

The purpose of this Quick Reference Guide (QRG) is to provide guidance to Contractors to navigate the DOTA Veoci® Correcting Inspection Deficiencies process.

**i** Please note, this is a living document and is continually updated to reflect the most current version of Veoci®.

1. After an Inspection has been completed, the Contractor will receive an email containing the Inspection Report. If there are no deficiencies, no further action is required. If deficiencies were identified during the inspection, the email will include a link to view the deficiencies and provide updates on corrective actions.
2. Click the **View Inspections with Open Deficiencies** link in the email. It will open the **Inspections with Open Deficiencies** Dashboard (depicted below). Inspections are organized by type: Pre-construction, Routine, and Final.
  - a. To search for a specific project or inspection, type the Project Title, Inspection Date, or State Project Number/TIP Number into the **Filter Grid Data** search bar.

**i** The dashboard can only be viewed with a Veoci® account.

**i** The **Next Deadline: Corrective Action Due Date** column will show the nearest deadline for corrective actions.

Routine Inspections with Open Deficiencies					Filter Grid Data	<b>i</b>
Inspection Report Issue Date	Next Deadline: Corrective Action Due Date	# of Deficiencies Outstanding	# of Action Items Outstanding	Project Details	Project Title	
2023-Sep-27	2023-Aug-31	4	1	Your Construction Project		

3. Click on a project title to open the **Construction Inspection Deficiency Summary**. Scroll down to the **Deficiencies** section to review items identified during the inspection. This is the same information listed in the Inspection Report sent via email. All fields with a padlock icon are completed by the Inspector and may not be edited.

**i** Click the **Deficiency Photo** to enlarge or download it.

4. To upload corrective actions and update action items, select **Edit** in the bottom right corner of the page.

Pre-construction Deficiencies

**OPEN DEFICIENCY**

Deficiency Type

● Minor

Deficiency Description

Ruptured sandbag was stored on the ground in the staging area. Clean up and properly dispose of sandbag and spilled contents.

Corrected?

● No

Failed Correction Comments

<No Value>

Photo of Deficiency

Correction

Corrected Photo

<No Value>

Date/Time Photo was Submitted

<No Value>

Corrected Description

<No Value>

Last Modified

<No Value>

Close
Edit

- a. Submit corrective actions by completing the **Corrected Photo**, **Date/Time Photo was Submitted**, and **Corrected Description** fields for each open deficiency.

- b. Update action items by completing the **Action Item Response Photos** and **Contractor's Action Item Comments**.

**i** Multiple photos may be uploaded to the **Corrected Photo** and **Action Item Response Photo** fields. If the incorrect file has been uploaded, use the small gray scroll bar in the **Corrected Photo** or **Action Item Response Photo** field to scroll all the way to the right, then click the **🗑** icon to remove the file.

5. Click **Update** in the bottom, right corner to save progress at any point. After clicking **Update**, the Contractor may still update corrective actions at any time by returning to the **Inspections with Open Deficiencies Dashboard**.
- i** If **Update** is not clicked, the Inspector will not be able to view the corrective actions.
6. The Inspector will review all responses to determine compliance with AIR-EE requirements.
  - a. If the Inspector accepts a corrective action, they will update the deficiency and it will be listed as **CORRECTED**.

- b. If the Inspector has additional comments or questions, an email will be sent notifying the Contractor to return to the deficiencies and provide additional information. The email will include a link to the same **Inspections with Open Deficiencies** Dashboard.
- i. Inspector's comments will be provided in the **Failed Correction Comments** field. Deficiencies will remain open until corrective actions are accepted by the Inspector.

^ Deficiency

Deficiency Type  
● Minor

Deficiency Description  
Ruptured sandbag was stored on the ground in the staging area. Clean up and properly dispose of sandbag and spilled contents.

Project Name  
Your Construction Project

Corrected?  
● No

**Failed Correction Comments**  
Photograph does not show the western portion of the staging area. Please update.

- ii. Submit updated corrective actions using the same **Corrected Photo** and **Corrected Description** fields. Do not delete previously uploaded **Corrected Photos**. Complete the **Last Modified** timestamp field to record the submission time for the corrective action update.

^ Correction

^ Corrected Photo

Drop files or click to add

Date/Time Photo was Submitted  
Set Date/Time... ⌚

Corrected Description  
Enter Text...

**Last Modified**  
Set Date/Time... ⌚

- iii. Click **Update** in the bottom, right corner to save progress at any point. After clicking **Update**, the Contractor may still update corrective actions at any time by returning to the **Inspections with Open Deficiencies Dashboard**.
  - ⓘ The same process may be followed for multiple rounds of Inspector and Contractor comments.*
  - ⓘ After a deficiency has been closed, the **# of Deficiencies Outstanding** and **# of Action Items Outstanding** columns on the **Inspections with Open Deficiencies Dashboard** may take several minutes to update.*
7. Once the Inspector has accepted all corrective actions, the Corrective Action Report will be sent to the Contractor via email. Note that Long-Term Deficiencies may still require action. Corrective actions for Long-Term Deficiencies will be requested separately and submitted through the **Contractor Document Submittal** workflow.
  - ⓘ **Long-Term Deficiencies** will be listed at the bottom of the **Construction Inspection Deficiency Summary** page for reference. Inspectors will update the **Remarks** and **Photos** fields in this section as corrective actions are submitted.*