

Title: Process of Inspection Notification

Document Version: V2.0



# 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)

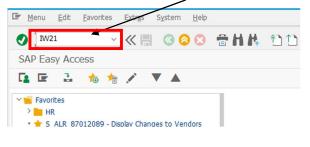
a)	Crete Inspection Notification (M8)	Page 2-4
b)	Enter Observations, Remarks & Expected date of completion by Inspector (if any)	Page 5-5
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#### 2.1) Brief of each step in GSS Inspection Process

#### a) Create Inspection Notification

#### Access transaction by:

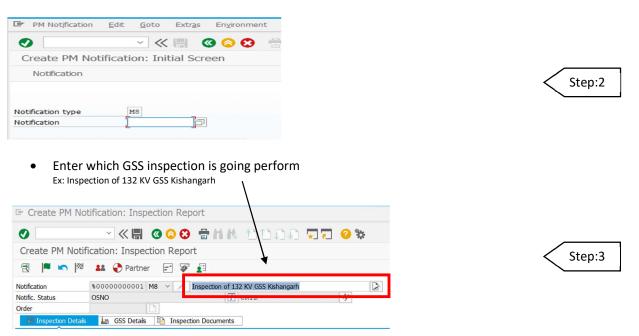
SAP menu	Logistics -> Plant maintenance $\rightarrow$ Maintenance processing $\rightarrow$ Notification $\rightarrow$ Create (General)
Transaction code	IW21







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



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

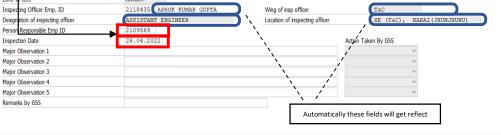
Inspection Details	🔚 GSS Details 🗎	Inspection Documents				
Reference object Functional loc.	1100-7277	132 KV GSS KISHANG	SARH			Step:4
Responsibilities			····· ``			
Planner group	277 / 1100	132kv Kishangarh		<b></b>		
Main WorkCtr	7277277 / 1100	132 kv GSS KIshangarh	-	Auto	matically these fields will get reflect	

Enter inspecting officer Emp ID

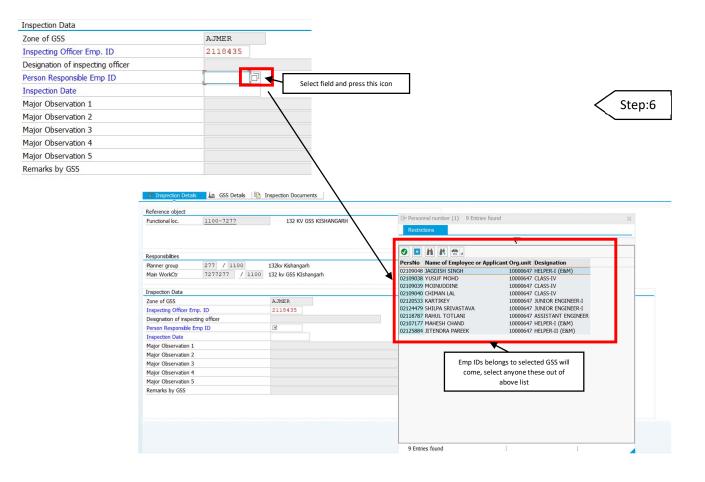
Zone of GSS	AJMER			
Inspecting Officer Emp. ID	2118435	Wing of insp officer		
Designation of inspecting officer		Location of inspecting officer		
Person Responsible Emp ID	ĭ⊻			
Inspection Date			Action Taken By GSS	< Step
Major Observation 1			~	<u> </u>
Major Observation 2			~	
Major Observation 3			~	
Major Observation 4			~	
Major Observation 5			~	
Remarks by GSS				



# 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) Inspecton Data Zone of GSS



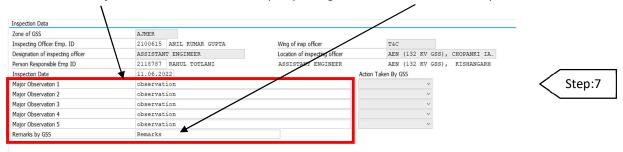
#### use "F4" button or drop-down key to select person responsible emp ID in help list





#### 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.



#### • Enter "expected date of completion" proposed by inspector.

Zone of GSS	AJMER				
Inspecting Officer Emp. ID	2100615 ANIL KUMAR GUPTA	Wing of insp officer	T&C		
Designation of inspecting officer	ASSISTANT ENGINEER	Location of inspecting officer	AEN (	132 KV GSS), CHOPANKI IA.	
Person Responsible Emp ID	2118658			_	
Inspection Date	13.06.2022	-	Exp date of comp.	Action Taken By GSS	
Major Observation 1	observation		13.06.2022	~	
Major Observation 2	observation		13.06.2022	~	< Step
Major Observation 3	observation		13.06.2022	~	· · ·
Major Observation 4	observation		13.06.2022	~	
Major Observation 5	observation		13.06.2022	~	
Remarks by GSS	remarks				

#### c) Upload signed copy of inspection document

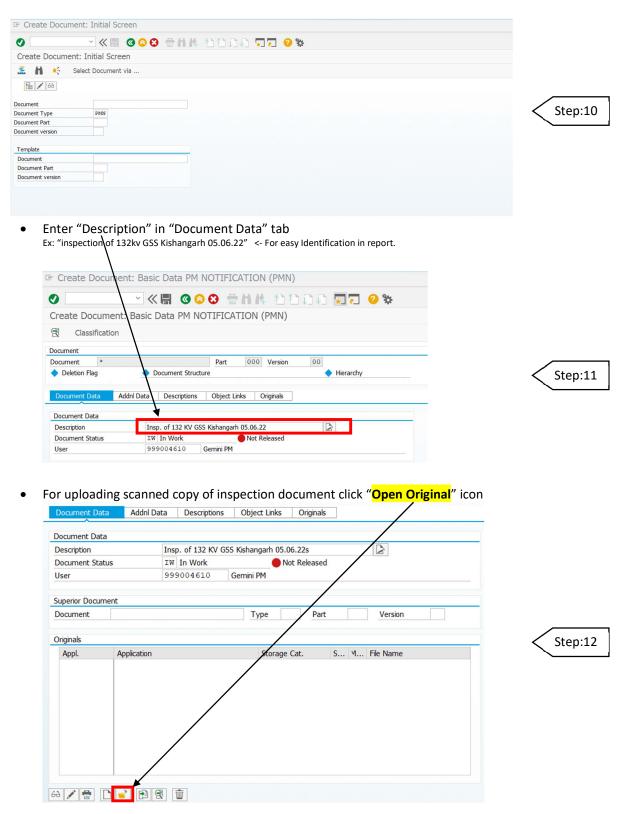
• For uploading inspection document Click on "Inspection documents" Tab and click "Create document" button.

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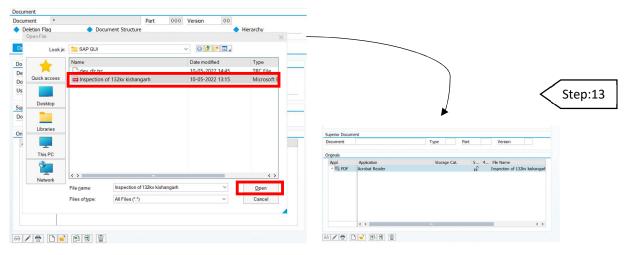


• A new window will appear as like below, just click "Enter"





 A new window will pop up for selecting document Select the document from stored folder



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"

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#### d) Saving document and Notification

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

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• Click on SAVE then Saved Notification number will appear

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# e) Release uploaded document

<ul> <li>Open Transaction Code "IW22" and Enter "Not</li> </ul>	tification Number" then click Enter Step:17
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Click on "Inspection documents" tab and Double Click on "document number"

1

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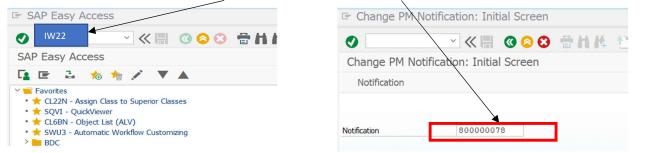


#### f) Put in process - Notification

After abo	ve step click on "put	in p	roce	ess" flag and save notification		Step:20
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# 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

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



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

Step:22

Step:21

Designation of inspecting officer     ASSISTANT ENGINEER     Location of inspecting officer     AEN (132 KV GSS), CHOPANKI I       Person Responsible Emp ID     2112111     PRAMOD GAURAV SAXENA     ENGINEER SUPERVISOR     XEN (220 KV GSS), JETHANA       Inspection Date     21.05.2022     Exp date of comp.     Action Taken By GSS       Major Observation 2     OBSERVATION3     Pending       Major Observation 4     OBSERVATION4     Progress       Major Observation 5     OBSERVATION5     Resolved	Zone of GSS	AJMER						
Person Responsible Emp ID     2112111     PRAMOD GAURAV SAXENA     ENGINEER SUPERVISOR     XEN (220 KV GSS), JETHANA       Inspection Date     21.05.2022     Exp dates of comp.     Action Taken By GSS       Major Observation 1     OBSERVATION3     Pending       Major Observation 4     OBSERVATION4     Inspection 04       Major Observation 5     OBSERVATION5     Resolved	Inspecting Officer Emp. ID	2100615 ANIL KUMAR GUPTA	Wing of inspecting officer	T&C				
Inspection Date     21.05.2022     Exp dates of comp.     Action Taken By GSS       Major Observation 1     OBSERVATION1     Pending       Major Observation 2     OBSERVATION2     Pending       Major Observation 3     OBSERVATION3     In Progress       Major Observation 4     OBSERVATION4     Resolved       Major Observation 5     OBSERVATION5     In Progress	Designation of inspecting officer	ASSISTANT ENGINEER	Location of inspecting officer	AEN	(132	KV GSS),	CHOPANKI	IA.
Major Observation 1     OBSERVATION1     Pending       Major Observation 2     OBSERVATION2     Pending       Major Observation 3     OBSERVATION3     In Progress       Major Observation 4     OBSERVATION4     Resolved       Major Observation 5     OBSERVATION5     Resolved	Person Responsible Emp ID	2112111 PRAMOD GAURAV SAXENA	ENGINEER SUPERVISOR	XEN	(220	KV GSS),	JETHANA	
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#### 3) Notification Complete Flag

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

• Open Transaction Code "IW22" and Enter "No	tification Number" then click Enter Step:23
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<ul> <li>Click on Complete flag and SAVE</li> <li>Change PM Notification: Inspection Report</li> </ul>	
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#### 4) Report on Inspection report

• Open Transaction Code **ZPMRINSP** and **Enter selection criteria** as you desire and "**Execute**"

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#### • Report screen will appear as like below

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AJMER	1100 277 0008000007	NOPR	Inspection of 132 KV GSS Kishangarh	1100-7277	132 KV GSS KISHANGARH	01.06.2022	2118435 ASHOK KUMAR GUPTA	ASSISTANT ENGINEER	SE (T&C), BABAI(JHUNJHUNU)	YUSL
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### • For open attached document tick on checkbox and click on Document att.

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#### • Click on Remember My Decision & Allow.

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