

NOW reports are generated within the project management section of ASAM using a specialised template.

NOW reports are usually sent out in Word format, so the client can add in their changes and email them back, along with appropriate images to <u>david@asam.com.au</u> for review and updating into ASAM.

If you do not have a Word copy, use your ASAM login - you can access the reports from the Reports Tab and then select 'Project Rep' on the LHS menu.

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By choosing 'All' in the Asset class, a listing of all the Project Management Reports will be listed, including the 'NOW Reports'.

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By selecting a 'Report' using the RHS buttons, a copy of the NOW report will be displayed.

ASAM Data Management – Online and Accessible

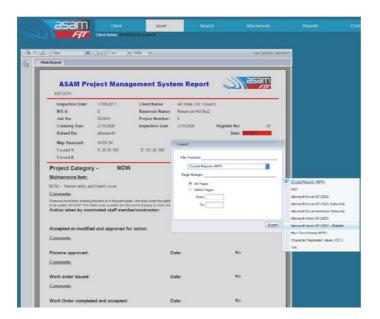
NOW Report Updating



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8/07/2015					
Inspection Date:	17/06/2011	Client Name:	All State City Coun	cil	
WS#:	0	Reservoir Name:	Reservoir Hill No2		
Job No:	024944	Project Number:	0		
Cleaning Due: Raised By:	21/9/2008 jilasam49	Inspection Due:	21/5/2008	Register No: Date: 552	39
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Maintenance Item:					
NOW - Vermin entry a	nd Hatch cover				
Comments:					
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Accepted or modifi	ed and approved f	or action: C	late:	No	
Comments:					
Finance approved:			late:	No	
Comments:					
Comments: Work order issued:			late:	No	

This report can be exported Word' format.

using the export button > select 'editable



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NOW Report Updating



Inspection Date:	17/06/2011	Client Name:	All State City Ce		
WS#:	0	Reservoir Name:	Reservoir Hill N	c2	
Job No:	024944	Project Number:	0		
Cleaning Due:	21/9/2008	Inspection Due:	21/9/2008	Register No:	3
Raised By:	jillesam49			Date: 6/5/20	15
Map Standard:	WGS 84				
Co-ord 1:	S 28 05 585	E 152 49 368			
Co-ord 2:					
Project Categor	y- NOV	v		NOW Pro	jects
Maintenance Item:					
NOW - Vermin entry a	nd Hatch cover				
NOW - Vermin entry a Comments: Possums have been entering	this tank on a fraquent ba atch coveris sealed but th	e roof is draining in under the ha		f the wall has been identified and r the roof sheats join the platform	reeds

Action Taken

As works progress towards completion, the client Word copy can be sent off at regular intervals and the ASAM template can be updated to show that compliance is being achieved.

Photos

Photographic evidence should be included to show the upgrade results. It is recommended that clients look at the original ASAM images, showing the defect issues and then take a similar image (same angle and direction) of each upgraded section for comparison. These new images will replace the existing ones in ASAM and will also allow auditors and NOW personnel to be confident the works are satisfactory.

When taking photos of an Entry Hatch, it is recommended that an image of entry hatch open and closed is taken.

Images should be no more than 500KB in file size, to allow for effective emailing and uploading into ASAM.

The appropriate sections of ASAM will then be upgraded to reflect the new ratings and show a record of compliance.

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