Rajasthan Rajya Vidyut Prasaran Nigam Ltd

RRVPNL

USER MANUAL – PM MODULE

Creation of Inspection Notification and its Reports

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1. GSS Inspection process

      The process of GSS Inspection by Inspecting officer is available in the Plant Maintenance Module (PM) of SAP-ERP. The Inspection of GSS carried out by RVPN senior officers and its report has been prepared in the prescribed format. Process is used to capture the information related to the GSS inspection and highlighting the major observation during the inspection.

      Inspecting report in prescribed format duly signed by inspecting officer is to be uploaded in the Notification itself. GSS user can update the status of the observation whether attended or not and its progress.

## 2. Steps involved in GSS Inspection Process (in SAP ERP)

a) Crete Inspection Notification (M8)	Page 2-4
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2.1) Brief of each step in GSS Inspection Process

a) Create Inspection Notification

Access transaction by:

SAP menu	Logistics -> Plant maintenance →Maintenance processing →Notification →Create (General)
Transaction code	IW21
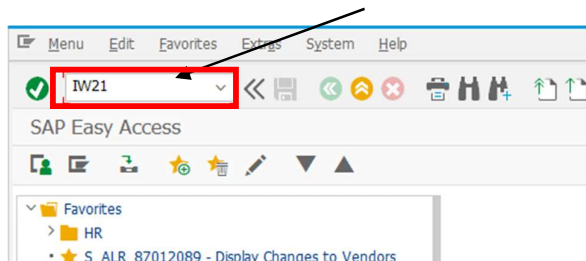
Step:1

- Enter Notification Type "M8" and press "Enter"
  Let Notification field left as blank (since there is no external number range for M8)

Step:2

- Enter which GSS inspection is going perform
  Ex: Inspection of 132 KV GSS Kishangarh

Step:3

- Enter "Functional location" of GSS (For this use Plant code + 7 + GSS code) and press enter
  Ex: **1100** plant code of 132 KV GSS Kishangarh + "**7**" is common for all + **277** is GSS code of 132 KV GSS Kishangarh
  So Functional location code is **1100-7277**

Step:4

- Enter inspecting officer Emp ID

Step:5

- Enter Person Responsible Emp ID & Inspection date then press enter
  (Note: Person Responsible Emp ID - Select only form list provided in help)
  (use "**f4**" button or drop-down key to select emp ID in help list)

Inspection Data			
Zone of GSS	AJMER		
Inspecting Officer Emp. ID	2118435 ASHOK KUMAR GUPTA	Wing of insp officer	T&C
Designation of inspecting officer	ASSISTANT ENGINEER	Location of inspecting officer	SE (T&C), BABAI(JHUNJHUNU)
Person Responsible Emp ID	2109569		
Inspection Date	26.04.2022	Action Taken By GSS	
Major Observation 1			
Major Observation 2			
Major Observation 3			
Major Observation 4			
Major Observation 5			
Remarks by GSS			

Automatically these fields will get reflect

use "**F4**" button or drop-down key to select person responsible emp ID in help list

Inspection Data	
Zone of GSS	AJMER
Inspecting Officer Emp. ID	2118435
Designation of inspecting officer	
Person Responsible Emp ID	
Inspection Date	
Major Observation 1	
Major Observation 2	
Major Observation 3	
Major Observation 4	
Major Observation 5	
Remarks by GSS	

Select field and press this icon

Step:6

Inspection Details | GSS Details | Inspection Documents

Reference object

Functional loc.	1100-7277	132 KV GSS KISHANGARH

Responsibilities

Planner group	277 / 1100	132kv Kishangarh
Main WorkCtr	7277277 / 1100	132 kv GSS KIshangarh

Inspection Data

Zone of GSS	AJMER
Inspecting Officer Emp. ID	2118435
Designation of inspecting officer	
Person Responsible Emp ID	
Inspection Date	
Major Observation 1	
Major Observation 2	
Major Observation 3	
Major Observation 4	
Major Observation 5	
Remarks by GSS	

Personnel number (1)   9 Entries found

Restrictions

PersNo	Name of Employee or Applicant	Org.unit	Designation
02109048	JAGDISH SINGH	10000647	HELPER-I (E&M)
02109038	YUSUF MOHD	10000647	CLASS-IV
02109039	MOINUDDINE	10000647	CLASS-IV
02109040	CHIMAN LAL	10000647	CLASS-IV
02120533	KARTIKEY	10000647	JUNIOR ENGINEER-I
02124479	SHILPA SRIVASTAVA	10000647	JUNIOR ENGINEER-I
02118787	RAHUL TOTLANI	10000647	ASSISTANT ENGINEER
02107177	MAHESH CHAND	10000647	HELPER-I (E&M)
02125884	JITENDRA PAREEK	10000647	HELPER-II (E&M)

Emp IDs belongs to selected GSS will come, select anyone these out of above list

9 Entries found

b) Enter observations, Remarks & Expected date of completion by inspecting officer (If any)

- Enter "Major observations" observed by Inspecting officer and "Remarks" if any as like below.

Step:7

- Enter "**expected date of completion**" proposed by inspector.

Step:8

c) Upload signed copy of inspection document

- For uploading inspection document Click on "Inspection documents" Tab and click "Create document" button.

Step:9

- A new window will appear as like below, just click "Enter"
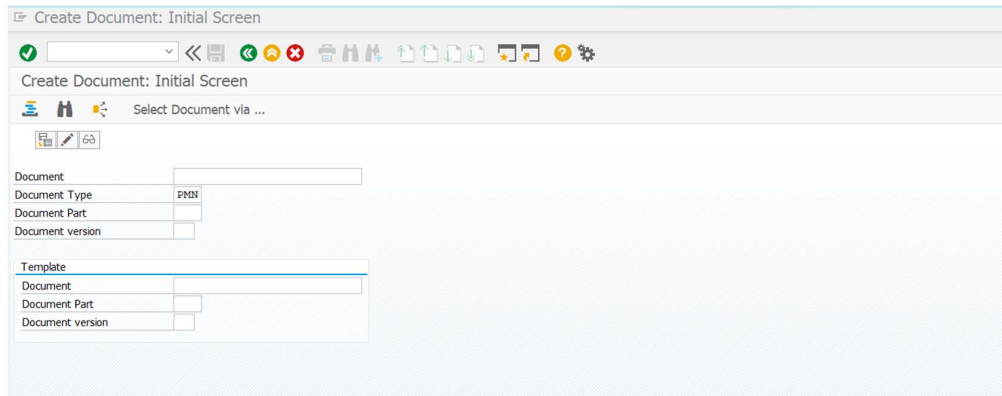
Step:10

- Enter "Description" in "Document Data" tab
  Ex: "inspection of 132kv GSS Kishangarh 05.06.22"   <- For easy Identification in report.
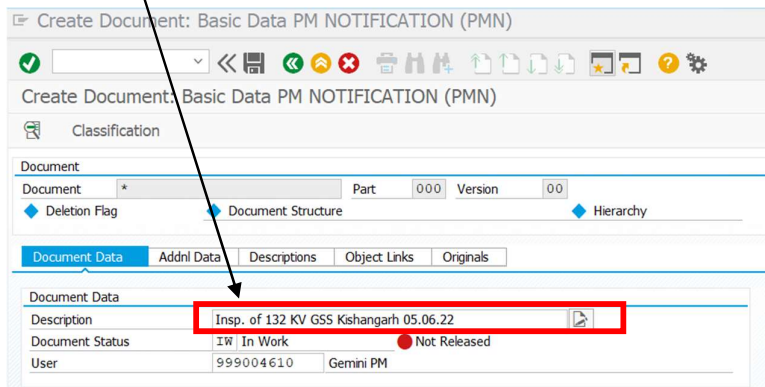
Step:11

- For uploading scanned copy of inspection document click "**Open Original**" icon
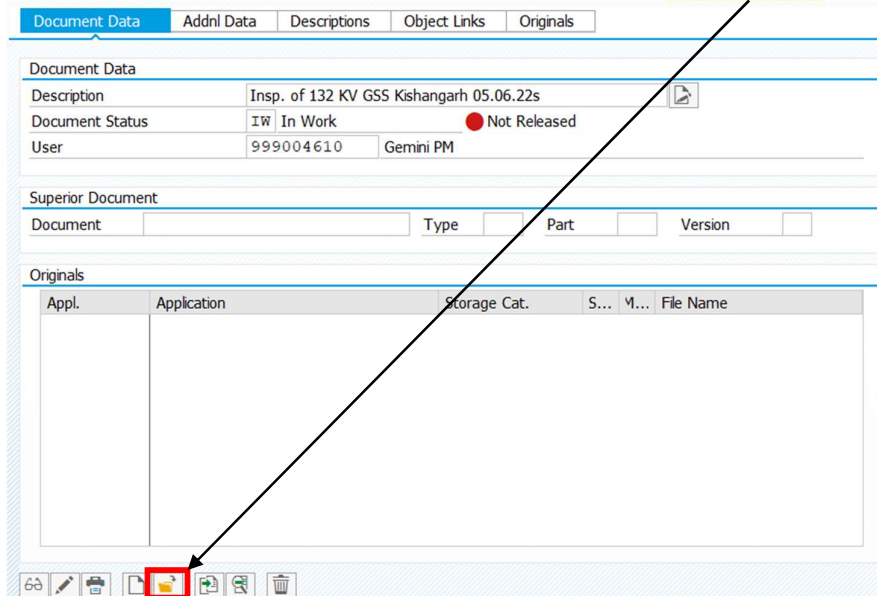
Step:12

- A new window will pop up for ==selecting document==
  Select the document from stored folder
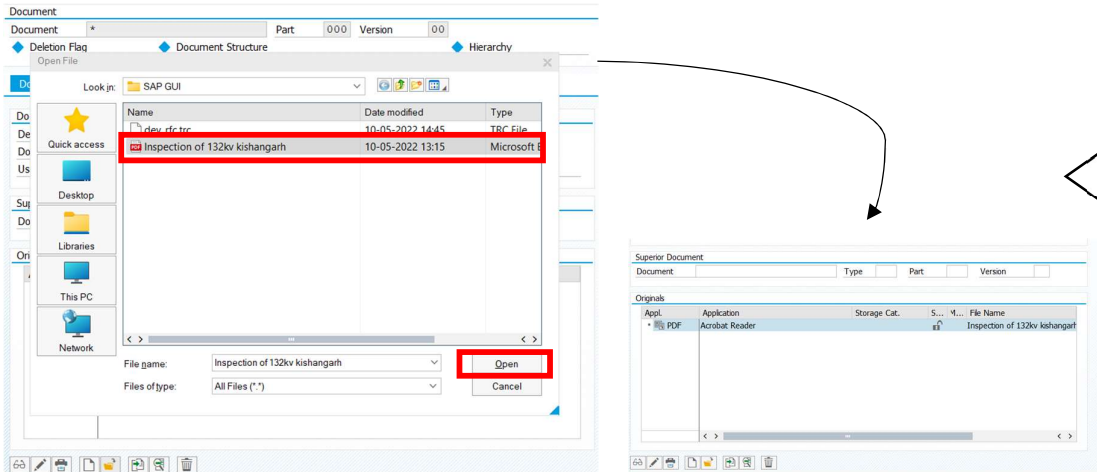
Step:13

- Now to store the file in database for this click on file
  & Click on "**Check in Org**" then a "**check in document**" will pop up and select "**ZDMS**" then click "**Enter**"
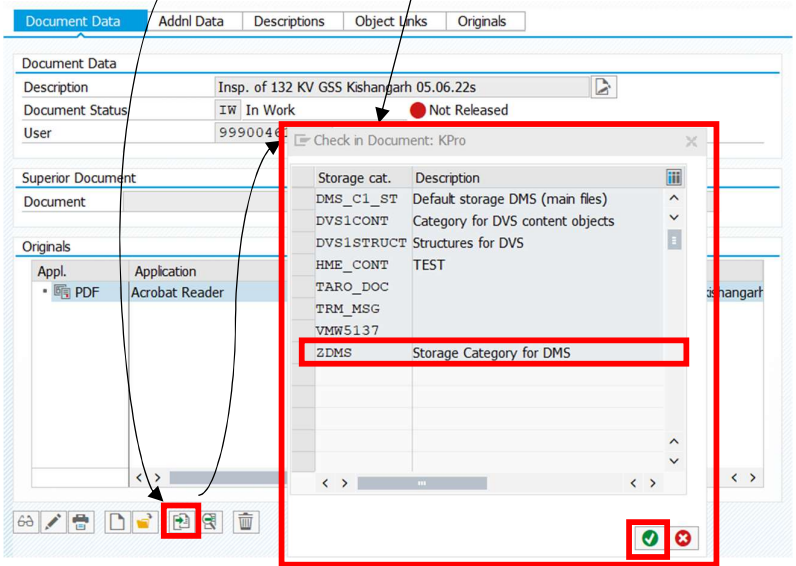
Step:14

After above step we can see "Lock icon" which means document is uploaded
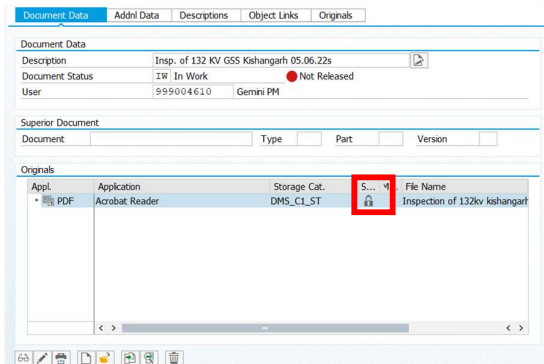
d) Saving document and Notification

- Click on SAVE then Saved document number will appear and one row will add in linked documents

Step:15

- Click on SAVE then Saved Notification number will appear

Step:16

e) Release uploaded document

- Open Transaction Code "**IW22**" and Enter "**Notification Number**" then click **Enter**

Step:17
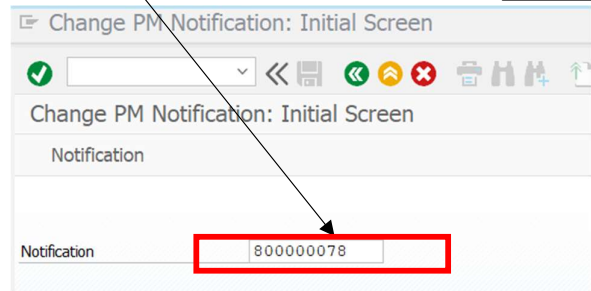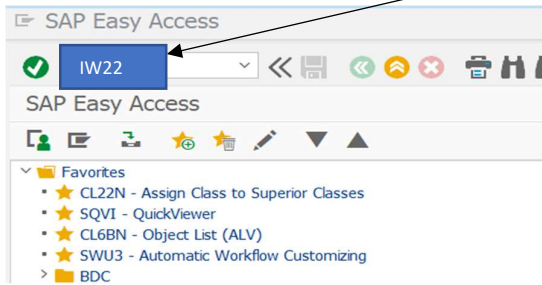
- Click on "**Inspection documents**" tab and **Double Click** on "**document number**"
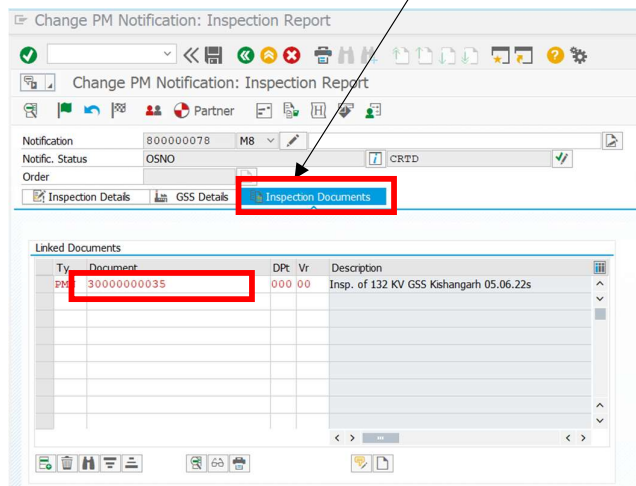
Document window will appear

Step:18
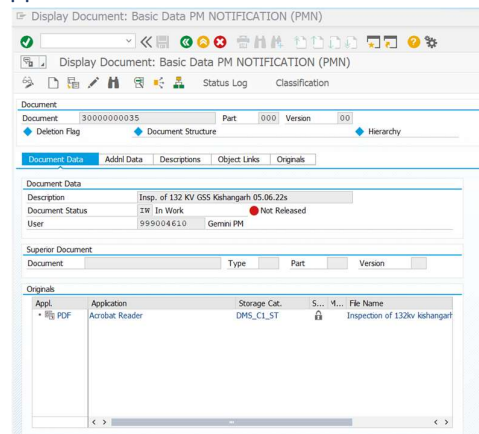
- Click on "**display to change**" icon and type "**RE**" and click **Enter** Then "SAVE" the Document

Step:19
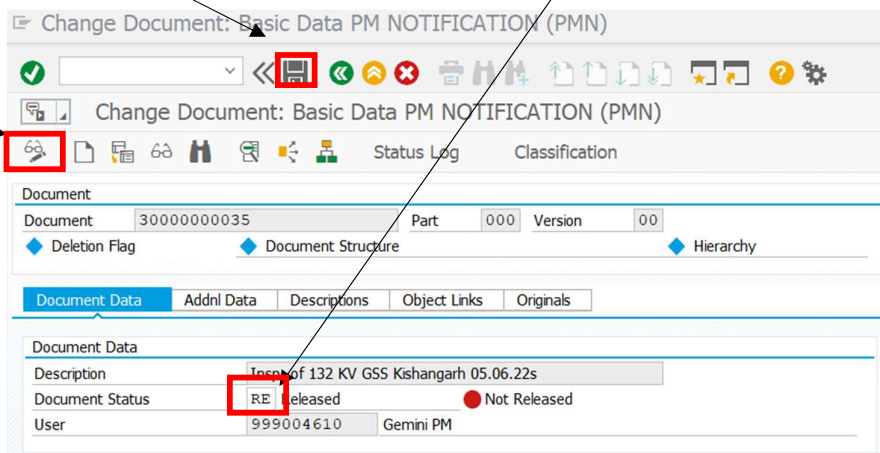
f) Put in process - Notification

- After above step click on "put in process" flag and save notification

Step:20

g) Mark action taken by GSS user for corresponding observation
To GSS user if any observations are given by inspector – Need to update status and save

Step:21

- Open Transaction Code "IW22" and Enter "Notification Number" then click Enter

- Update the status for each observation and **SAVE** notification

Step:22

3) Notification Complete Flag

If all the work related with closing notification is completed, then complete the notification

- Open Transaction Code "IW22" and Enter "Notification Number" then click Enter

Step:23
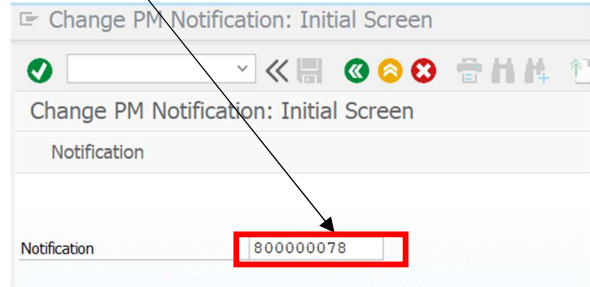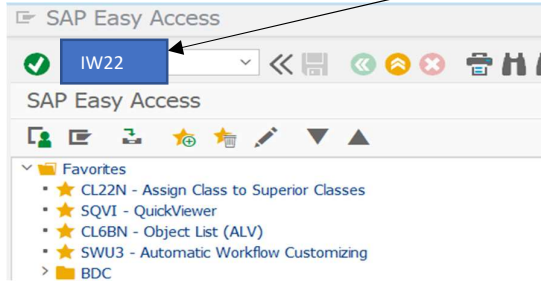
- Click on **Complete flag** and **SAVE**

Step:24

4) Report on Inspection report

- Open Transaction Code **ZPMRINSP** and **Enter selection criteria** as you desire and "**Execute**"
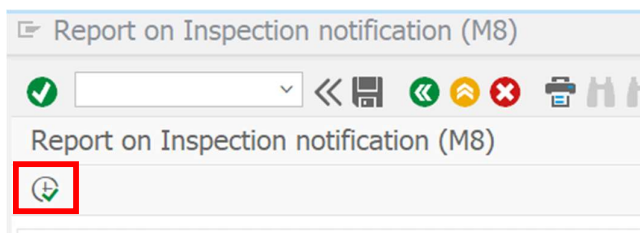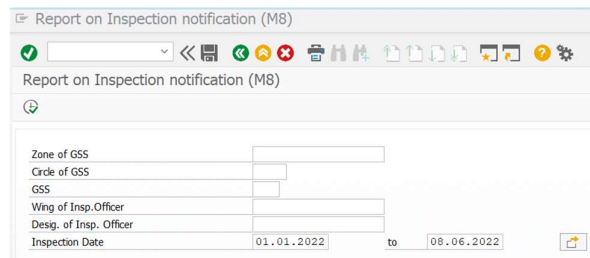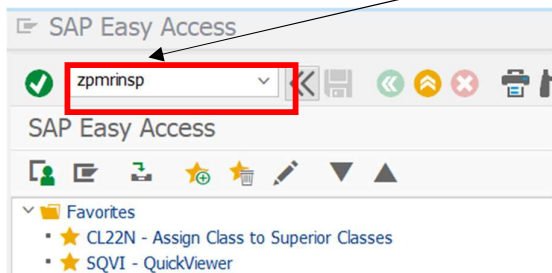
- Report screen will appear as like below

- For open attached document tick on **checkbox** and click on **Document att**.

- Click on Remember My Decision & Allow.

Document will appear.