

Attachment 1.1. - Reporting & Submissions Defects & Inspections

| NMC Reference | Section | Clause | Document | 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 | | |
| 2 | 3 | 3.5.8 | Landscape Strategy | Other | Annually | No later than 31 July during each 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 Annual Landscape Management Report | Director | OC |
| 2 | 3 | 3.5.31 | Road Kill Record | Report | Annually | As Part of 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 |