

NEXUS Inspection Workflow Checklist

Field Checklist for 3.4U Inspectors

Workpack: _____
Date: _____
Inspector: _____
Asset: _____
Event Type: _____

PRE-INSPECTION CHECKLIST

- Opened NEXUS and navigated to WORKPACKS screen
- Located and selected my assigned workpack
- Reviewed complete task list for this workpack
- Identified and selected first task to complete
- Read task instructions carefully

Notes:

- Navigated to INSPECTION screen and found asset in asset tree
- Reviewed asset information (type, installation date, critical?)
- Checked previous inspection data

Last inspection date:
Previous findings:

- Opened and reviewed drawings/schematics
- Identified areas of specific concern from instructions
- Briefed with ROV pilot / dive supervisor on inspection plan
- Pre-job photos/video test completed

DURING INSPECTION

- Using paper notebook / pre-printed forms
- Recording observations with video timestamps

Finding #1:

Location: _____
Type: _____
Description: _____
Measurements: _____
Photos: _____
Video timestamp: _____

Finding #2:

Location: _____
Type: _____
Description: _____
Measurements: _____
Photos: _____
Video timestamp: _____

Finding #3:

Location: _____
Type: _____
Description: _____
Measurements: _____
Photos: _____
Video timestamp: _____

General Observations:

POST-INSPECTION DATA ENTRY - EVENT CREATION

- Opened INSPECTION screen and selected correct asset
- Clicked Events pane → Add Event
- Completed event details:

- Event Type:**
- Date:**
- Time started:**
- Duration:**
- Inspector:**
- Linked to Task #:**

General observations/notes:

- Saved event

FINDINGS ENTRY

Finding #1:

- Selected event → Findings pane → Add Finding

- Type:**
- Location:**

Description:

- Dimensions:**
- Severity:**
- Photos:** (qty: ____)
- Timestamp:**

- Saved finding

Finding #2:

- Selected event → Findings pane → Add Finding

- Type:**
- Location:**

Description:

- Dimensions:**
- Severity:**
- Photos:** (qty: ____)
- Timestamp:**

- Saved finding

Finding #3:

- Selected event → Findings pane → Add Finding

- Type:**
- Location:**

Description:

- Dimensions:**
- Severity:**
- Photos:** (qty: ____)
- Timestamp:**

- Saved finding

- Additional findings created as needed (quantity: _____)

PHOTO DOCUMENTATION

- Overview photos attached to event (minimum 4 sides)
- Each finding has dedicated photos (wide, medium, close-up)
- Scale reference visible in at least one photo per finding
- Photos are in focus, well-lit, and properly oriented
- Labeled/annotated if necessary
- Video file referenced or timestamp noted

QUALITY ASSURANCE CHECK

COMPLETENESS

- Event created and all mandatory fields completed
- Event linked to correct task
- All findings recorded (none missed)
- All photos attached
- No blank fields that should have data
- All data saved and visible in NEXUS

ACCURACY

- Measurements in correct units (mm, meters, etc.)
- Dates and times correct
- Asset correctly identified
- Event type appropriate

CLARITY

- Descriptions clear and specific
- Locations use compass directions + measurements
- Someone could find each issue from description alone
- Technical terms used correctly

PHOTOS

- Minimum 1 photo per finding (preferably 3)
- Photos clearly show the issue
- Scale reference included
- Photos properly labeled

TASK REQUIREMENTS

- All task instructions addressed
- Client-specific requirements met
- Areas of concern specifically inspected

ANOMALY CONSIDERATION

For each significant finding, consider if it should be raised as an anomaly:

Finding #1:

Create anomaly? YES NO UNSURE

Reason / Action:

Finding #2:

Create anomaly? YES NO UNSURE

Reason / Action:

Finding #3:

Create anomaly? YES NO UNSURE

Reason / Action:

- Discussed with client rep if unsure about any anomaly

TASK COMPLETION

- Reviewed all data one final time
- Marked task as complete in NEXUS
- Refreshed NEXUS to confirm all data visible
- Notified client rep: "Task complete, ready for review"
- Saved working notes for reference

Completed at:

CLIENT REP REVIEW

- Client rep reviewed data

Feedback received:

- Corrections made (if required)
- Final approval received

Approved at:

NOTES / LESSONS LEARNED

What went well:

What to improve:

Questions for client rep:

SIGN-OFF

Inspector: _____

Date: _____

Signature: _____

Client Rep: _____

Date: _____

Signature: _____

BEYOND THE SURFACE

NEXUS Training Series | Module 1: Workflow Checklist
beyondthesurfaceoffshore.com
Print one per task/inspection