

How to use CPCS-ON System: VIEWING A QUALITY ASSURANCE REPORT

Things you will need:

- The notification information.

What is the basic system functionality:

The system gives the functionality to view the Quality Assurance Reports that have been generated within the CPCS-ON system and are Test Centre specific.

Summary of steps to complete the process:

- **Step One:** Navigate to your Quality Assurance Reports
- **Step Two:** Viewing a Quality Assurance Report
- **Step Three:** Emails received.

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1. Step One: Navigate to your Quality Assurance Reports

1.1. To view the Quality Assurance Report that has been recorded to your Test Centre, click on the **Monitor Reports** button.



1.2. For each Quality Assurance Report that has been completed for your Test Centre, the system will display a short summary of each.

Report Date	Candidate ID	Monitor Name	Site Name	Category	Category Description	Test Type	Tester ID	Tester Name		
26/09/2017	2019808	Jo Smith	123	A02B	Crawler Crane over 10 tonnes	Practical OSA	5615	Downes, Tim	View Notification	View Report
26/09/2017	133279	Jo Smith	123	A02B	Crawler Crane over 10 tonnes	Practical	5615	Downes, Tim	View Notification	View Report
26/09/2017	133279	Jo Smith	here	A02	Crawler Crane over 10 tonnes	Theory	5615	Downes, Tim	View Notification	View Report

1.3. The summary information is to help guide you on the status of the report:

- **Report Date:** The Date that the report was generated
- **Candidate ID:** The Candidate CPCS Registration number
- **Monitor Name:** The name of the Senior Quality Consultant who completed the Quality Assurance Report
- **Site Name:** The Site that the Technical Test took place
- **Category:** The Category of the Technical Test
- **Category Description:** The Description of the Category
- **Test Type:** The Type of Technical Test
- **Tester ID:** The Tester CPCS Registration number
- **Tester Surname:** The Tester Surname
- **View Notification:** A link to view the Technical Test Notification via the Technical Test Notification wizard

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- **View Report:** A link to view the contents of the Quality Assurance Report.
- 1.4. Should there be a **Sanction** attached to the Quality Assurance Report, this will appear highlighted within the grid.
 - 1.5. Should there be a **Wasted Visit Fee** attached to the Quality Assurance Report, this will appear white within the grid.
 - 1.6. To view the Notification, click on the **View Notification** button. The system will display a read only version of the Technical Test Notification wizard recapping the information at the time of submission.
 - 1.7. To view the Quality Assurance Report, click on the **View Report** button. The system will display a read only version of the Monitor Report recapping the information at the time of completion.

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2. Step Two: Viewing a Quality Assurance Report

- 2.1. On selecting the **View Report** CPCS-ON will display a summary page of the Technical Test Notification.
- 2.2. To view the report details, click on the **Report Details** button.

Monitoring Status		Report Details
Individual:	1	Mr Sample
Site:	1234	Sample Site
Tester:	123456	Mr Tester
Category:	A09	Forward Tipping Dumper
Test Details		
Level:	Standard	
Type:	Practical	
Date (dd/mm/yyyy):	10/12/2000	
Start Time (hh:mm):	09:00	

- 2.3. The report details will list all of the checks that the Senior Quality Consultant (SQC) has completed with a simple YES for acceptable or NO for unacceptable and a confirmation of the Technical Test Outcome.

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The following questions were completed for the report.

Actual Test Start Time (hh:mm)	<input type="text" value="14:00"/>
Method of Monitoring	<input type="text" value="Real Time"/>

Test Details

Make and Model

Section 3 Structure, facilities and obligations

3.3.4. Candidate completed Site Induction	<input type="text" value="Yes"/>
3.3.5. Welfare Facilities complies with Scheme Requirements	<input type="text" value="Yes"/>
3.1.7. Centre Internal Quality Assurance system is compliant	<input type="text" value="Yes"/>

Section 4 CPCS Testers

4.2. CPCS Tester complies with Scheme Requirements	<input type="text" value="Yes"/>
4.2.2. Tester is compliant with ACoD	<input type="text" value="Yes"/>
4.3. Tester Qualifications are in date and valid	<input type="text" value="Yes"/>

Section 5 CPCS Technical Test delivery

5.3. Practical Technical Test Delivery - All elements correct	<input type="text" value="Yes"/>
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Section 6 CPCS Technical Test administration

6.2. Pre-Notification requirements met	<input type="text" value="Yes"/>
6.3.5. Access for Quality Assurance (Special Conditions)	<input type="text" value="Yes"/>
6.3.6. Test located as per notification	<input type="text" value="Yes"/>
6.3.10. SQC informed appropriately of Cancelled Test	<input type="text" value="Yes"/>
6.3.10. Wasted Monitoring Visit Fee Required	<input type="text" value="Yes"/>
6.8. Terms & Conditions and Data Protection Statement completed in full	<input type="text" value="Yes"/>
6.9. Blue Card Application form presented to Candidate	<input type="text" value="Yes"/>

Section 7 CPCS Quality Assurance

7.3.1 Unrestricted Access given for the purpose of auditing	<input type="text" value="Yes"/>
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Section 5 CPCS On-site Assessment

5.3.7. Delivered in accordance with procedures in ACoD	<input type="text" value="Yes"/>
Activities completed in accordance with test specifications	<input type="text" value="Yes"/>
Assessment Sheet correctly completed	<input type="text" value="Yes"/>

Pass Test

Did the Candidate pass the Test	<input type="text" value="Yes"/>
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- 2.4. These check points will change depending on the Type of Technical Test the Quality Assurance Report is attached to.
- 2.5. The Monitor Report also contains an **Other** Box for non-compliances which do not fall into the above categories, a text area for **Observations/Recommendation**.

Other	
Other Checks - where Non-Conformance found	
Observations / Recommendations	
For Training purposes	

- 2.6. Should a Sanction be raised against a Technical Test Notification, the details will be viewable within CPCS-ON. Click on the **Sanctions** button if it applicable.

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2.7. The system displays:

- **Sanction Reference:** This is system generated
- **Sanction Type:** The level of the Sanction (please refer to the CPCS Scheme Booklet for Test Centres for further information about Sanctions)
- **Reason:** The reason why the Sanction has been raised
- **Corrective Action:** The action required to correct the Sanction
- **Expected date of Completion:** The date agreed to complete the Corrective Actions
- **Closure Date:** The date that the Sanction has been closed.

Sanction Reference	<input type="text" value="2009/S8"/>			
Existing Sanctions				
Sanction Type	Reason	Corrective Action	Expected Date of Completion	Closure Date
Level 1: Action Plan		Mus have a Procedure in place for acrrying out site Inductions	11/02/2009	

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3. Step Three: Emails received

- 3.1. The completion of a Quality Assurance Report will trigger an email to the email address given as the Test Centre email address.
- 3.2. If a Sanction has been raised against the Test Centre, the email will state that said Quality Assurance Report has a Sanction attached to it.
- 3.3. If a Wasted Visit Fee has been raised against the Test Centre, the email will state that an Invoice is being raised.
- 3.4. The Test Centre administration will also receive an email every time a Sanctioned Quality Assurance Report is updated therefore informing the Test Centre of the Quality Assurance Report being closed off.