

Attachment 1.1 Reporting & Submissions Defects & Inspections

NMC Reference			Document					
Schedule	Section	Clause	Title	Type	Frequency	Submitted on	Issued to	Action by
2	2	2.1.8	Report on the status of all Defects, Hazard Notices and ORIs	Report	Monthly	Monthly	Director	OC
2	2	2.2.3	Notification on difference between previous OC and current OC on the existence or classification of a Defect.	Notification	As and when it occurs	minimum 30 working days before the Commencement of Service	Scottish Ministers	OC
2	2	2.2.3	Notification from Scottish Ministers regarding the above	Notification	As and when it occurs	Prior to Commencement of Service	OC	Scottish Ministers
2	2	2.2.7	Liaise with and compile a list and record of Cat 1a, Cat 1b and Cat 2 High Defects in the unit, which will not be rectified prior to Service End Date		Once	60 working days prior to Service End Date	Director	OC
2	2	2.2.8	In case of dispute outlined above - Notify Scottish Ministers	Notification	As and when it occurs	Prior to Service End Date	Scottish Ministers	OC
2	2	2.2.20 (b)	Prepare and submit programmes for the repair of Cat 2 Defects	Programme	In acc with Sch 3	In acc with Sch 3	Director	OC
2	2	2.2.20 (b)	Prepare and submit bids for the repair of Cat 2 Defects	Bid	In acc with Sch 3	In acc with Sch 3	Director	OC
2	2	2.3.7	Maintain register of all Hazard Notices and Observations resulting from Inspection issued and responded to	Other	As and when updates	APMS	Director	OC
2	2	2.3.8	Oral report may be given by Director or PAG on hazardous situations	Report	As and when it occurs	As and when it occurs	OC	PAG / Director
2	2	2.3.9	Hazard Notice issued by email	Other	As and when it occurs	As and when it occurs	OC	PAG / Director
2	2	2.3.13	Reply to an observation resulting from Inspection	Other		5 working days of receipt of an Observation or time period as notified by the Director	PAG / Director	OC
2	3	3.4.2	OC to review maintenance intervals set out in TRIM, APMS and Schedule 5 and report to Director any findings	Report	Annually	13 months after Commencement of Service	Director	OC
2	3	3.4.4	Litter and Refuse Collection report	Report	Monthly	15th day of each month	Director	OC
2	3	3.5.2	Director to provide OC with landscape management information	Other		30 days after the Mobilisation period	OC	Director
2	3	3.5.2	OC to provide brief report of their review of previous operating company's landscape management information	Report	first Annual Period	30 days before the end of the first Annual Period	Director	OC
2	3	3.5.8	Landscape Strategy	Other	Annually	No later than 31 July during Annual Period	Director	OC
2	3	3.5.8	Tree Management Strategy	Other	Annually	No later than 31 July during each Annual Period	Director	OC
2	3	3.5.14	Schedule of Landscape Opportunities	Other	Annually	No later than 31 July during each Annual Period	Director	OC
2	3	3.5.19 & 3.5.20	Landscape Development Plan	Plan	Annually	No later than 15 August during each Annual Period	Director	OC
2	3	3.5.19 & 3.5.20	Tree Management Plan	Plan	Annually	No later than 15 August during each Annual Period	Director	OC
2	3	3.5.28	Detailed programme for all landscape Schemes and interventions that have been ordered	Programme	As and when it occurs	When requested by Director	Director	OC
2	3	3.5.29	draft Annual Landscape Management Report	Report	Annually	No later than 31 May during each Annual Period	Director	OC
2	3	3.5.31	Grassland Report	Report	Annually	As Part of the Annual Landscape Management Report	Director	OC
2	3	3.5.31	Road Kill Record	Report	Annually	As Part of the Annual Landscape Management Report	Director	OC
2	3	3.5.32	Pesticide Plan	Report	Annually	As Part of Annual Landscape Management Report	Director	OC
2	3	3.5.33	Invasive or Injurious Species Management Plan	Report	Annually	As Part of Annual Landscape Management Report	Director	OC
2	3	3.5.34	Deer Management Plan	Report	Annually	As Part of Annual Landscape Management Report	Director	OC
2	3	3.5.35	Comments on draft Annual Landscape Management Report	Report	Annually	No later than 25 working days after receiving the draft Annual Landscape Management Report	OC	Director
2	3	3.5.35	final Annual Landscape Management Report	Report	Annually	No later than 25 working days receiving comments from the Director on the draft Annual Landscape Management Report	Director	OC
2	3	3.6.8	Energy inventory	Other	Monthly	21st day of each calendar month or the first Working Day after the 21st day of each calendar month	Director	OC
2	3	3.6.17	Electricity meter readings	Other	Monthly		Director	OC
2	3	3.7.4	Sites to be investigated	Other	Annually	After 30 November in each annual period	Director	OC
2	3	3.7.6	Proposal for warning signs	Other	Annually	Following completion of 3.7.4	Director	OC
2	3	3.7.7	Annual Report on skid resistance management	Other	Annually	Before 30 September in each Annual Period	Director	OC