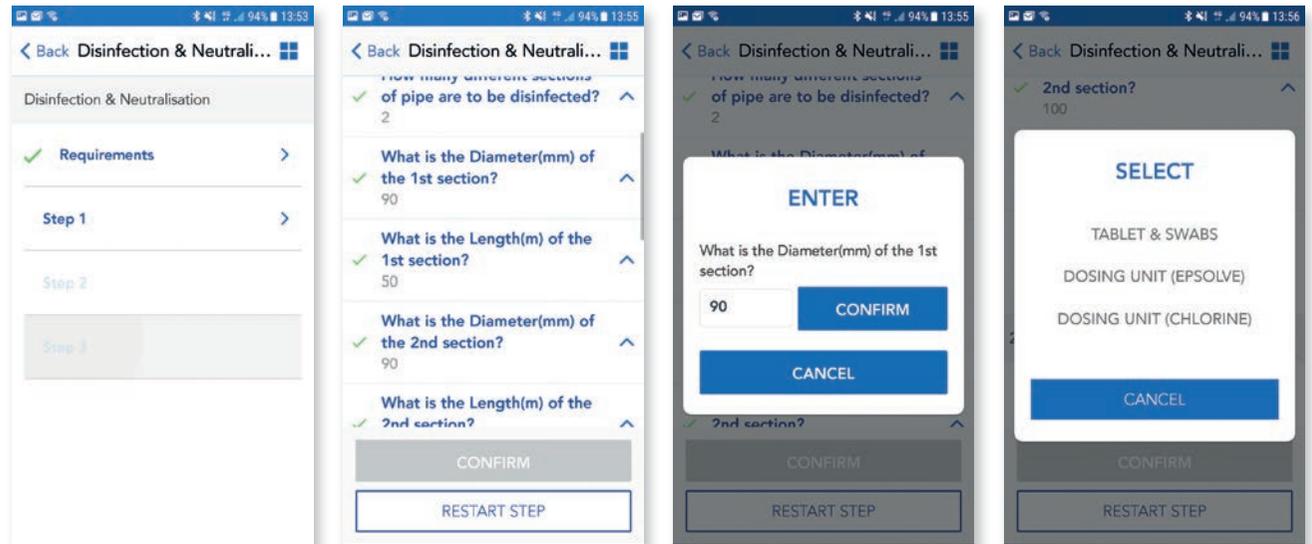
Disinfection & Neutralisation

Step 1 (continued)

Follow the same process as previous inspections to answer questions using options list or free text and use example images and guidance text to submit images for each step.

After all questions and images have been added, you will see the green ticks and **CONFIRM** is now highlighted.

Tap on **CONFIRM** to complete and save this step.

03.

Disinfection & Neutralisation

Step 2
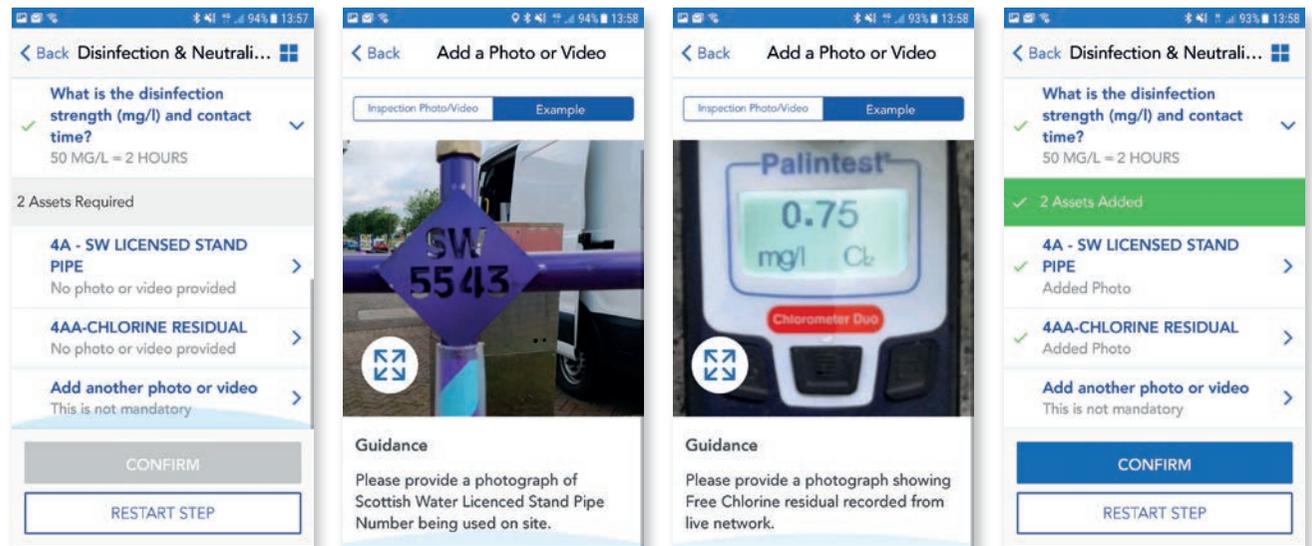
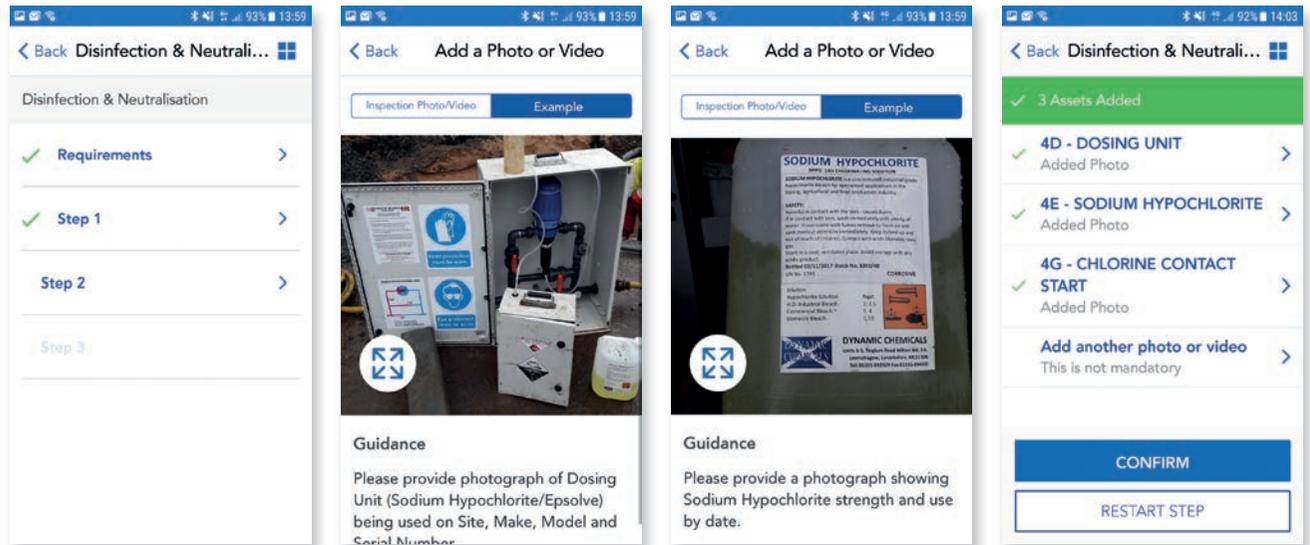This step is capturing the images of the selected Disinfection method.

Follow the same process as before and refer to example images and guidance text and/or guidance pack to provide the correct images for the method you have selected.

After all images have been added, you will see the green ticks and **CONFIRM** is now highlighted.

Tap on **CONFIRM** to complete and save this step.

03.

Disinfection & Neutralisation

Step 3

This step is capturing the discharge method of chlorinated water. Again depending on method selected the app will request specific images. Follow same process as before for answering questions and refer to example images and guidance text and/or guidance pack to provide correct images for the method you have selected.

After all questions have been answered and images have been added, you will see the green ticks and **CONFIRM & COMPLETE** is now highlighted.

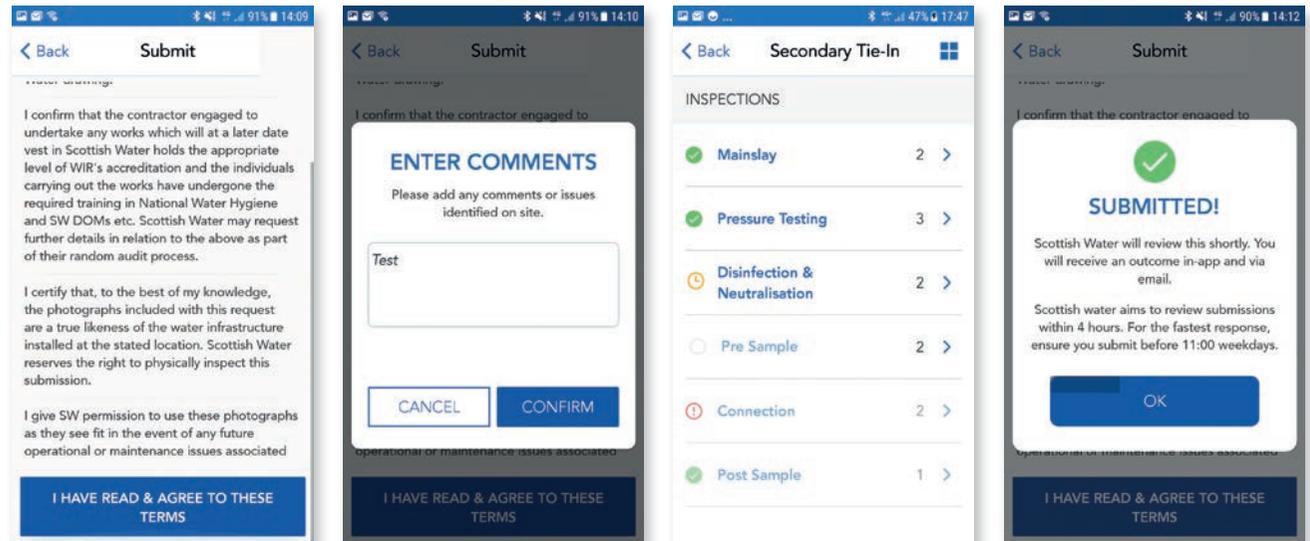Tap on **CONFIRM & COMPLETE** to complete and save this step.
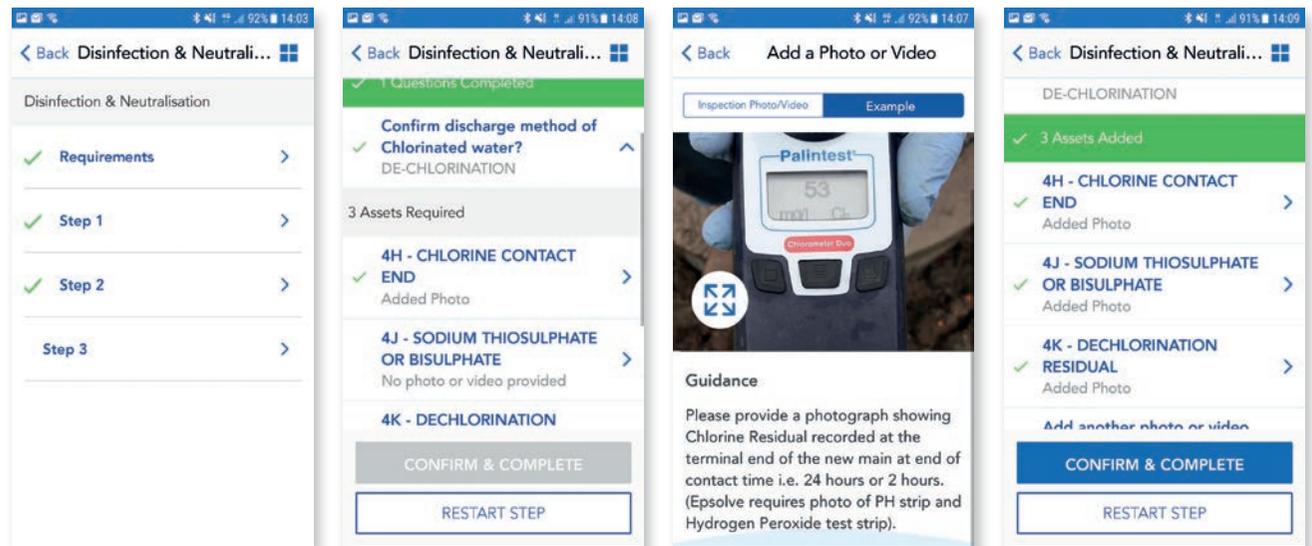
03.

Disinfection & Neutralisation

Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. Tap **CONFIRM** to complete and submit inspection, after a few seconds you should get a pop up showing inspection has been submitted and also the clock symbol next to Disinfection & Neutralisation to show inspection has been submitted and pending approval.

04. Pre Sample

Development Services

Remote Inspections App Phase 2
Step by Step Guide

04.

Pre Sample
Start inspection

This inspection is capturing details of pre-sampling for any new mains. Follow the same process as other inspections and tap on **Pre Sample** to begin inspection.

Tap on requirements to show list of requirements.

NOTE: Only staff trained in DOMS Module 13 can undertake sampling, if you don't have this qualification you should not proceed and arrange for a qualified person to take samples.

Read through the list of requirements and tap **ACCEPT**.
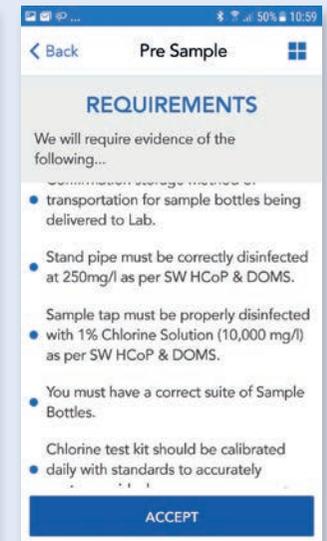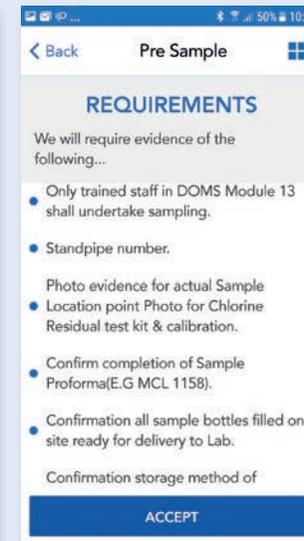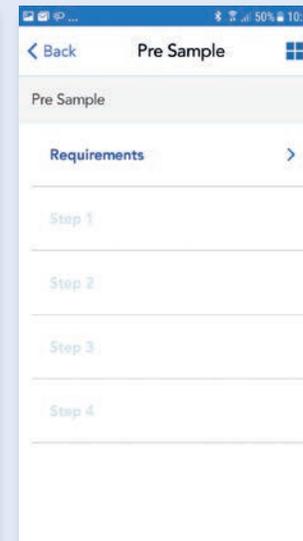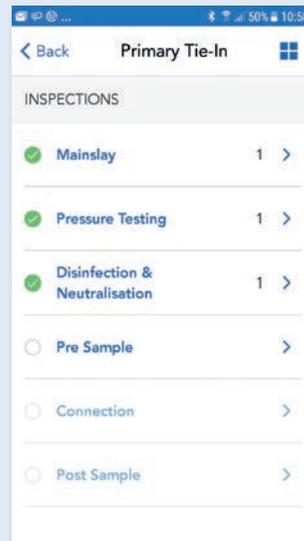
04.

Pre Sample
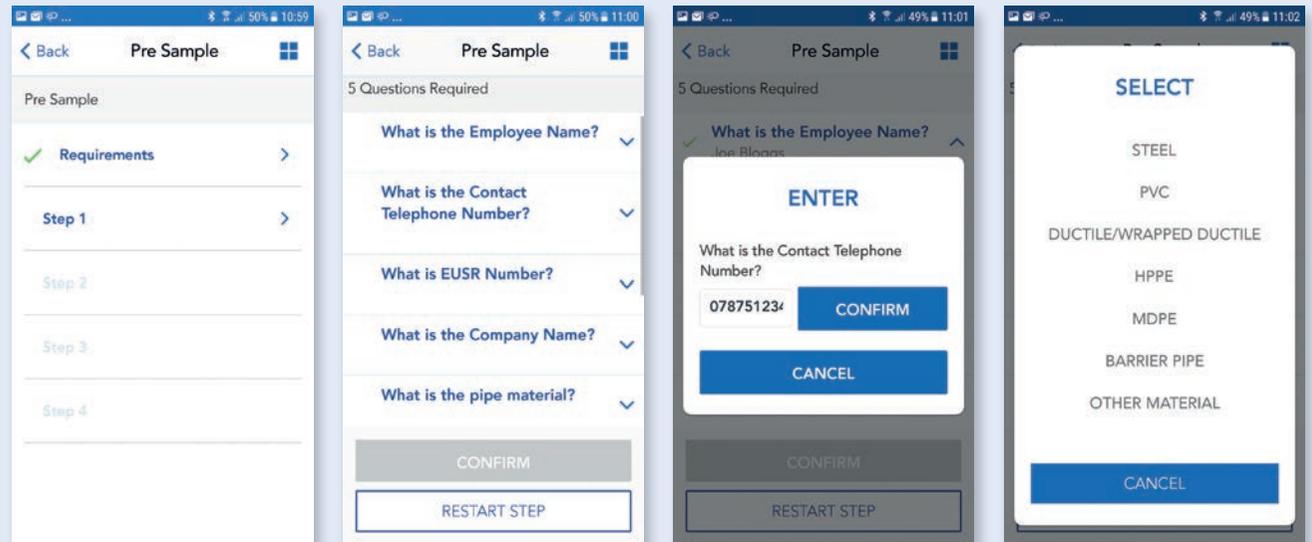## Step 1

This step is capturing details of person responsible for carrying out sampling and also the pipe material. Pipe material will be relevant to ground conditions and determine which type of sample or the amount of samples that should be provided.

Follow the same process as other inspections and Tap on questions to display options list or free text box and input details to answer questions.

04.

Pre Sample
Step 1 – Image capture

After you have answered all the questions you will be required to provide an image of sample bottles. Depending on pipe material/ground conditions will determine if you require a single Bacteriological Microt sample bottle for normal ground conditions or a full suite of sample bottles for contaminated ground.

After completing questions and images, Tap **CONFIRM** to complete and save this step.
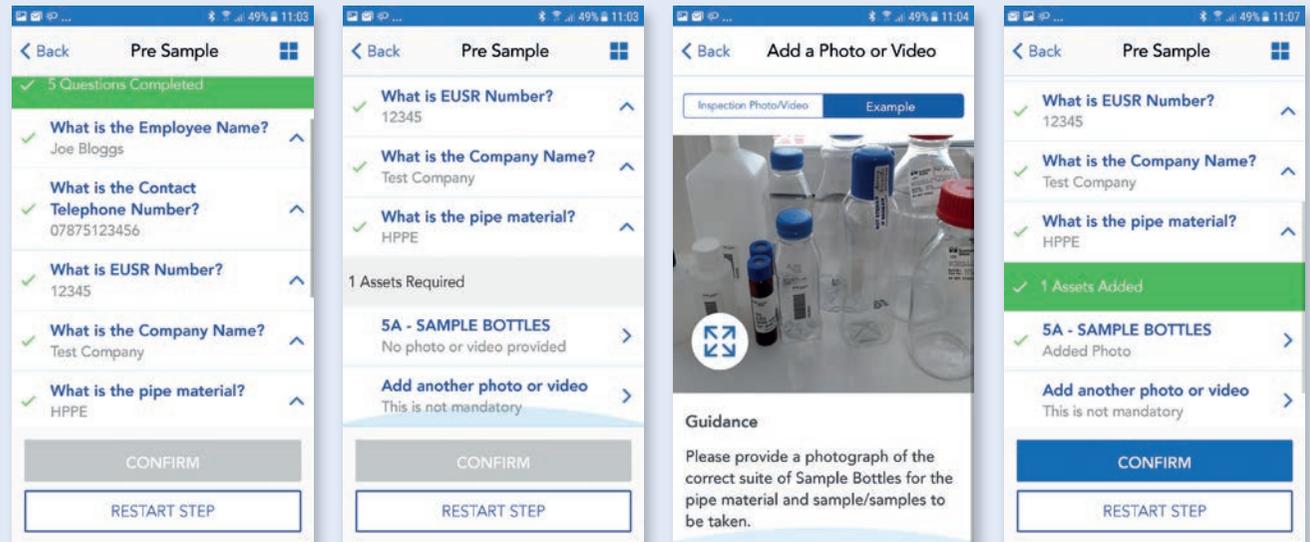
04.

Pre Sample
Step 2

This step is ensuring you are following the correct procedure and has a series of **YES**/**NO** answers, whereby if you select **NO** you will then be required to provide a reason why. e.g. Why was main not Chlorinated/De-chlorinated prior to sampling or ensuring main has been left to stand for 24 hours prior to sample being taken.

Tap on questions and use options list and free text boxes to provide the required information.
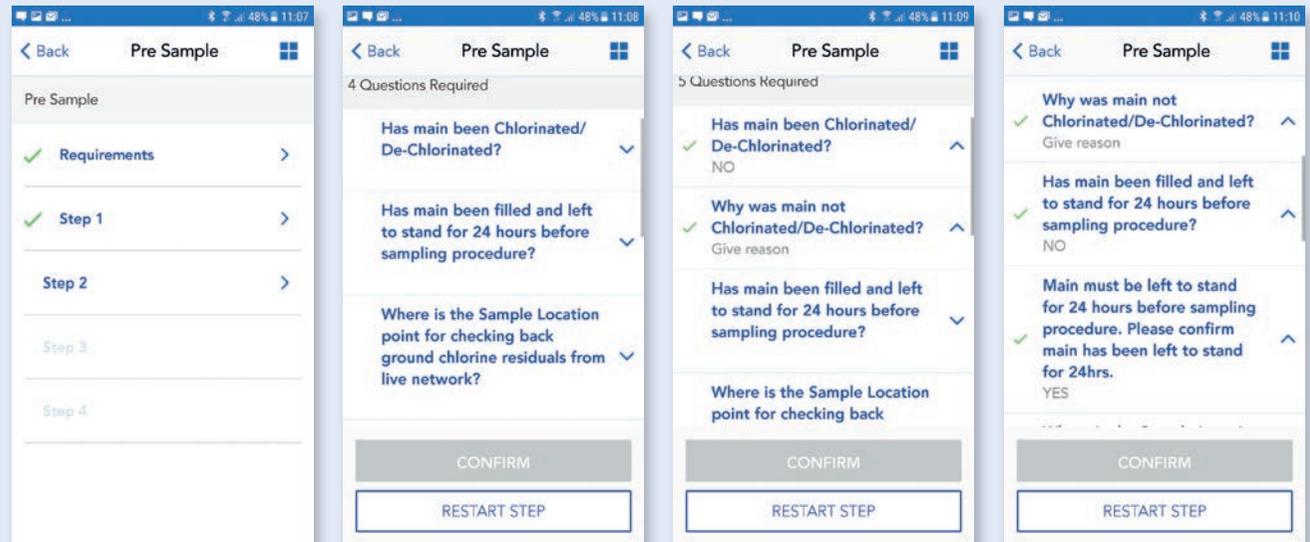
04.

Pre Sample
Step 2 (continued)

Select sample location point e.g. Existing hydrant, blank plate/cap end etc.

Again we have built in another question to protect Scottish Water network and ensure background chlorine levels are acceptable and if not then you are required to contact the Scottish Water Public Health Team.

We also require images of sample point for background residual and sample point on new main.

After completing questions and images, tap **CONFIRM** to complete and save this step.

04.

Pre Sample
Step 3
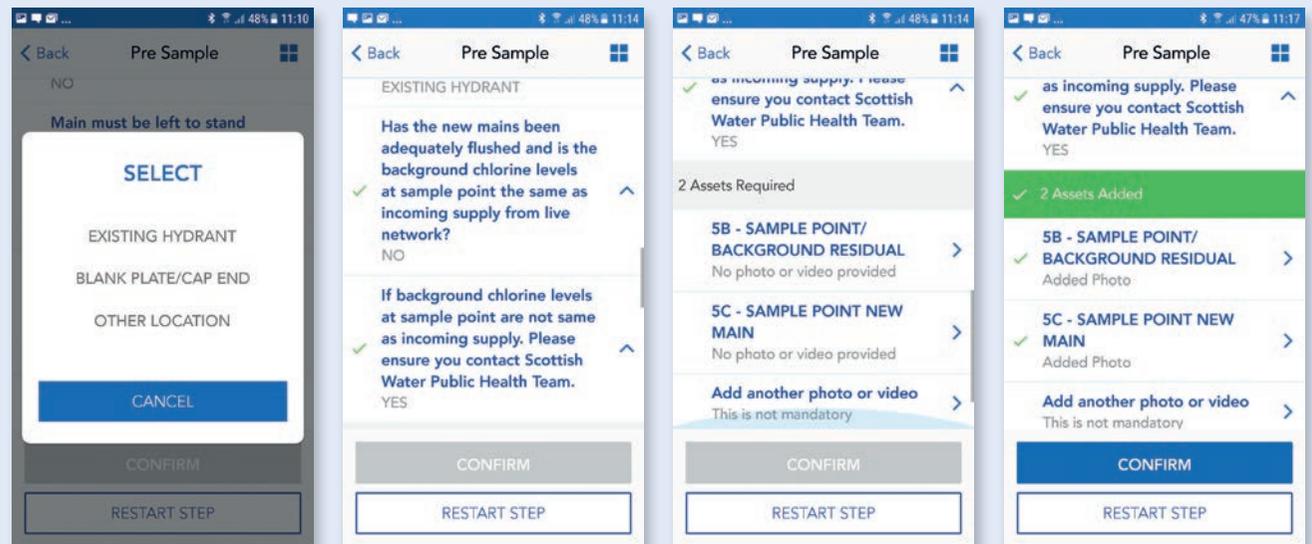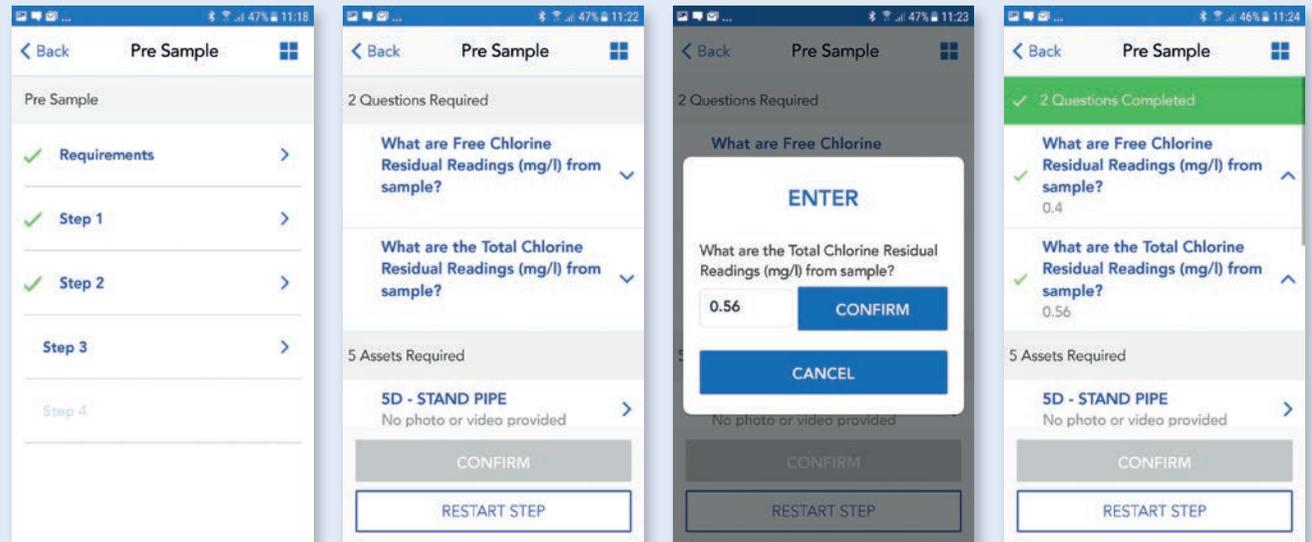
This step is capturing details of Free and Total Chlorine residuals, licensed stand pipe and sampling unit.

Tap on questions to bring up free text box to allow you to input free and total chlorine results

After questions have been completed you will be required to provide images of Stand pipe, residual readings and sampling unit.
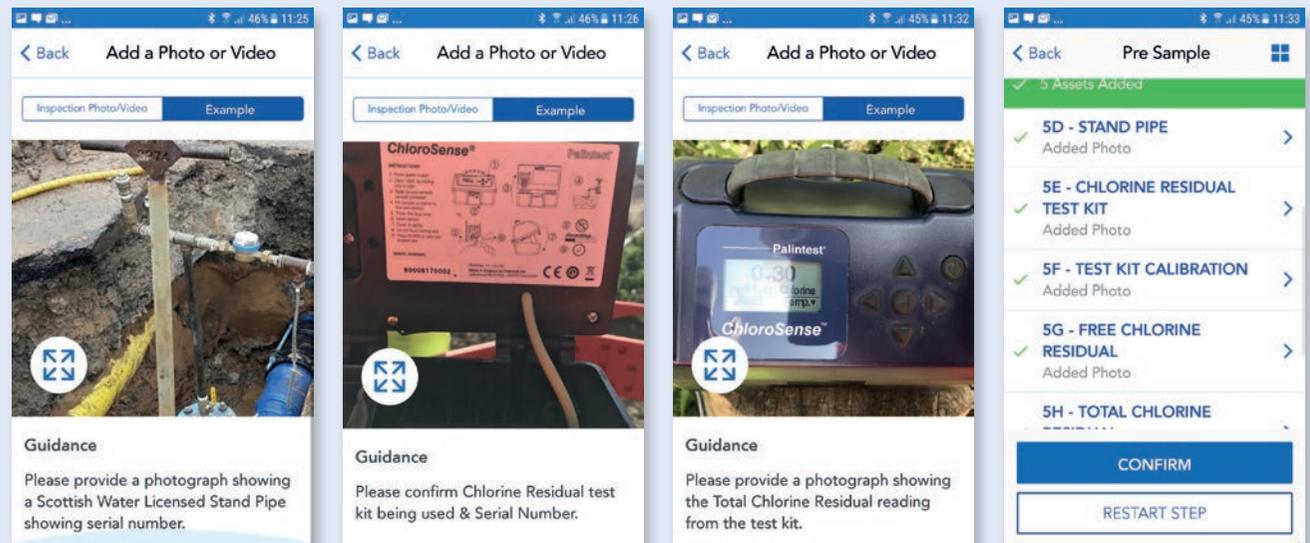
04.

Pre Sample
Step 3 – Image capture

Tap on image title e.g. 5D – Stand Pipe.

Follow the same process as previous and use example image and guidance text and/or guidance pack to capture correct images.

After all images have been captured, tap on **CONFIRM** to complete and save this step.

Guidance

Please provide a photograph showing a Scottish Water Licensed Stand Pipe showing serial number.

Guidance

Please confirm Chlorine Residual test kit being used & Serial Number.

Guidance

Please provide a photograph showing the Total Chlorine Residual reading from the test kit.

04.

Pre Sample
Step 4

This step is capturing images after samples have been taken i.e. Sample Pro-forma, filled sample bottles and sample storage method.

Follow same process as previous and use example image and guidance text and/or guidance pack to capture the correct images. After all images have been captured, tap on **CONFIRM & COMPLETE** to complete and save this step and to submit inspection.
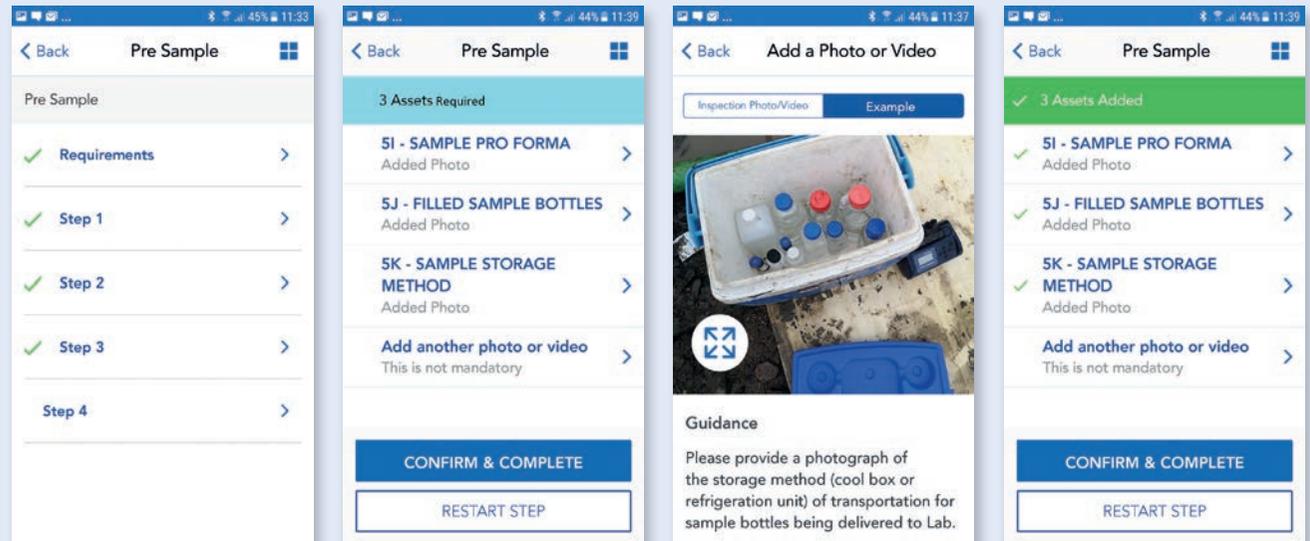
04.

Pre Sample
Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. Tap **CONFIRM** to complete and submit inspection, after a few seconds you should get a pop up showing inspection has been submitted and also the clock symbol next to Pre Sample to show inspection has been submitted and pending approval.
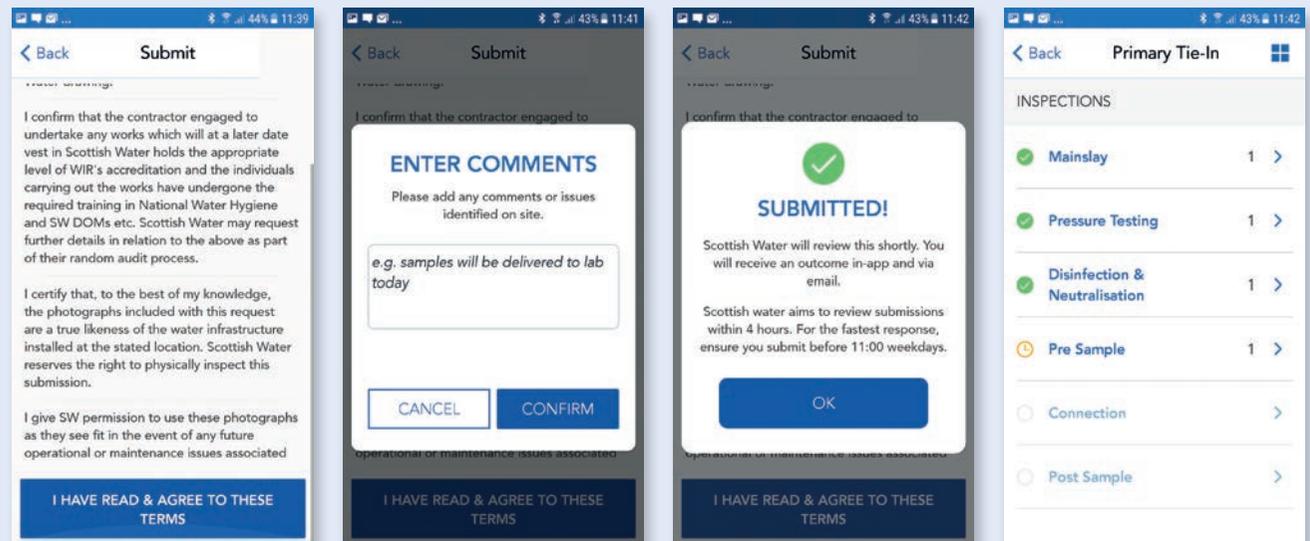
05. Connection

Development Services
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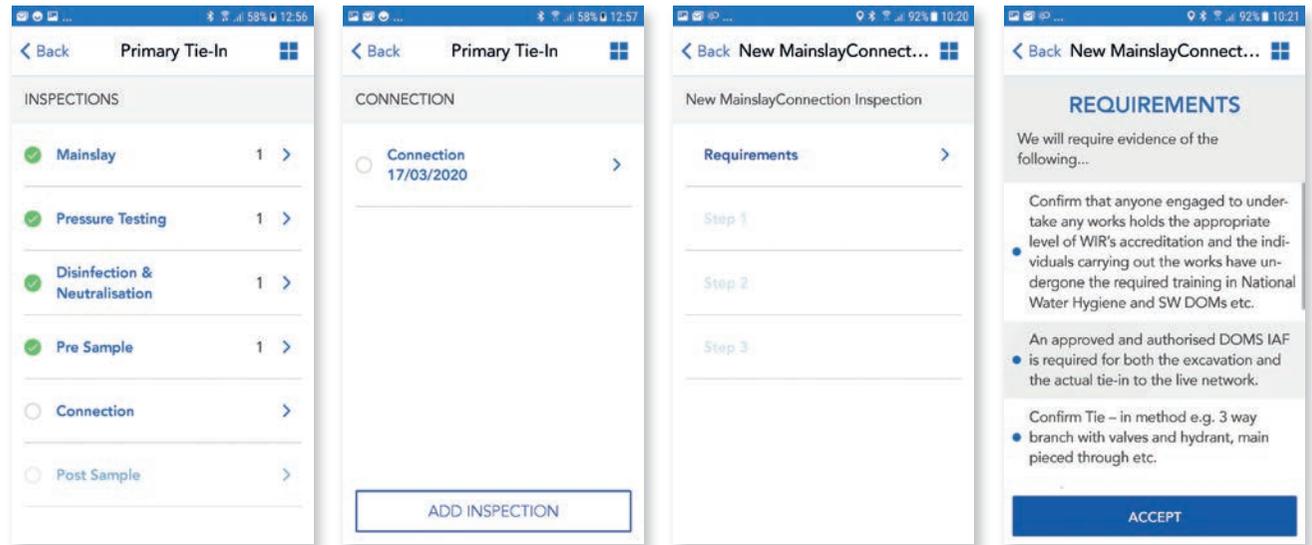Step by Step Guide

05.

Connection
Start inspection

This inspection is capturing the connection details for any Primary or Secondary Tie-in. Follow the same process as other inspections and tap on **Connection** to begin inspection.

This will open another page for Connection, with the option to add additional Connection inspections if required e.g. there may be multiple connections for a specific site

As with all inspections the first option available is Requirements, tap on **Requirements**. Read through the list of requirements and tap **ACCEPT**.

05.

Connection
Step 1

This step is capturing details of the connection e.g. type of connection, location, DOMS IAF.

Please follow same process as before and tap on questions to display options list or text box and select correct option or input details.

Select **What type of connection is this?** from option list e.g. Near side or Far side.

Select **Where is Tie-in location?** from dropdown list e.g. Footpath, Carriageway or Verge.
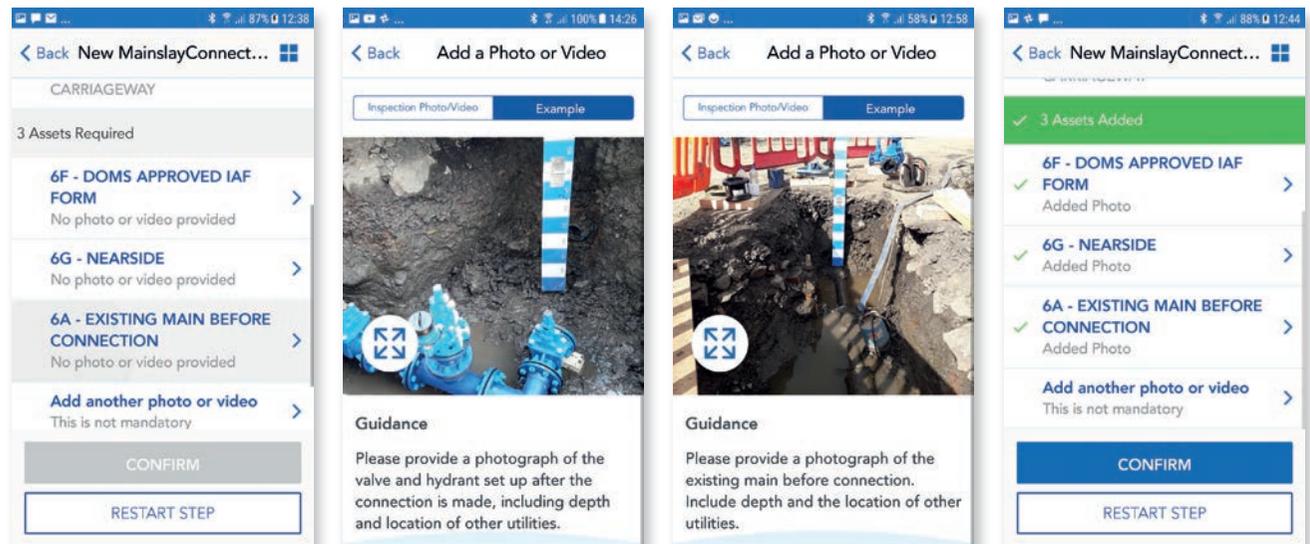
05.
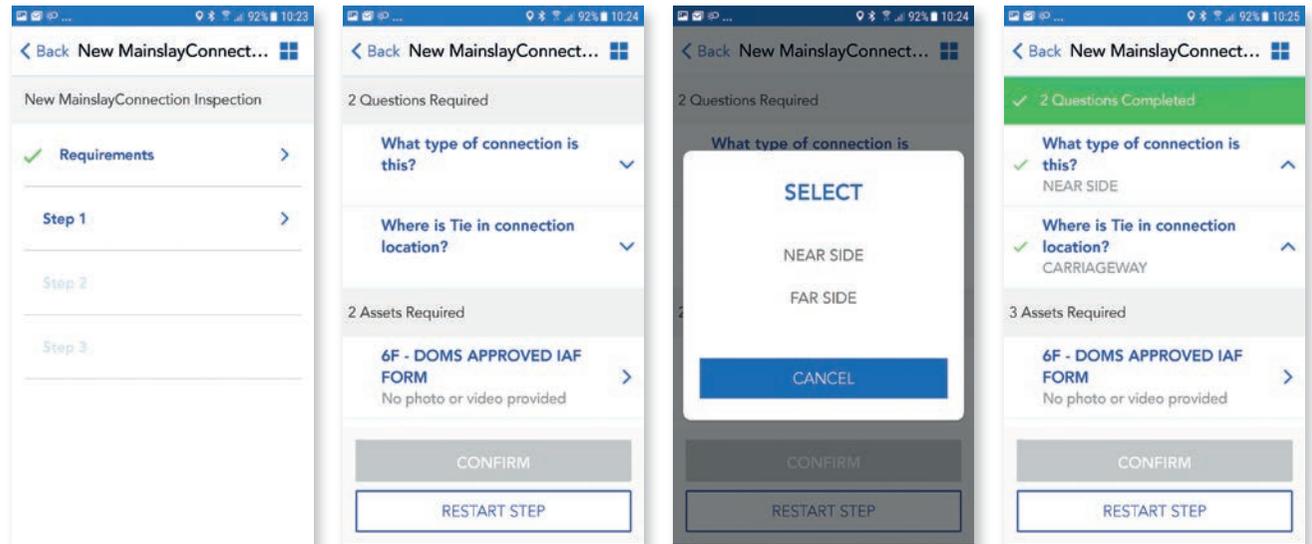
Connection
Step 1 – Image capture

After questions have been answered then image capture is required

Tap on image request and use example guidance and text to capture the required image.

After all questions have answered and images captured it will show as green ticks and **CONFIRM** is now highlighted.

Tap on **CONFIRM** to complete and save this step.

05.

Connection
Step 2

Follow the same process as previous and tap Step 2 to show the questions.

The first question here asks **Will you be undertaking the Tie-in?**

Some connections may be on the live Scottish Water network and only accredited contractors or Scottish Water staff are able to carry out this type of work.

If you select **NO**, this will allow you to complete Step 2 with no further questions showing.

Tap **CONFIRM** to save step and proceed to Step 3.

If you select **YES**, this will show further questions and images required to complete this step.

05.

Connection
Step 2
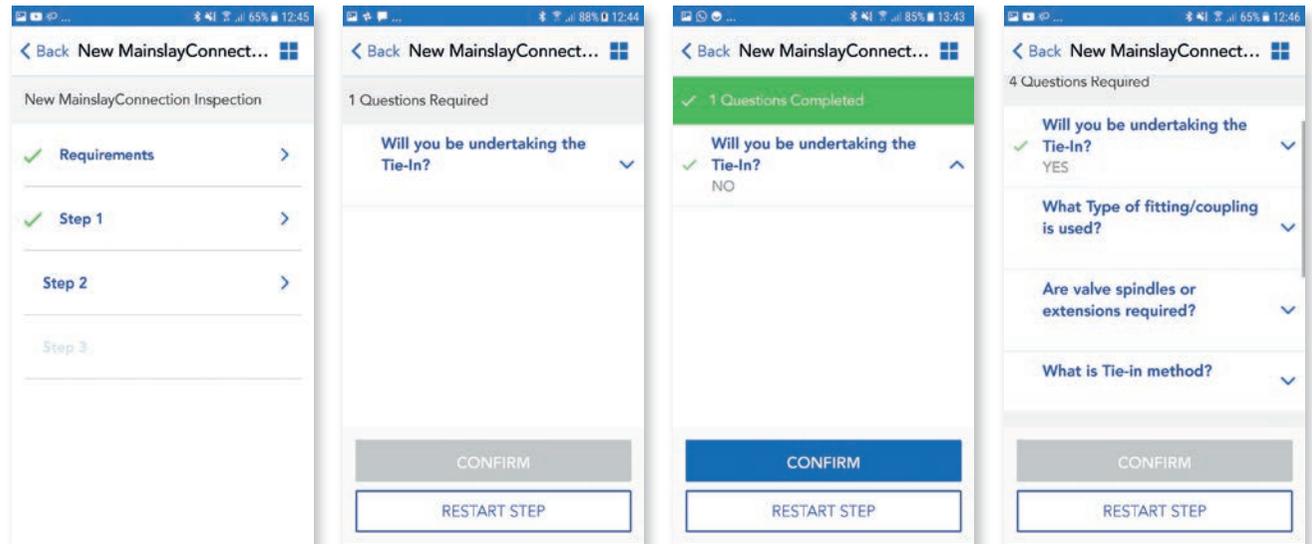
Follow the same process as previous and tap on each question and select correct option.

The third question here is asking if there are any spindles or extension required. The existing main may be deep and require any newly installed valves to have spindles or extension fitted. If you select **YES**, this will bring up an additional image request i.e. 6D Spindles or Extensions.

The last question is asking for Tie-in method, this may be back to back hydrants which have been pieced through or a 3 way branch with valve and hydrant set up and ask for relevant image 6E.

05.
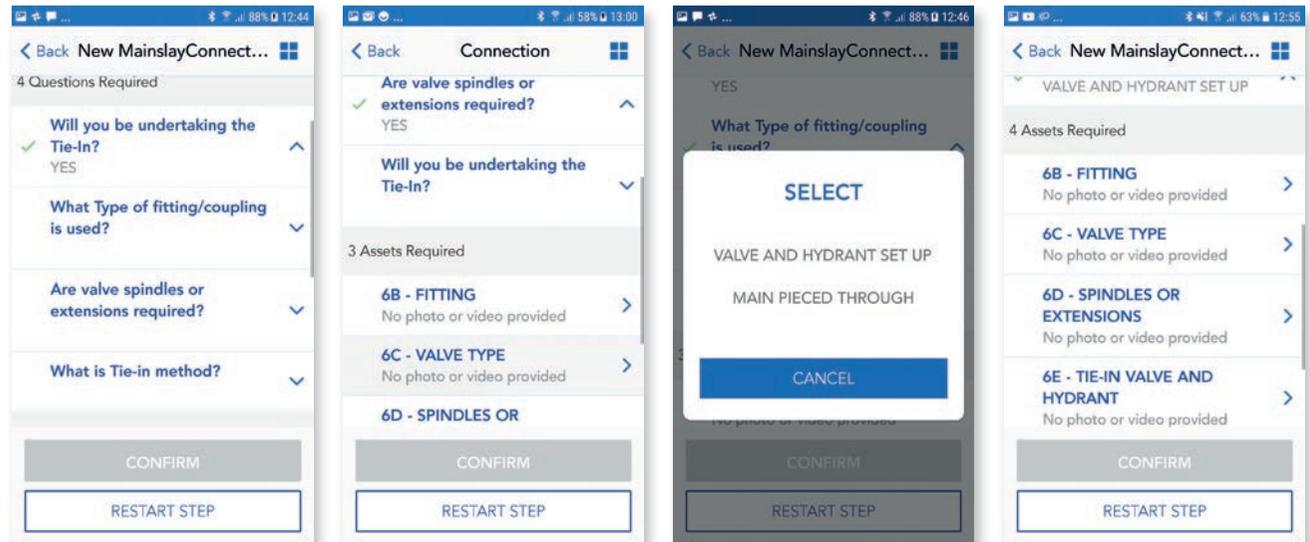
Connection
Step 2 – Image capture

After questions have been answered we require images to be captured.

Please follow the same process as before for capturing and submitting images i.e.

Tap on image required and tap on **Example** to view guidance text and example image to ensure you are capturing the correct required image.

Tap on **CONFIRM** to complete and save this step.

05.
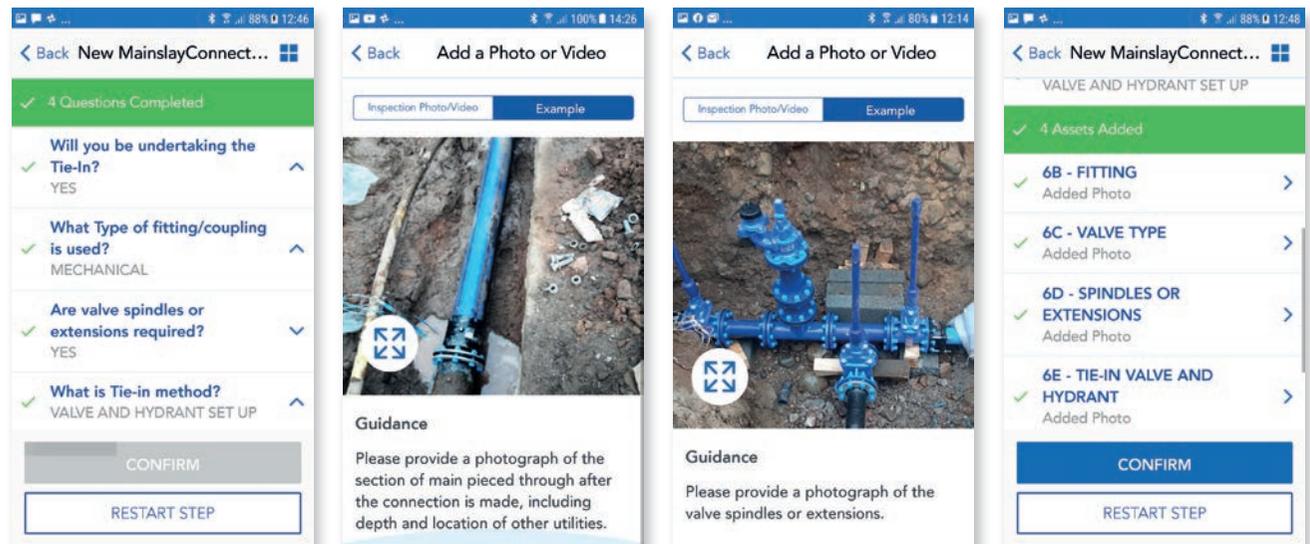
Connection
Step 3

If you have selected YES in step 2 to say you will be undertaking the tie-in, then this step is capturing details after connection has been made and will have additional questions asking if valves have been opened and main is operation, also if you know planned date of commission.

Follow the same process as previous and tap on each question and select correct option or input details in free text box. If you select **YES** for planned commission date another question will appear and ask you to provide planned date.

05.

Connection
Step 3
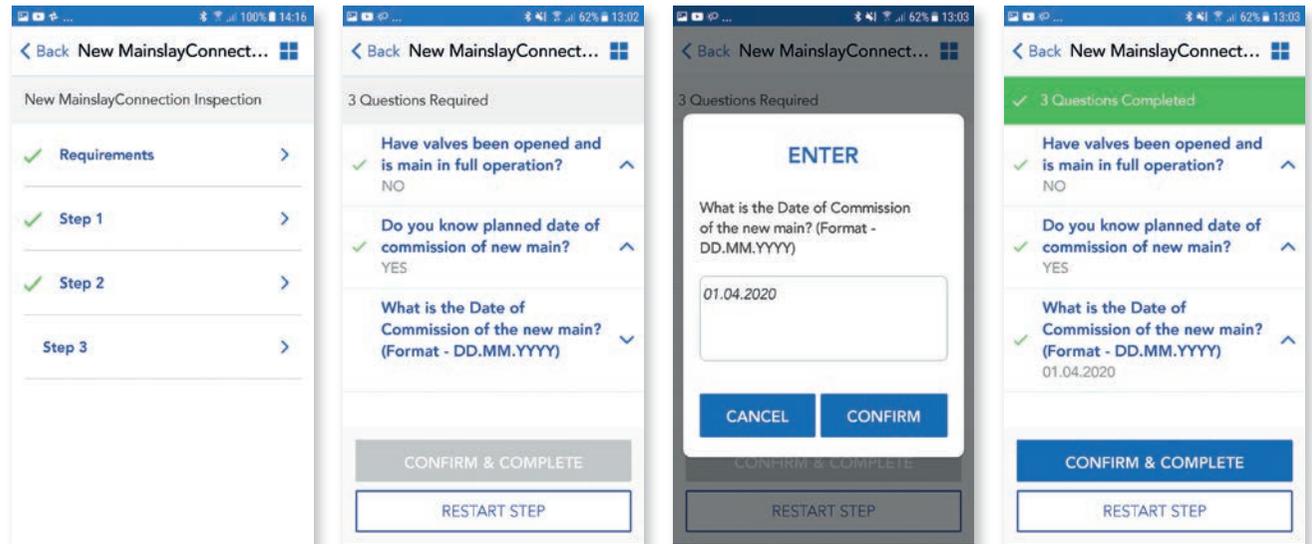
**If you have selected NO in step 2 to say you will NOT be undertaking the tie-in**, then Step 3 will have a single question asking you to provide details of who will be undertaking the Tie-in. This allows you to provide any relevant info to Development Services on who will be carrying out the Tie-in and allows you to complete this step.

Follow the same process as previous and tap on question and complete details in free text box.
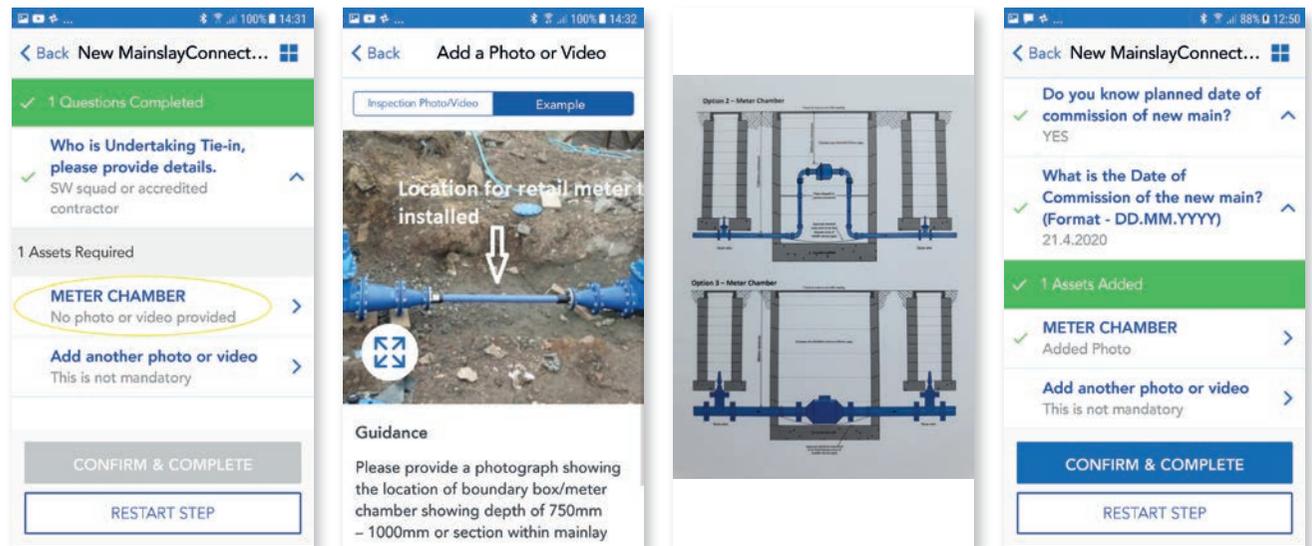
05.

Connection
Step 3 – Retail
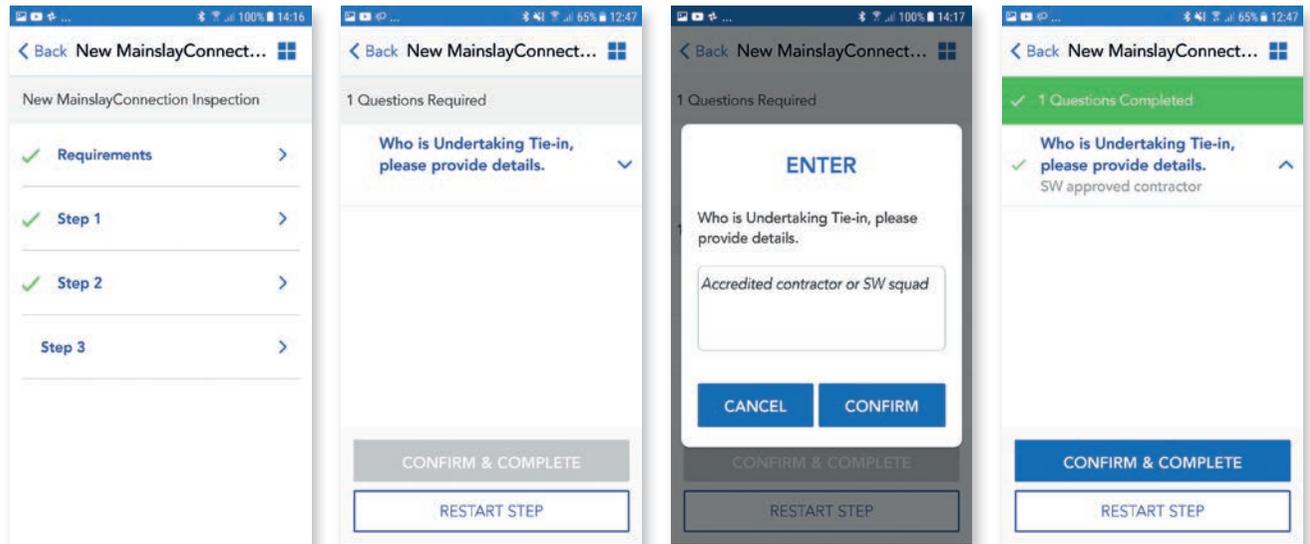
You will also see in this step we are asking for an image of a Meter chamber. The application will determine if this is a retail application and if so will add an additional image request for Meter Chamber within Step 3. We realise that the meter chamber will not always be able to be fitted at time of connection but will require an image showing location for meter installation.

Please refer to example image, guidance text and guidance pack for further details.

After all images have been captured, tap **CONFIRM & COMPLETE** to complete inspection.
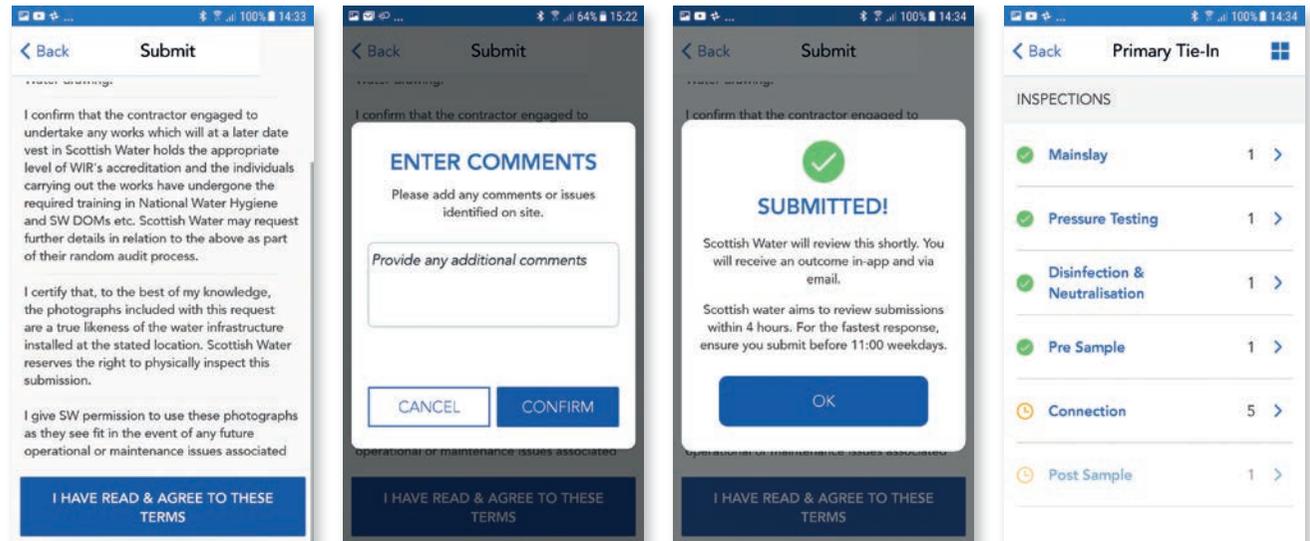
05.

Connection
Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. Tap **CONFIRM** to complete and submit inspection, after a few seconds you should get a pop up showing inspection has been submitted and also the clock symbol next to Connection to show inspection has been submitted and pending approval.

06. Post Sample

Development Services

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06.

Post Sample
Start inspection

This inspection follows a similar process as Pre-sample, capturing details of Post sampling for any new connection in Primary, Secondary or Advance Tie-in (In Advance Tie-in, Step 2 differs slightly). Follow the same process as other inspections and tap on Post Sample to begin inspection. Tap on requirements to show list of requirements.

NOTE: Only staff trained in DOMS Module 13 can undertake sampling, if you don't have this qualification you should not proceed and arrange for a qualified person to take samples.

Read through the list of requirements and tap **ACCEPT**.

06.
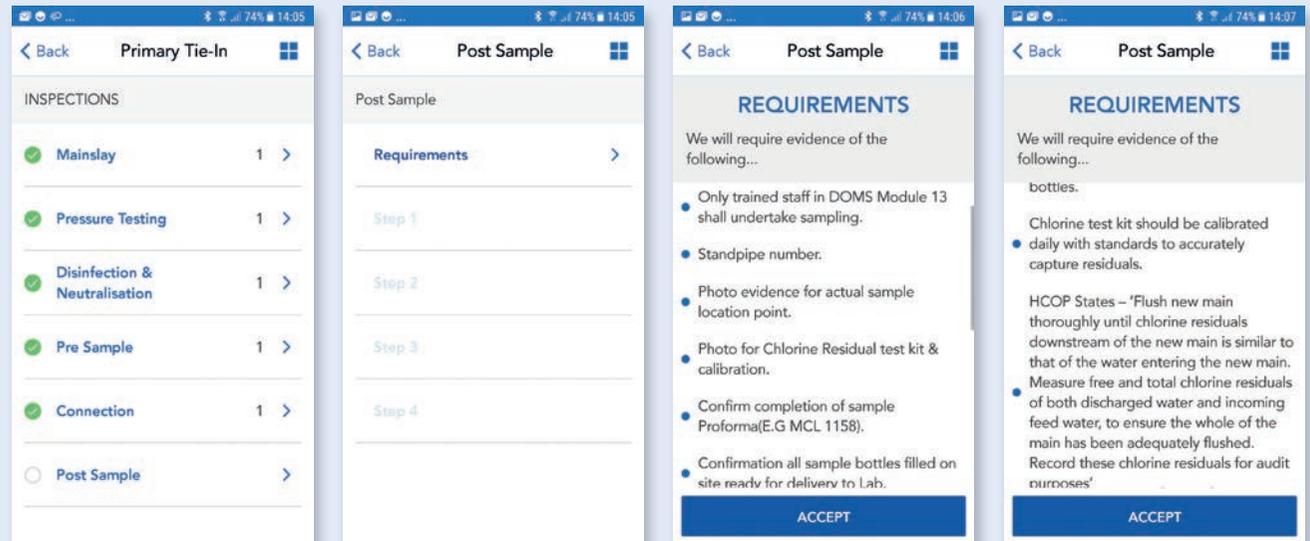
Post Sample
Step 1

This step is capturing details of the person responsible for carrying out sampling and also pipe material. Pipe material will be relevant to ground conditions and determine which type of sample or the amount of samples that should be provided.

Follow the same process as other inspections and tap on questions to display options list or free text box and input details to answer questions.

06.
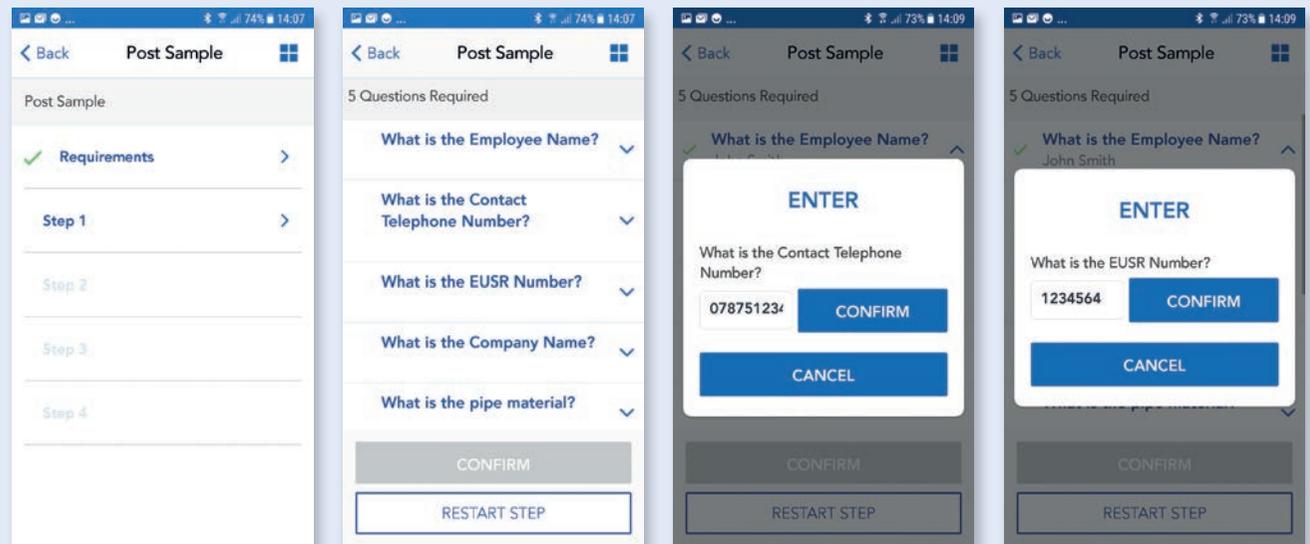
Post Sample
Step 1 – Image capture

After you have answered all the questions you will be required to provide an image of sample bottles.

Depending on pipe material/ground conditions will determine if you require a single Microt sample bottle for normal ground conditions or a full suite of sample bottles for contaminated ground.

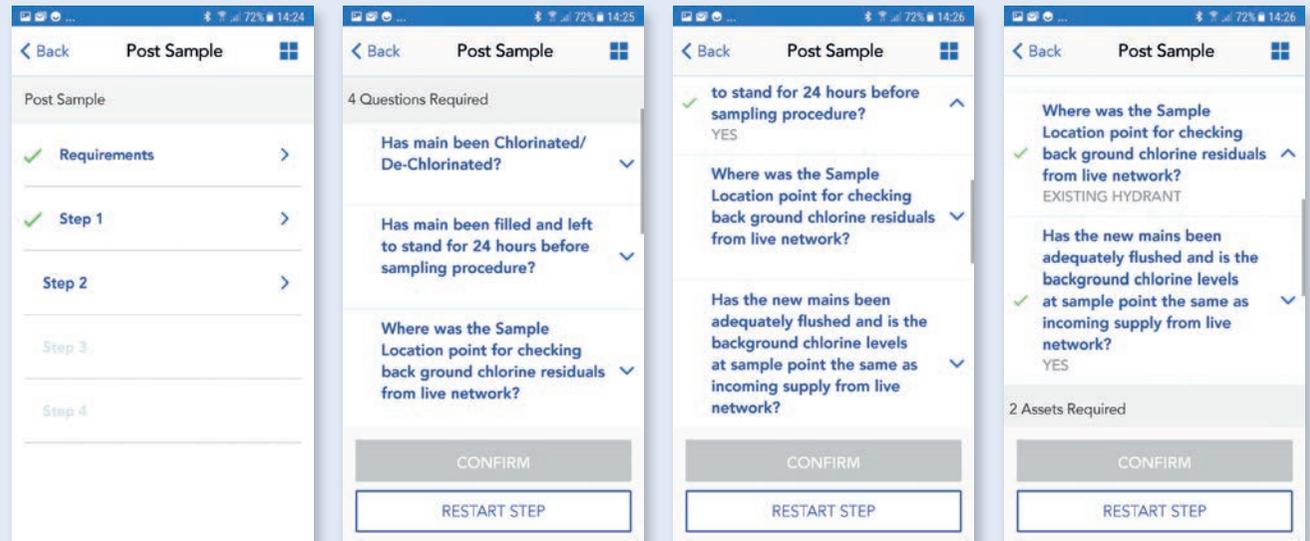After completing questions and images, tap **CONFIRM** to complete and save this step.

06.
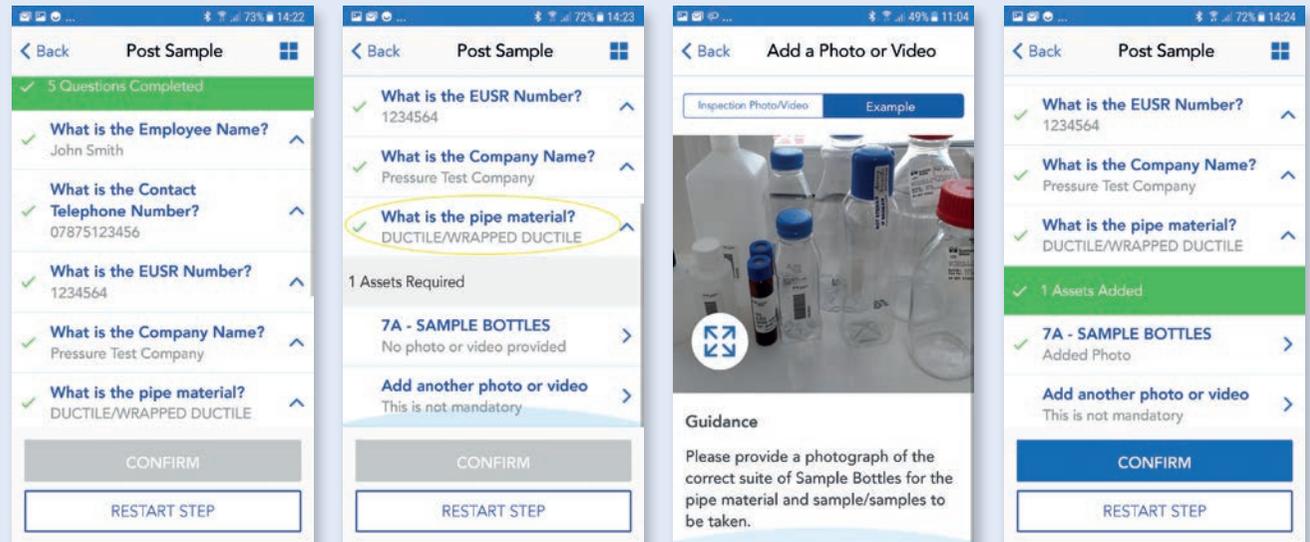
Post Sample
Step 2

This step is ensuring you are following correct procedure and is similar to pre-sample process and has some **YES**/**NO** answers, whereby if you select **NO** you will then be required to provide a reason why. e.g. Why was main not Chlorinated/De-chlorinated prior to sampling or ensuring main has been left to stand for 24 hours prior to sample being taken.

Follow the same process as other inspections and tap on questions to display free text box or options list and input details to answer questions.

06.

Post Sample
Step 2 (continued)

Select sample location point e.g. Existing hydrant, blank plate/cap end etc.

Again we have built in another question to protect the Scottish Water network and ensure background chlorine levels are acceptable and if not then you are required to contact the Scottish Water Public Health Team.

We also require images of sample point for background residual and sample point on new main.

After completing questions and images, tap **CONFIRM** to complete and save this step.

06.

Post Sample
Advance Tie-in

Step 2
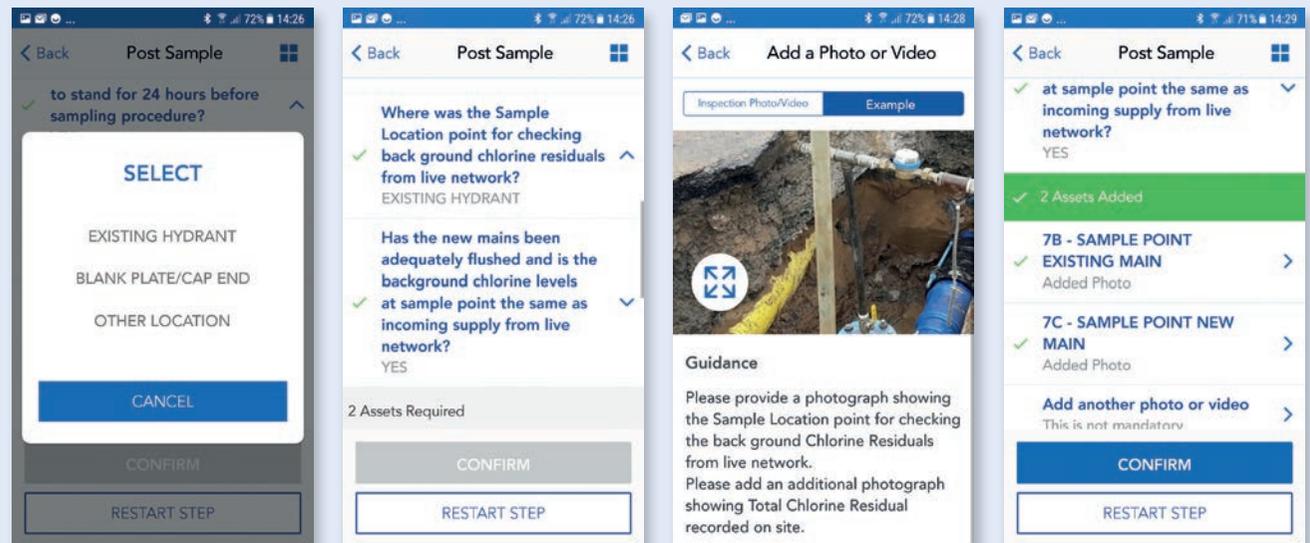
In Advance Tie–in, this step is slightly different to primary or secondary Post Sample where there has been no new main laid and we only require details of sample point on existing main.
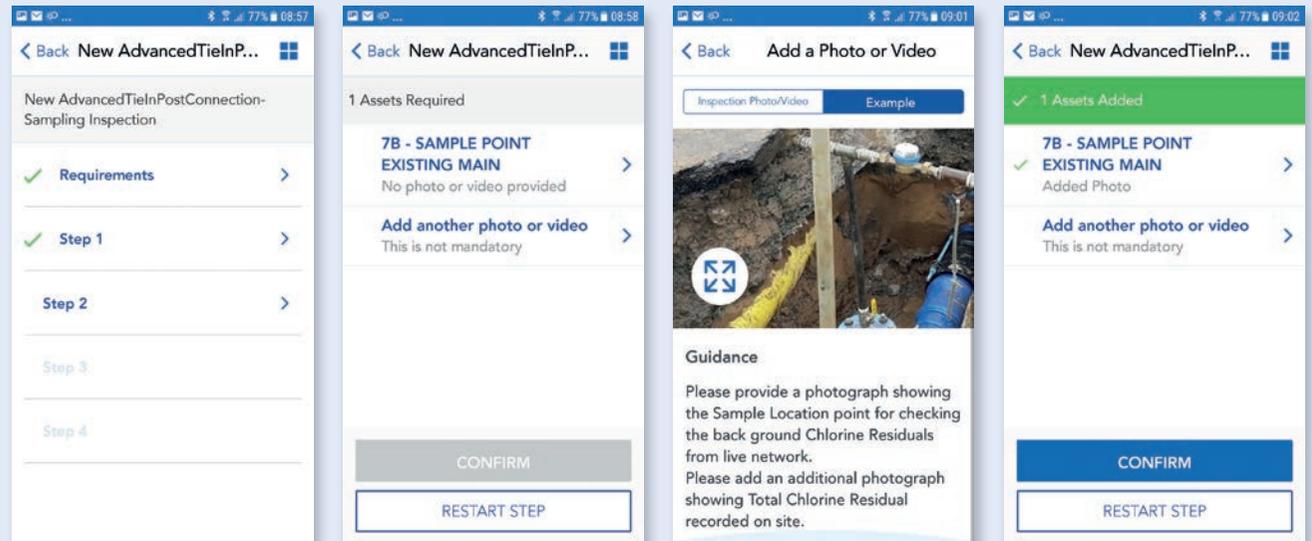
Tap on image request and use example image and guidance text to capture the correct image.

After image has been captured green tick is showing and **CONFIRM** button is highlighted.

Tap on **CONFIRM** to save and complete this step.

06.

Post Sample
Step 3

This step is capturing details of **Free** and **Total Chlorine Residuals**, licensed Stand Pipe and Sampling Unit.

Tap on questions to bring up free text box to allow you to input Free and Total Chlorine results.

After questions have been completed you will be required to provide images of Stand Pipe, Chlorine Residual Readings and Sampling Unit.

06.
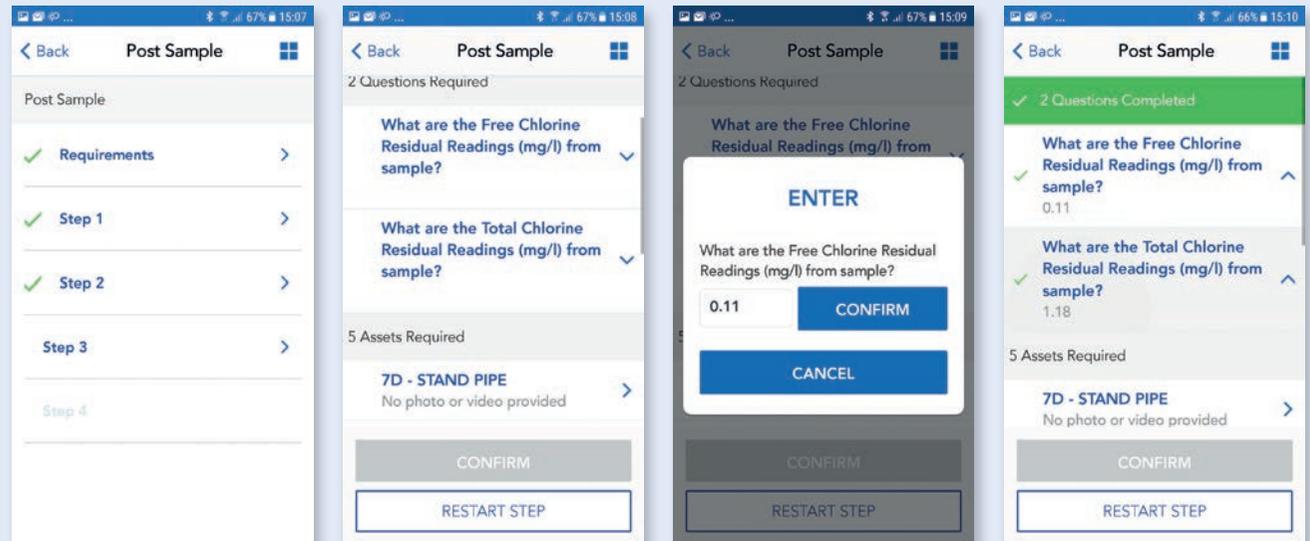
Post Sample
Step 3 – Image capture

Tap on image title e.g. 7D – Stand Pipe and follow same process as previous for image capture, using example image and guidance text and/or guidance pack to capture the correct images.

After all images have been captured green tick will be showing and **CONFIRM** button highlighted.

Tap on **CONFIRM** to complete and save this step.

06.

Post Sample
Step 4

This step is capturing images only after samples have been taken i.e. Sample Pro-forma, filled sample bottles and sample storage method.

Please use example image and guidance text and/or guidance pack to capture correct images.

After all images have been captured, tap on **CONFIRM & COMPLETE** to complete and save this step and proceed to submit inspection.
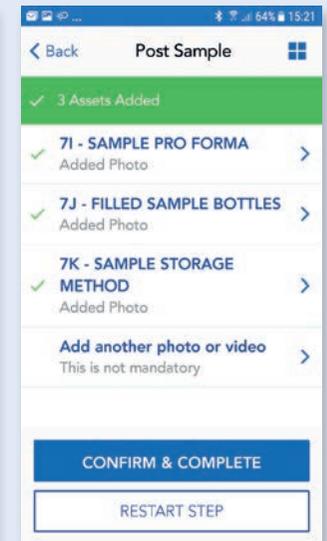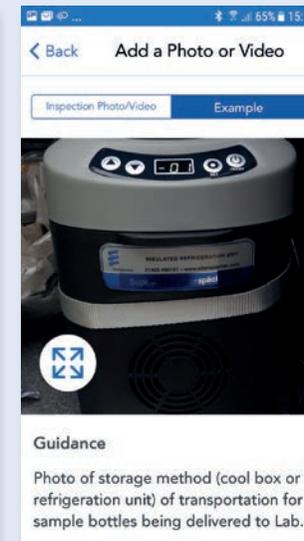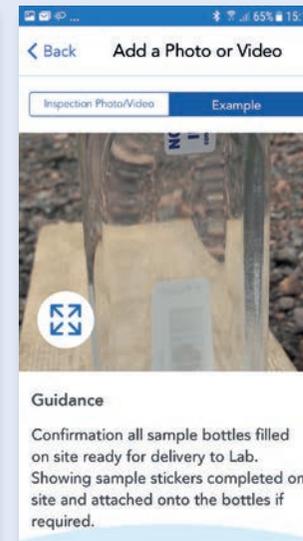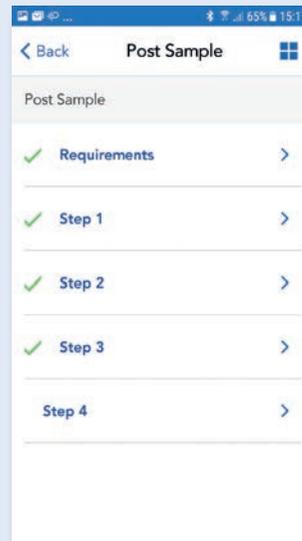
06.

Post Sample
Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. Tap **CONFIRM** to complete and submit inspection, after a few seconds you should get a pop up showing inspection has been submitted and also the clock symbol next to Post Sample to show inspection has been submitted and pending approval.
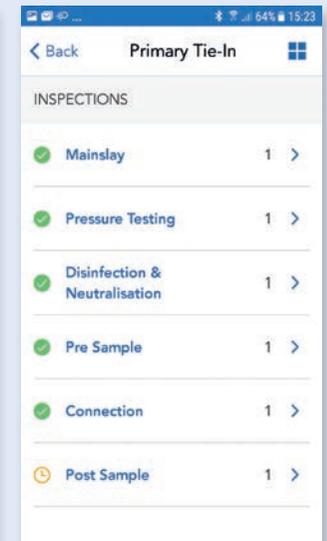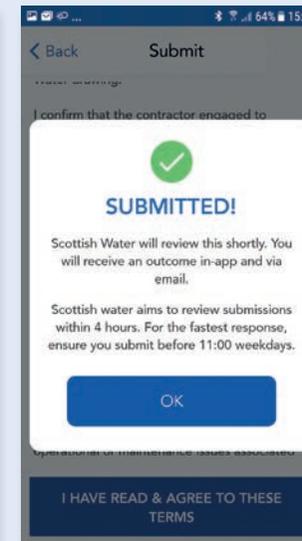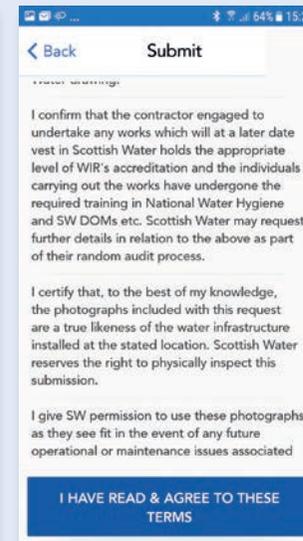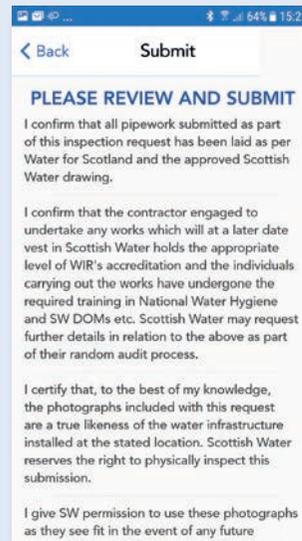
07. Advance Tie-in

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07.

Advance Tie-in
Start inspection

This inspection is capturing details of an Advance Tie-in Connection and is similar to Connection process for Primary and Secondary Tie-ins.

Follow the same process as other inspections and tap on Advance Tie-in Connection to begin inspection. This will open another page for New Advance Tie-in Connection, with the option to **ADD INSPECTION** if required e.g. there may be multiple connections for a specific site

First option available is Requirements, tap on **Requirements**.

Read through the list of requirements and tap **ACCEPT**.

07.
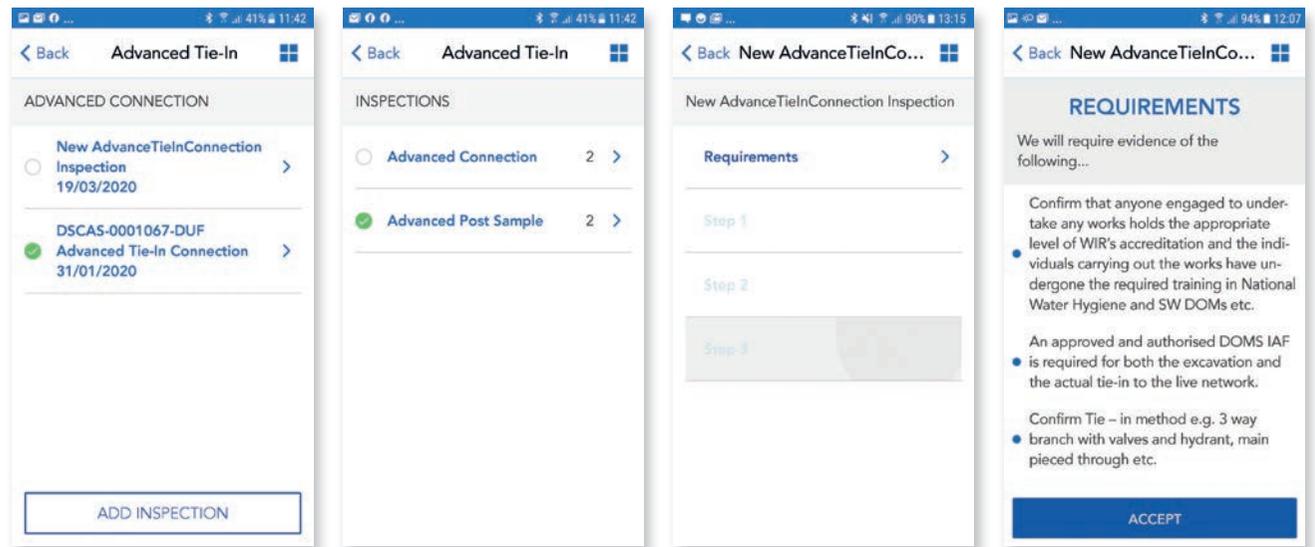
Advance Tie-in
Step 1

This step is capturing details of type of connection, location, DOMS IAF.

Please follow same process as before and tap on questions to display options list or text box and select correct option or input details.

Select **What type of connection is this?** from option list e.g. NEAR SIDE or FAR SIDE.
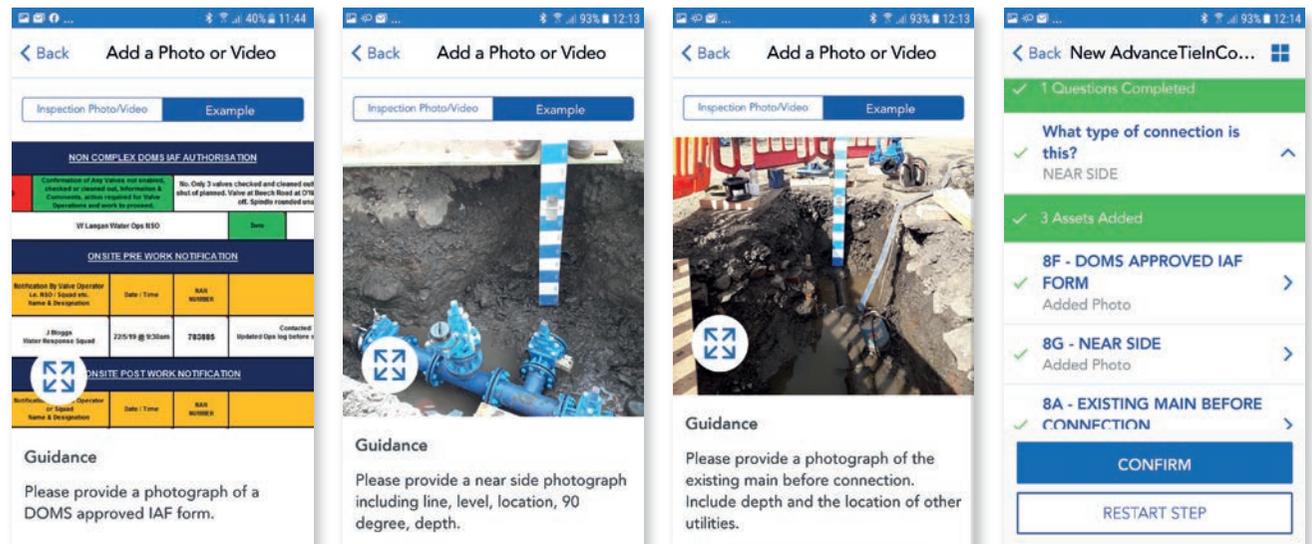
07.
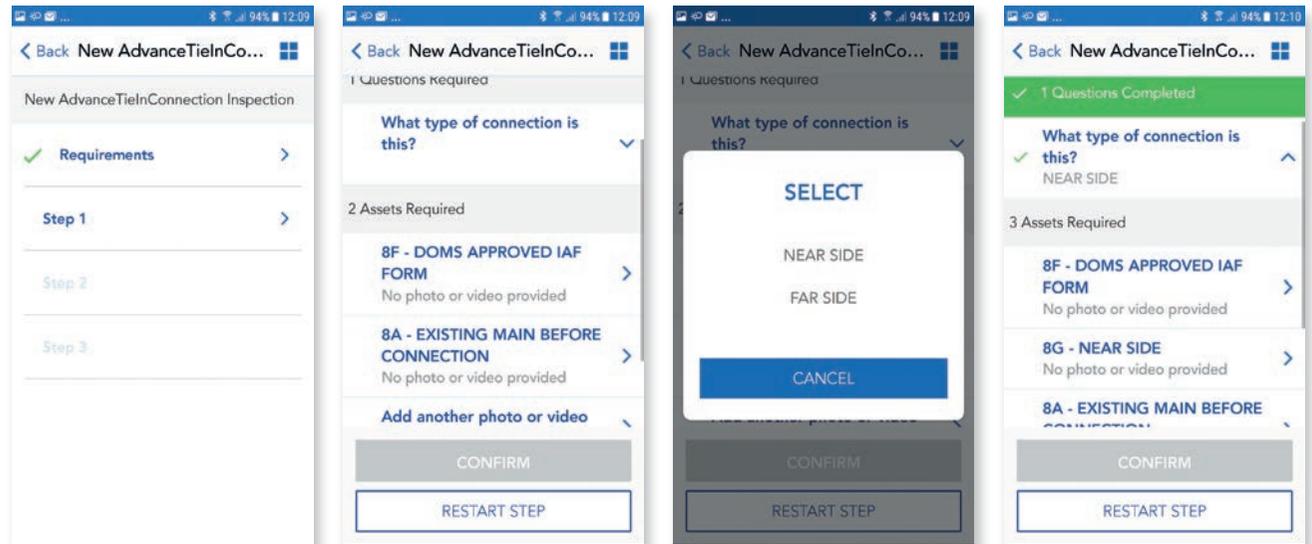
Advance Tie-in
Step 1 – Image capture

After questions have been answered then image capture is required tap on image request and use example guidance and text to capture the required image.

After question answered and image captured it will show as green ticks and **CONFIRM** now highlighted.

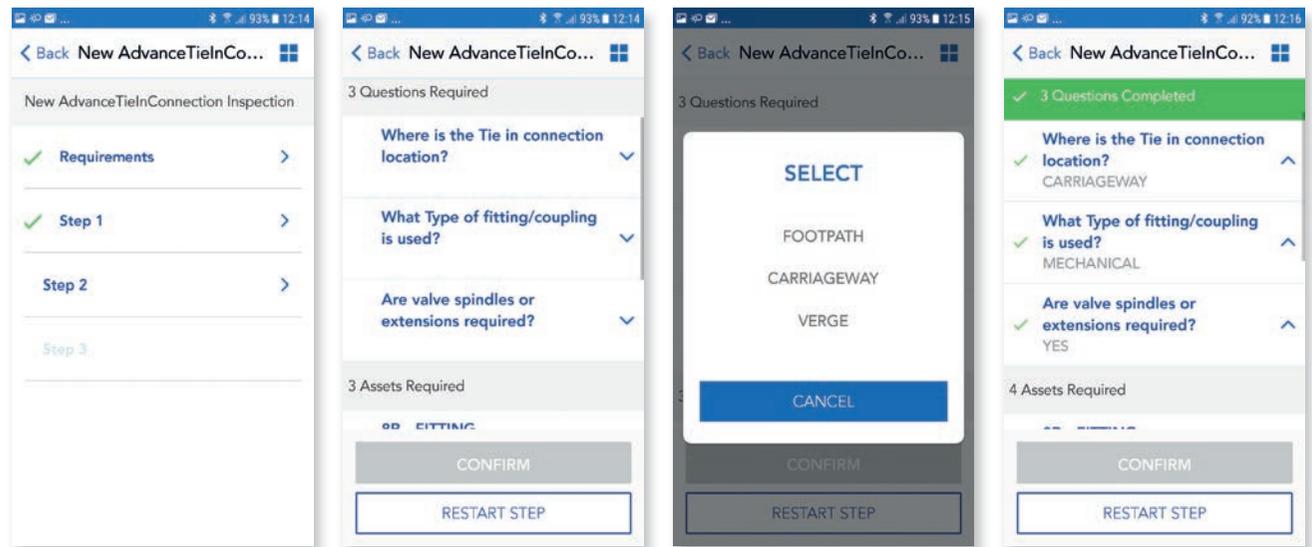Tap on **CONFIRM** to complete and save this step.

07.

Advance Tie-in
Step 2

Follow the same process as previous and tap Step 2 to show the questions.

This step is capturing Tie-in location, type of fitting and if any spindles are required. Same as connection, if you select **YES** for spindles or extensions required, then you will be asked to provide an additional image.

Follow the same process as previous and tap on each question and select correct option.

07.

Advance Tie-in
Step 2 – Image capture

After the questions have been answered we require images to be captured.

Please follow the same process as before for capturing and submitting images i.e. tap on image required and tap on **Example** to view guidance text and example image to ensure you are capturing the correct required image.

Tap on **CONFIRM** to complete and save this step.

07.
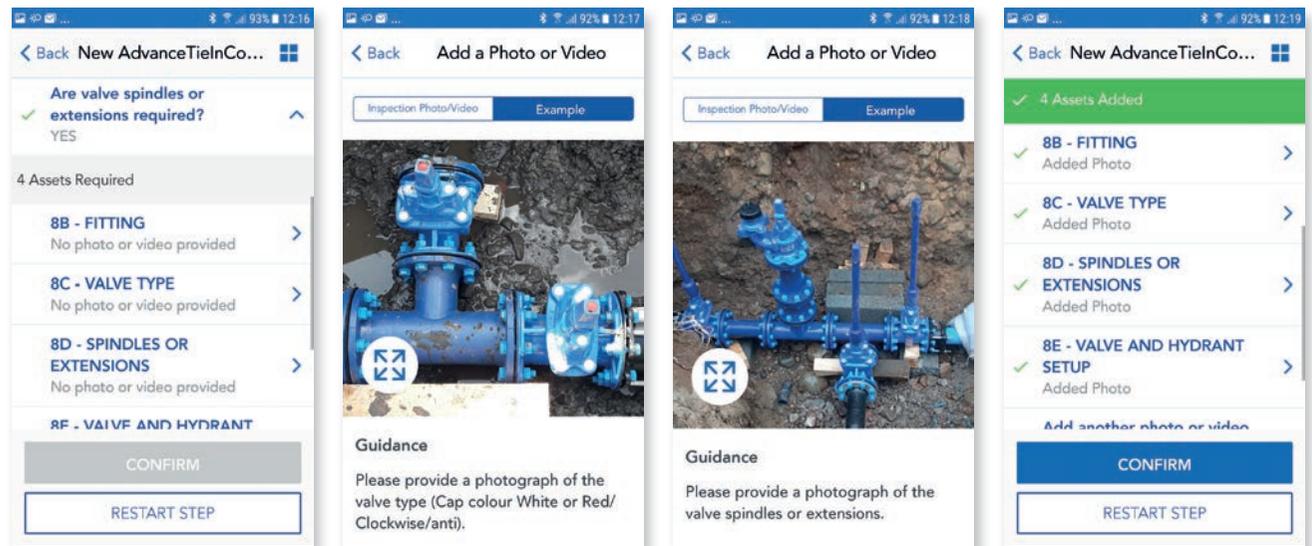
Advance Tie-in
Step 3

This step is capturing details after the connection has been made and has questions asking if valves have been opened and main is in operation, also if you know the planned date of commission.

Follow the same process as previous and tap on each question and select correct option or input details in free text box.

After all questions have been answered, tap **CONFIRM & COMPLETE** to complete inspection.
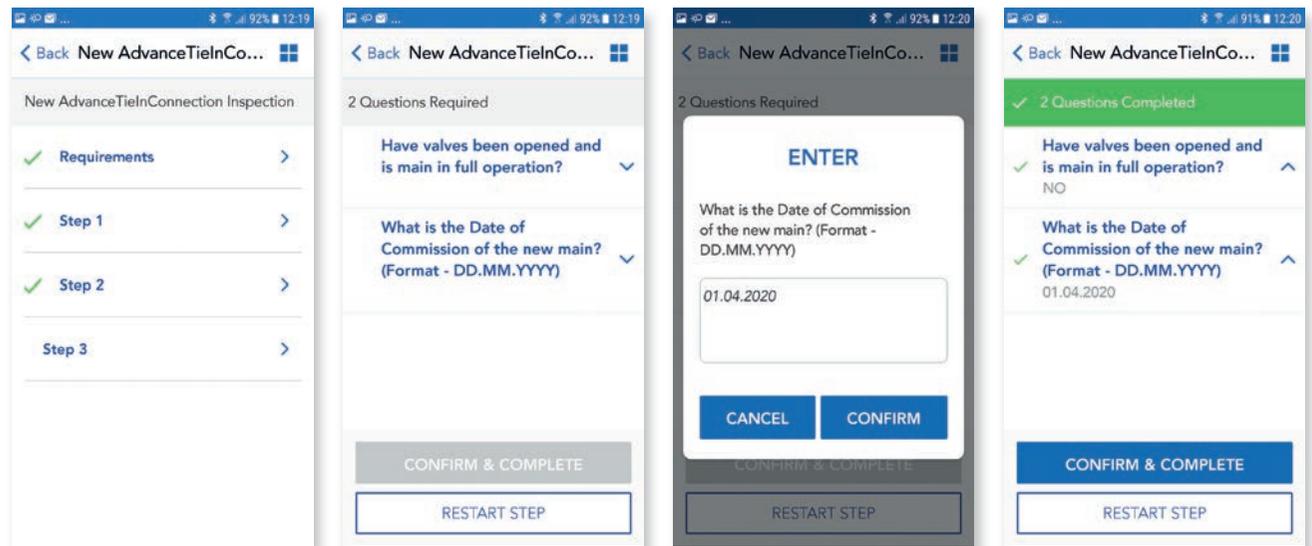
07.

Advance Tie-in
Submit inspection

After all steps have been completed, same process as before, there will be a section to review and submit. Please read through this and then tap that you have read and agree to the terms.

A pop up box will appear allowing to you add any additional comments to support your submission. Tap **CONFIRM** to complete and submit inspection, after a few seconds you will see a pop up showing inspection has been submitted and also the clock symbol next to Advanced Connection to show inspection has been submitted and pending approval.
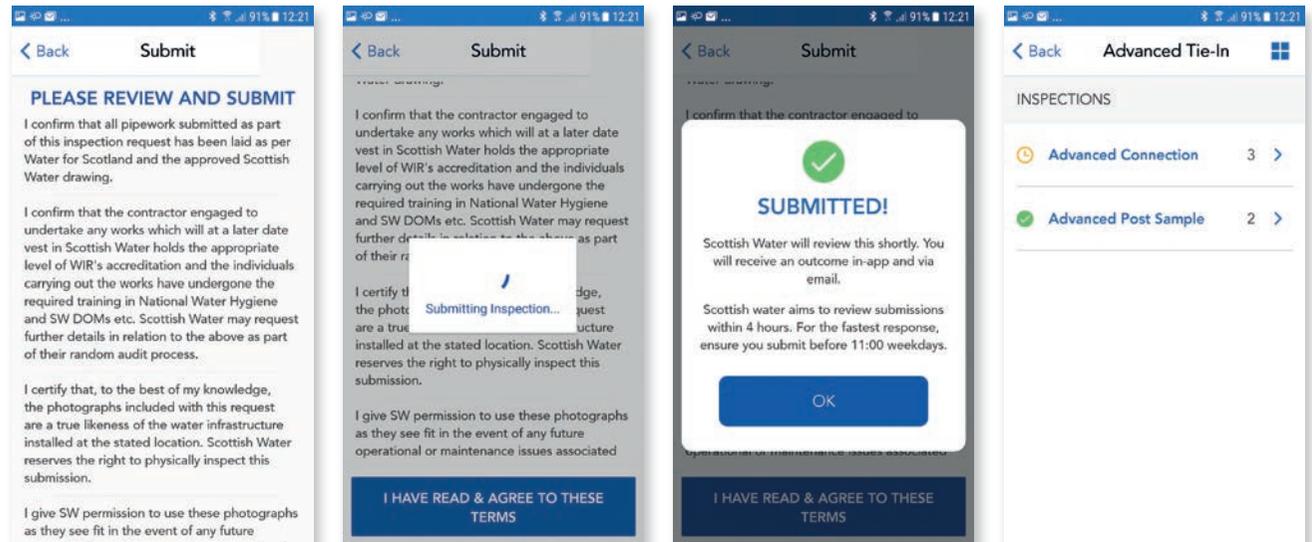
Important information

App Download

Google Play Store/Apple Store – search 'Dev Services'

General Queries/Submissions

remoteinspections@scottishwater.co.uk

0800 389 0379

Metre sticks

If you would like to purchase metre depth sticks
please contact Cusack Tool Supply

DOMS documentation

DOMS documentation and toolbox talks are available.
Please email: **DOMSProcedureRequest@scottishwater.co.uk**
to request access

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