

# NEXUS Asset Navigation Workflow

Pre-Inspection Checklist Using Asset Hierarchy

Task #: \_\_\_\_\_  
Asset Name: \_\_\_\_\_  
Event Type: \_\_\_\_\_  
Workpack: \_\_\_\_\_  
Date: \_\_\_\_\_

## STEP 1: FINDING THE ASSET

- Opened NEXUS INSPECTION screen
- Asset tree visible on left side
- Pressed **Ctrl+F** to open Find dialog
- Typed asset name (full or partial)
- Pressed Enter - NEXUS jumped to asset

Search term used: \_\_\_\_\_

### ⚠ If multiple matches found:

- Used "Find Next" to cycle through results
- Checked full path to identify correct asset

## STEP 2: VERIFY CORRECT ASSET

### ✓ CRITICAL: Confirm you're on the RIGHT asset

- Checked full asset path/hierarchy
- Verified parent folders match expected location
- Confirmed asset name is exact match (not similar name)

### Asset Full Path:

Root: \_\_\_\_\_  
Level 2: \_\_\_\_\_  
Level 3: \_\_\_\_\_  
Asset: \_\_\_\_\_

- Asset path verified - this is the correct asset ✓

## STEP 3: REVIEW ASSET INFORMATION

- Clicked on **Information** tab/pane
- Reviewed key asset details

Asset Type: \_\_\_\_\_  
Asset ID: \_\_\_\_\_  
Installation Date: \_\_\_\_\_  
Location/KP: \_\_\_\_\_  
Critical Asset?  Yes  No

Key specifications / notes: \_\_\_\_\_

## STEP 4: ACCESS DRAWINGS

- Clicked on **Drawings** tab
- Located relevant drawings for this asset

### Drawings Found:

Drawing 1: \_\_\_\_\_  
Drawing 2: \_\_\_\_\_  
Drawing 3: \_\_\_\_\_

**⚠ If no drawings found on asset:**

- Checked parent folder for system-level drawings
- Checked root level for overall field drawings
- Asked client rep where drawings are located

- Opened and studied P&ID or schematic
- Identified key features (anodes, flanges, critical areas)
- Noted orientation and reference points

Key features to focus on during inspection:

### STEP 5: REVIEW PREVIOUS INSPECTIONS

- Clicked on **Events** tab
- Sorted events by date (newest first)
- Identified most recent inspection event

Last inspection date: .....

Inspector: .....

Event type: .....

Time since last: .....

- Double-clicked most recent event to open details
- Reviewed event notes and observations

### STEP 6: REVIEW PREVIOUS FINDINGS

- Within the event, clicked **Findings** tab/section
- Reviewed all findings from previous inspection

**Previous Findings Summary:**

**Finding 1:**

Type: .....

Location: .....

Severity: .....

**Finding 2:**

Type: .....

Location: .....

Severity: .....

**Finding 3:**

Type: .....

Location: .....

Severity: .....

- Reviewed photos from previous findings
- Noted any trends or progressive issues

### STEP 7: CHECK FOR ACTIVE ANOMALIES

- Clicked on **Anomalies** tab (if available)
- Checked for any tracked long-term defects

Active anomalies requiring monitoring:

### STEP 8: PLAN YOUR INSPECTION FOCUS

**✓ Based on historical data, I will focus on:**

- Re-measuring/checking previous findings
- Determining if issues have progressed
- Specific areas flagged by client
- Known problem zones from history
- Overall condition assessment

Inspection strategy and focus areas:

### FINAL VERIFICATION

**✓ PRE-INSPECTION PREP COMPLETE**

- Found and verified correct asset
- Reviewed asset information
- Studied drawings/schematics
- Reviewed previous inspection events
- Noted previous findings and locations
- Identified focus areas for this inspection
- Ready to proceed with inspection

**Prep completed by:** .....

**Date/Time:** .....

**NOTES / QUESTIONS FOR CLIENT REP**

**BEYOND THE SURFACE**

NEXUS Training Series | Module 2: Asset Navigation Workflow  
beyondthesurfaceoffshore.com

Use one checklist per asset inspection task