Safety & Condition Assessment Portal (S&CAP)

Safety Inspector Training

Presented by:
DIT, Inc.
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Division of Facility Management and Construction

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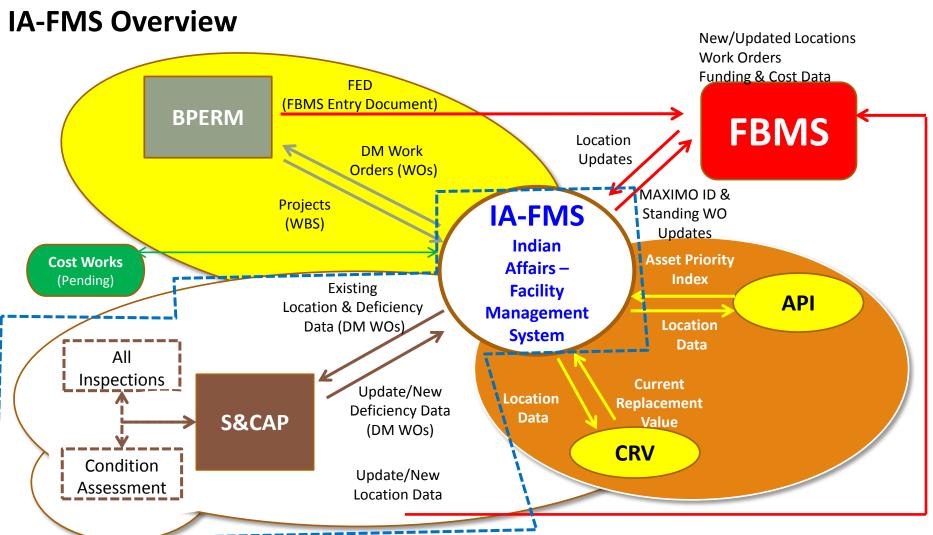 Division of Facility Management and Construction

What is S&CAP?

▸ The Safety & Condition Assessment Portal (S&CAP) will provide the ability for Indian Affairs (IA) to document the results of multiple types of inspections, finalize the results, and send updated data and new records to the Indian Affairs Facilities Management System (IA-FMS).

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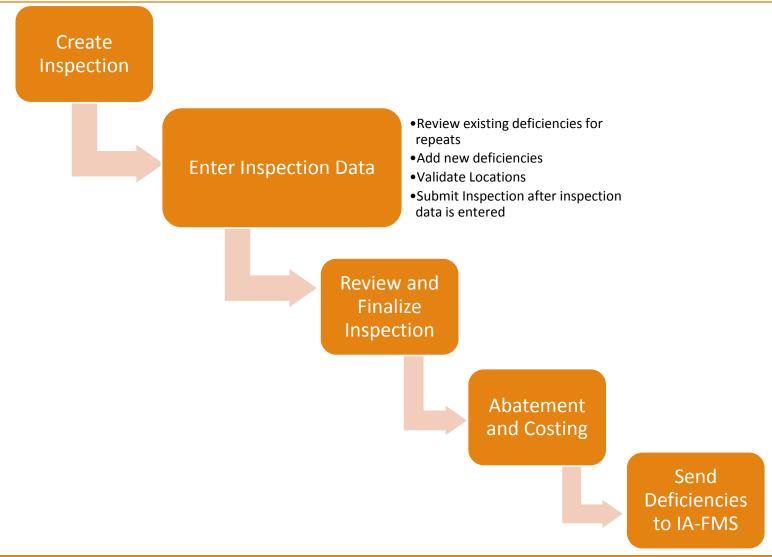Division of Facility Management and Construction

IA-FMS Overview

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S&CAP Inspection Types:

‣ The Safety inspection types included in this application are:
- ◦ **Annual Safety and Health (S)**
- ◦ **Annual Detention Center Safety and Health (J)**
- ◦ **Additional Health and Safety (A)**
- ◦ **Indian Health Services (H)**

‣ The following inspection types are also included in S&CAP:
- ◦ Condition Assessment (CA)
- ◦ Boiler and Pressure Vessels (B)
- ◦ Fire Department (F)
- ◦ General Facilities (G)

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Create Inspection

Enter Inspection Data

- Review existing deficiencies for repeats
- Add new deficiencies
- Validate Locations
- Submit Inspection after inspection data is entered

Review and Finalize Inspection

Abatement and Costing

Send Deficiencies to IA-FMS

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New Inspection Request Screen:

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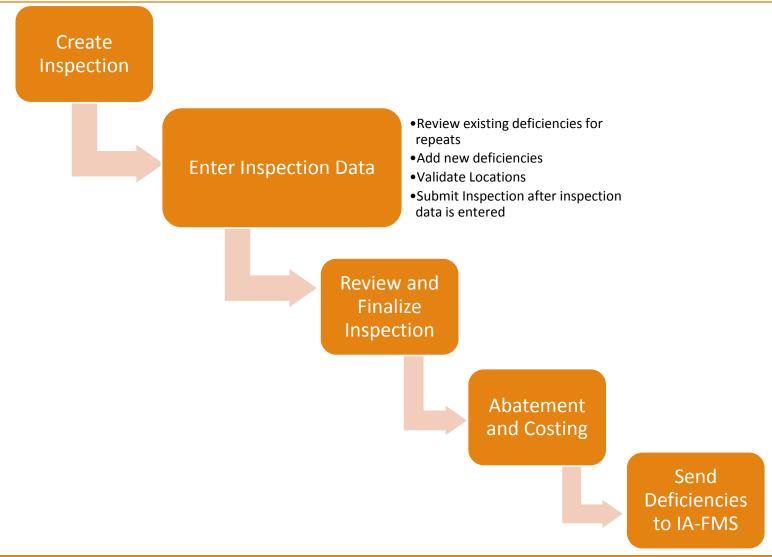
Hands-on Training:

‣ We will now go through training exercises in S&CAP

‣ We will cover:
  ◦ Navigating the inspection screens
  ◦ Reviewing existing deficiencies for repeats
  ◦ Repeating an existing deficiency
  ◦ Adding new deficiencies
  ◦ Validating locations
  ◦ Submitting an inspection

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Review and Finalization of Inspection Data

▸ After the inspection is submitted, the inspection data will be reviewed.

▸ If the inspection deficiency data is acceptable, the deficiencies will be finalized.

▸ Once all deficiencies have been finalized, the overall inspection can be finalized.

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Rejecting an Inspection

▸ If the inspection deficiency data is incorrect, the inspection may be rejected.

▸ If the inspection is rejected, you will receive an email that will inform you as to why it was rejected.

▸ The inspection status will be changed from SUBMITTED back to IN PROGRESS.

▸ After you make the necessary changes, the inspection can be re-submitted.

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Abatement

- ▸ After an inspection is finalized, an Abatement Plan will be created for the inspection.

- ▸ Deficiencies will have abatement information applied to them one at a time.

- ▸ Once a deficiency is abated in S&CAP, it can be sent to cost estimating.

- ▸ Once all deficiencies in an inspection have abatement information, the Abatement Plan can be finalized. The inspection will then be in ABATED status.

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Costing

‣ Once a deficiency has abatement information applied to it, cost estimates can be developed.

‣ This involves entering line item cost estimates and selecting the Funding Method for the deficiency.

‣ Cost estimates can be applied using simple line item estimates or by using CostWorks.

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Deficiencies are Sent to IA-FMS

▸ Once cost estimates have been added to a deficiency, it can then be sent to IA-FMS as a work order:

  ◦ O&M work orders will be sent to IA-FMS if the cost estimate total is less than $2500.

  ◦ DM work orders can be sent to IA-FMS as an individual work order if the cost estimate total is greater than $2500.

  ◦ DM work orders can also be sent to IA-FMS as part of a bundle, given that the bundle total is at least $2500.

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Safety Inspection is Completed

▸ Once all deficiencies from an inspection have been sent to IA-FMS, the inspection can be set to COMPLETED status.

▸ COMPLETED status indicates that no further action needs to be taken on the inspection in S&CAP.

▸ This is the final step in the inspection process for Safety Inspections in S&CAP

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IS&CAP

- ▸ Another tool available for inspectors to enter deficiencies is the Inspector Safety & Condition Assessment Portal (IS&CAP)
- ▸ IS&CAP allows you to enter inspection data when you do not have an Internet connection.
- ▸ Inspection data will need to be uploaded to S&CAP before the inspection can be submitted.
- ▸ Inspection data can be downloaded and uploaded multiple times while an inspection is IN PROGRESS.

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Thank You

▸ Any additional questions that have not been covered?