



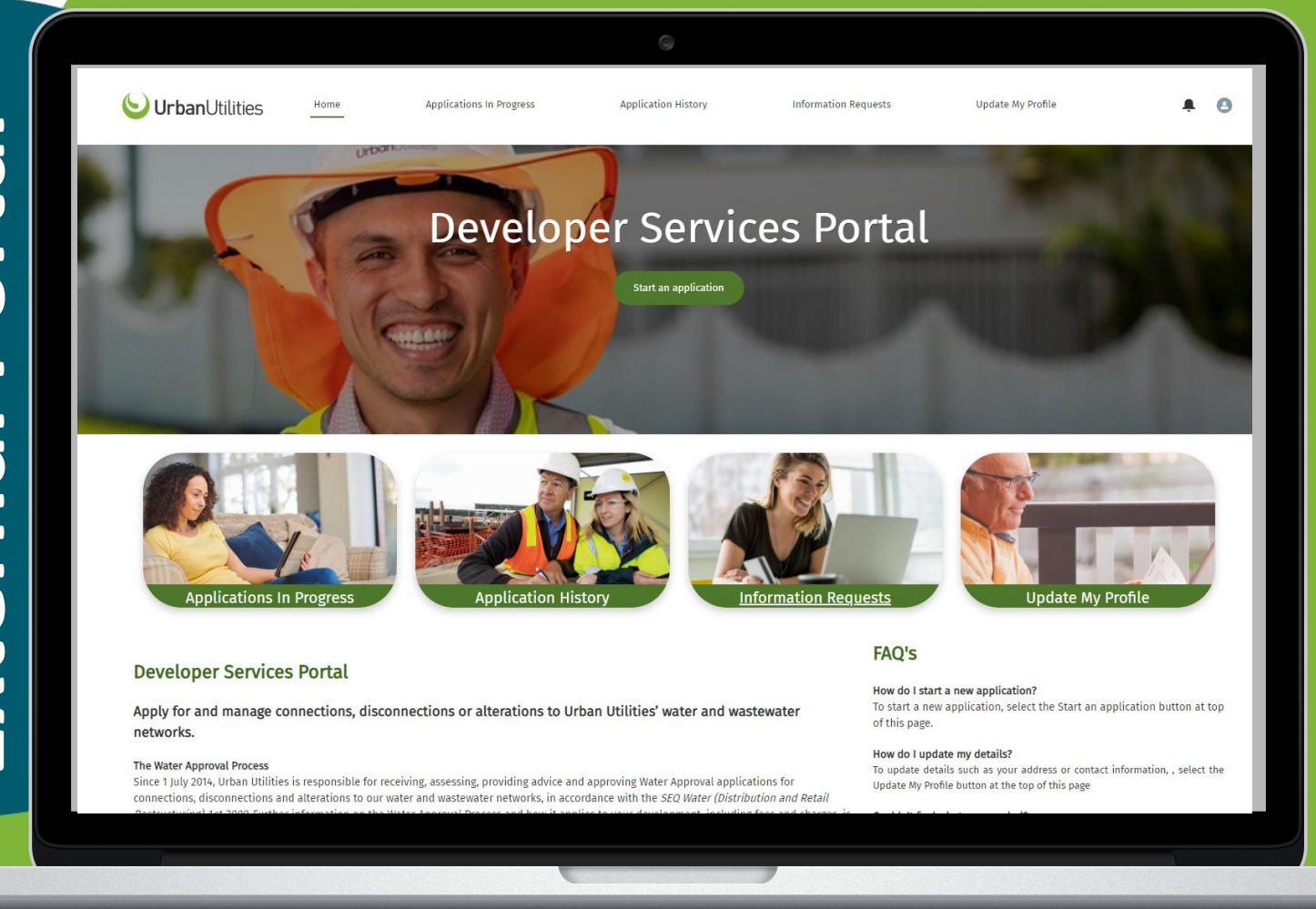
DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



HOW TO VIEW MY AUDITS AND AUDIT ISSUES

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

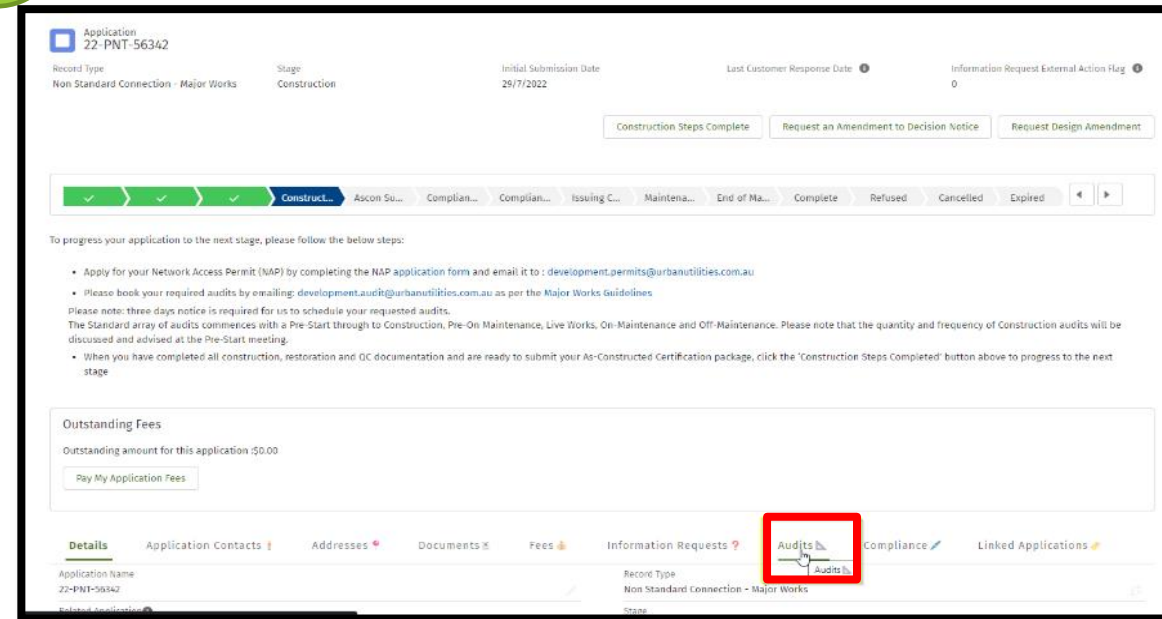
External Portal



HOW TO VIEW MY AUDITS

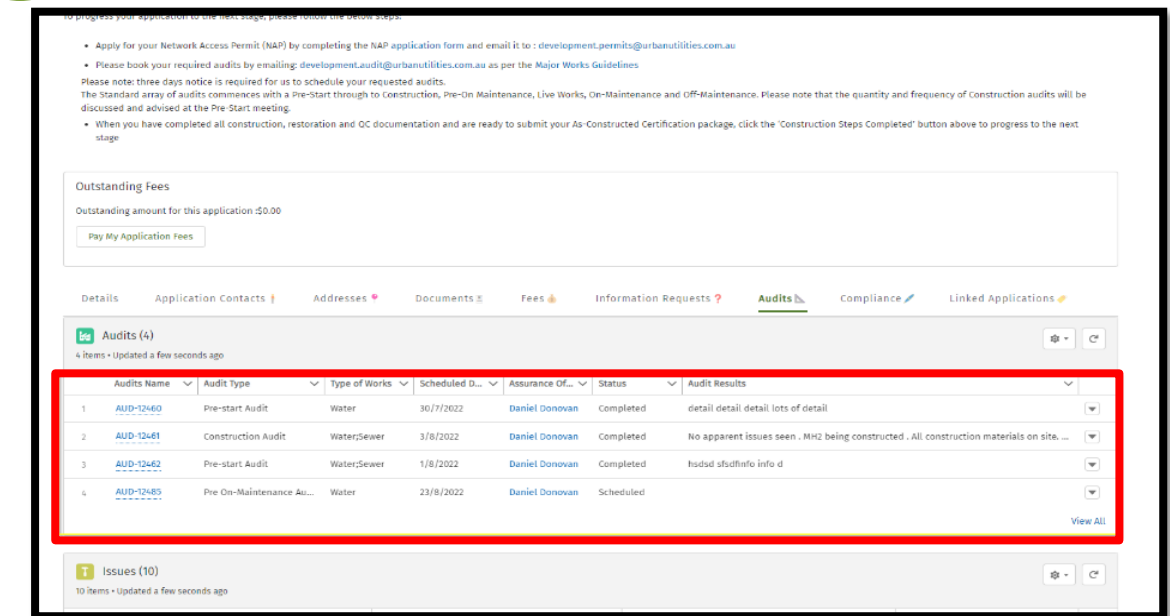
- You can view audit for your Non-Standard applications.

1



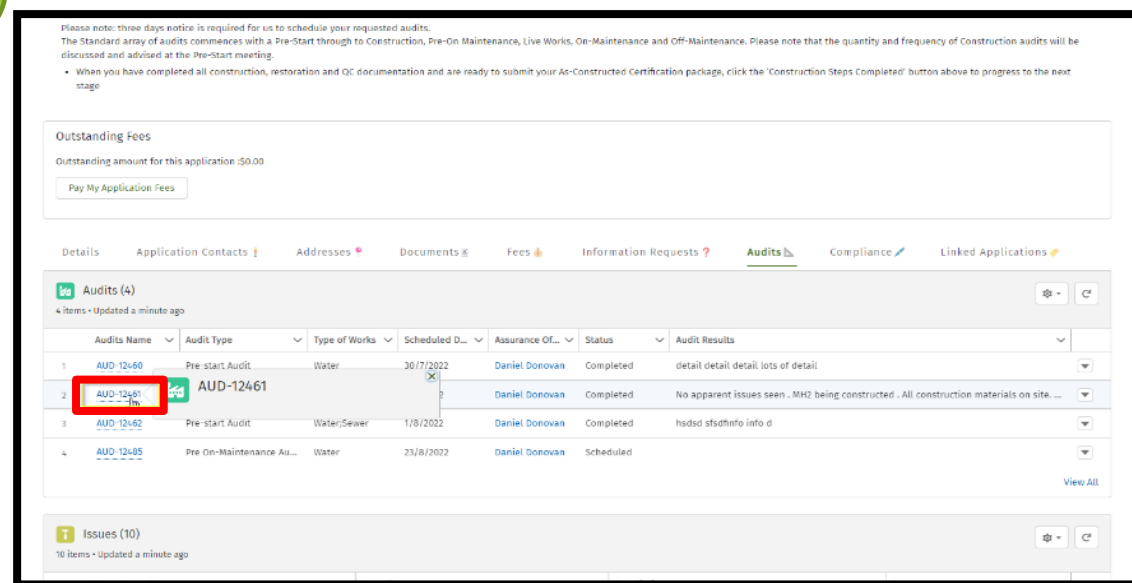
- Open your Non-Standard application and click on the **Audits** tab.

2



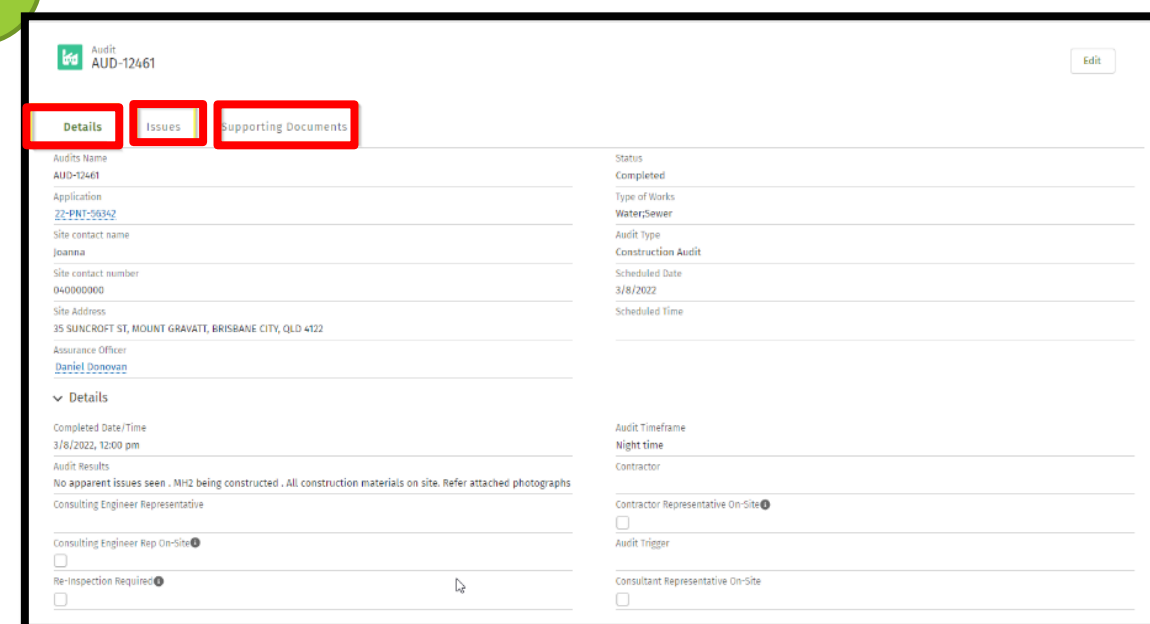
- Here you will see the **Audits** component.

3



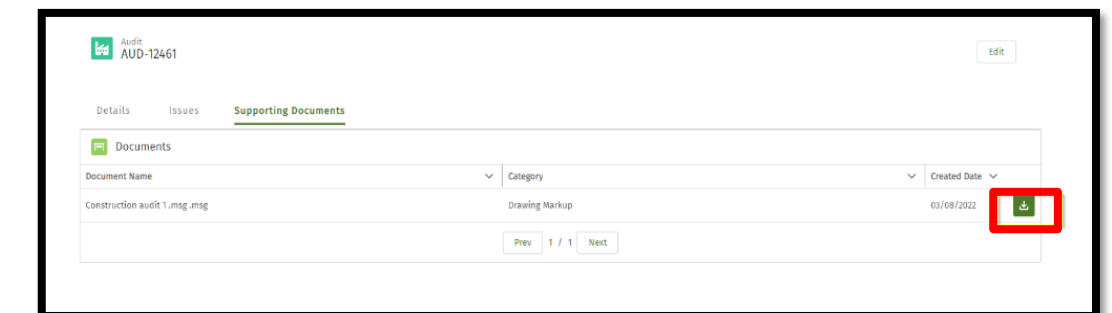
- Click on the Audit name link to open and view the Audit record details.

4



- You can view information in the **Details** tab, **Issues** tab, or the **Supporting Documents** tab.

5



- The **Supporting Documents** tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.

HOW TO VIEW ISSUES FROM AUDITS

- You can view issues for your Non-Standard applications.
- You can view issues via an **Audit** link, or from the **Issues** component.

1

Application 22-PNT-56342
 Status: Non-Standard Connection - Major Works
 Stage: Construction
 Initial Submission Date: 29/7/2022
 Last Customer Response Date: [blank]
 Information Request External Action Flag: 0

Construction Steps Complete | Request an Amendment to Decision Notice | Request Design Amendment

To progress your application to the next stage, please follow the below steps:

- Apply for your Network Access Permit (NAP) by completing the NAP application form and email it to: development.permits@urbanutilities.com.au
- Please book your required audits by emailing: development.audit@urbanutilities.com.au as per the Major Works Guidelines
- Please note: three days notice is required for us to schedule your requested audits. The Standard array of audits commences with a Pre-Start through to Construction, Pre-On Maintenance, Live Works, On-Maintenance and Off-Maintenance. Please note that the quantity and frequency of Construction audits will be discussed and advised at the Pre-Start meeting.
- When you have completed all construction, restoration and QC documentation and are ready to submit your As-Constructed Certification package, click the 'Construction Steps Completed' button above to progress to the next stage

Outstanding Fees
 Outstanding amount for this application \$0.00
 Pay My Application Fees

Details | Application Contacts | Addresses | Documents | Fees | Information Requests | **Audits** | Compliance | Linked Applications

- Open your Non-Standard application and click on the **Audits** tab.

2

Apply for your Network Access Permit (NAP) by completing the NAP application form and email it to: development.permits@urbanutilities.com.au

Please book your required audits by emailing: development.audit@urbanutilities.com.au as per the Major Works Guidelines

Please note: three days notice is required for us to schedule your requested audits. The Standard array of audits commences with a Pre-Start through to Construction, Pre-On Maintenance, Live Works, On-Maintenance and Off-Maintenance. Please note that the quantity and frequency of Construction audits will be discussed and advised at the Pre-Start meeting.

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 Outstanding amount for this application \$0.00
 Pay My Application Fees

Details | Application Contacts | Addresses | Documents | Fees | Information Requests | **Audits** | Compliance | Linked Applications

Audits (4)	Audits Name	Audit Type	Type of Works	Scheduled Date	Assurance Of...	Status	Audit Results
1	AUD-12460	Pre-start Audit	Water	30/7/2022	Daniel Donovan	Completed	detail detail lists of detail
2	AUD-12461	Construction Audit	Water/Sewer	3/8/2022	Daniel Donovan	Completed	No apparent issues seen. MH2 being constructed. All construction materials on site...
3	AUD-12462	Pre-start Audit	Water/Sewer	1/8/2022	Daniel Donovan	Completed	Issue shutoff info d
4	AUD-12463	Pre-On-Maintenance Au...	Water	23/8/2022	Daniel Donovan	Scheduled	

1 Issues (10)
 10 items - updated a few seconds ago

- Here you will see the **Audits** component.
- Click on the Audit name link to open and view the Audit record details.

3

Audit AUD-12461

Details | **Issues** | Supporting Documents

Audit Name: AUD-12461
 Status: Completed
 Application: 22-PNT-56342
 Type of Works: Water/Sewer
 Site contact name: Joanna
 Audit Type: Construction Audit
 Site contact number: 0409000000
 Scheduled Date: 3/8/2022
 Site Address: 35 SUNCROFT ST, MOUNT GRAVATT, BRISBANE CITY, QLD 4022
 Assurance Officer: Daniel Donovan

Completed Date/Time: 3/8/2022, 12:00 pm
 Audit Results: No apparent issues seen. MH2 being constructed. All construction materials on site. Refer attached photographs
 Consulting Engineer Representative: [blank]

- You can view information in the **Details** tab, **Issues** tab, or the **Supporting Documents** tab.

4

Audit AUD-12461

Details | **Issues** | Supporting Documents

1 Issues (1)
 1 item - updated a few seconds ago

Issue Name	Issue Type	Description	Status
Incorrect pipe diameter	Type 3 - Major non-conformance	this is a pipe issue - inspected site etc	Resolved

Once you check the Response Complete? box below, your response will be submitted to us for review, and you will not be able to make further changes

Issue Name: Incorrect pipe diameter
 Application: 22-PNT-56342
 Audit: AUD-12461
 Issue Type: Type 3 - Major non-conformance
 Status: Raised
 Description: this is a pipe issue - inspected site etc
 Issue Response: [blank]
 Response Complete: [blank]

Upload File
 Document Category: -select-
 Issue: [blank]
 Upload Files | Or drop files
 Please ensure you only upload files up to a maximum of 50MB
 Submit

Documents
 Document Name: [blank] | Category: [blank] | Created Date: [blank]

- You can view information in the **Issues** tab. Click on the **Issue Name** to view the details of the issue linked to the Audit record.
- A banner information on how to respond to issue is also present in this screen. You can also upload any required documents.

5

Audit AUD-12461

Details | Issues | **Supporting Documents**

Documents
 Document Name: Construction audit 1.mpg.mpg
 Category: Drawing Markup
 Created Date: 03/08/2022

Download icon highlighted in red.

- The **Supporting Documents** tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.