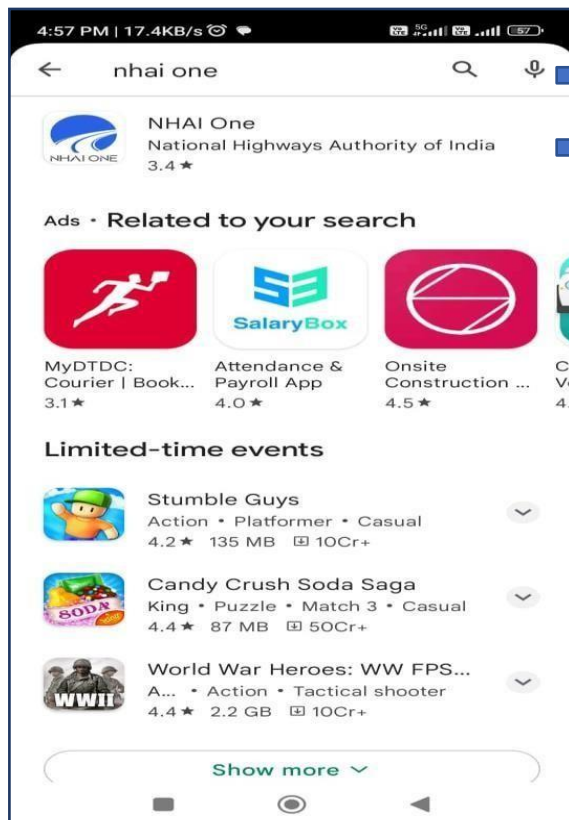# REQUEST FOR INSPECTION

Ministry of Road Transport and Highways

1. How to install/Update and Open app?

Steps to install app:
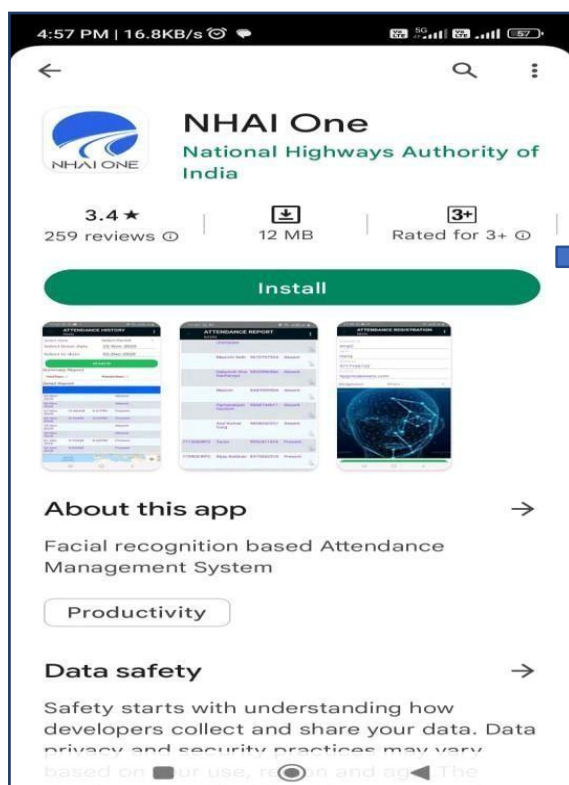
Step – 1 Search app **"NHAI One"** in google play store/iOS app store.

Search NHAI One

Select This app

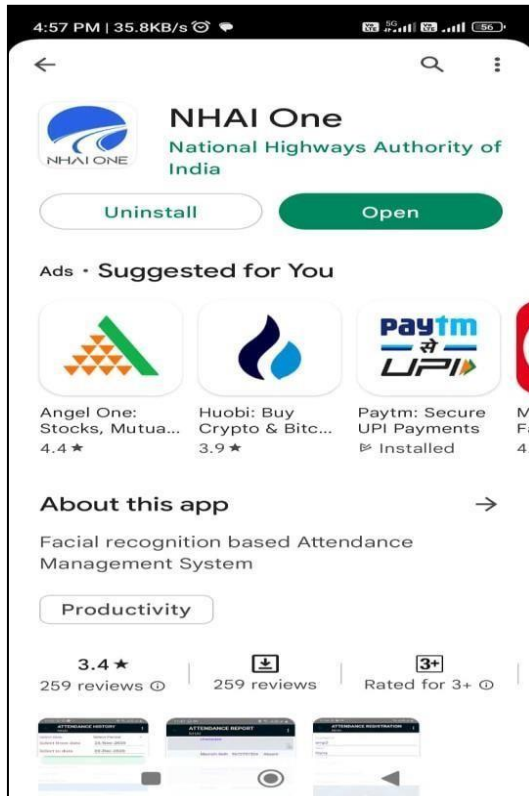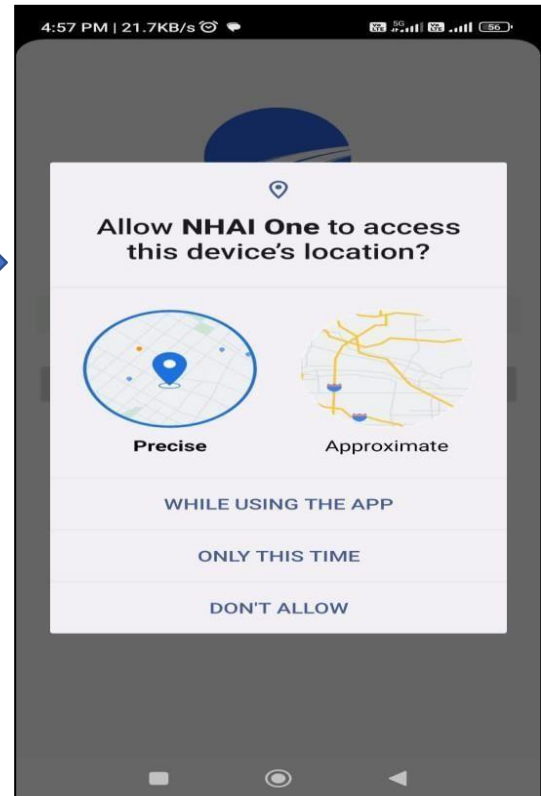**Step – 2** Install/Update **"NHAI One"** App.

Install and Open

2. How to login and validate mobile number in app?
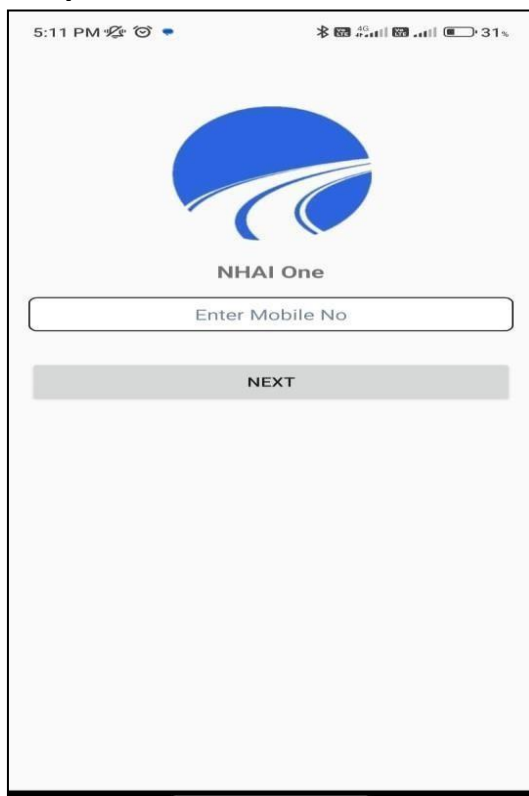
Steps to login in "NHAI One" app:

Step – 1 Open **"NHAI One"** app.
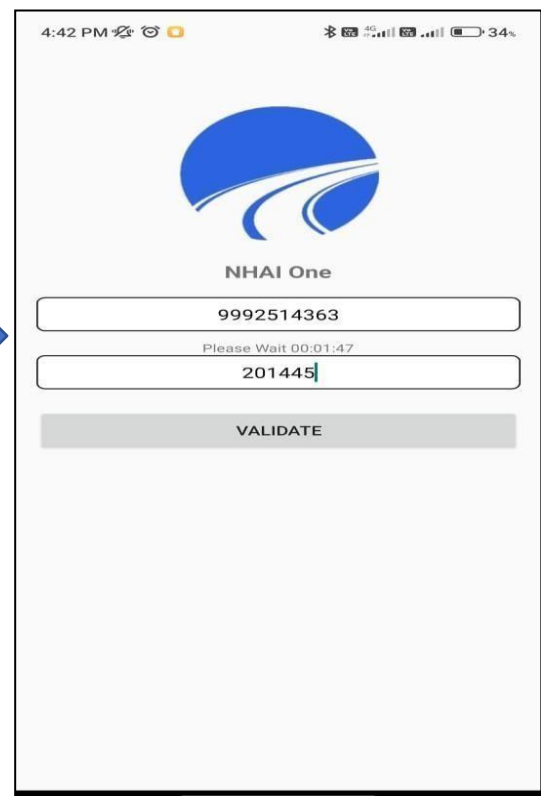
Step – 2 Allow permissions.

Step – 3 Enter Mobile number.

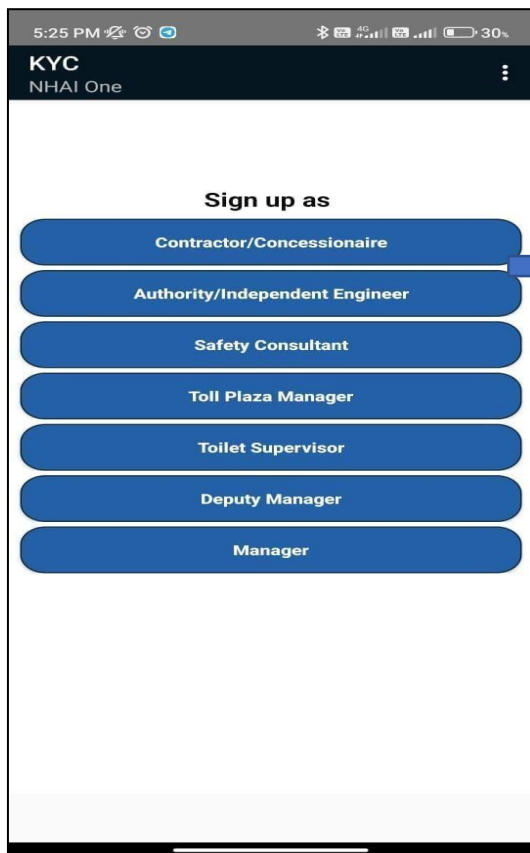**Step-4** Validate mobile number with OTP.

How to Register in NHAI One "KYC Form"?

KYC form is mandatory to fill all new users in NHAI One app. If user is already registered in app then it will directly redirect him on main menu page as per their role.
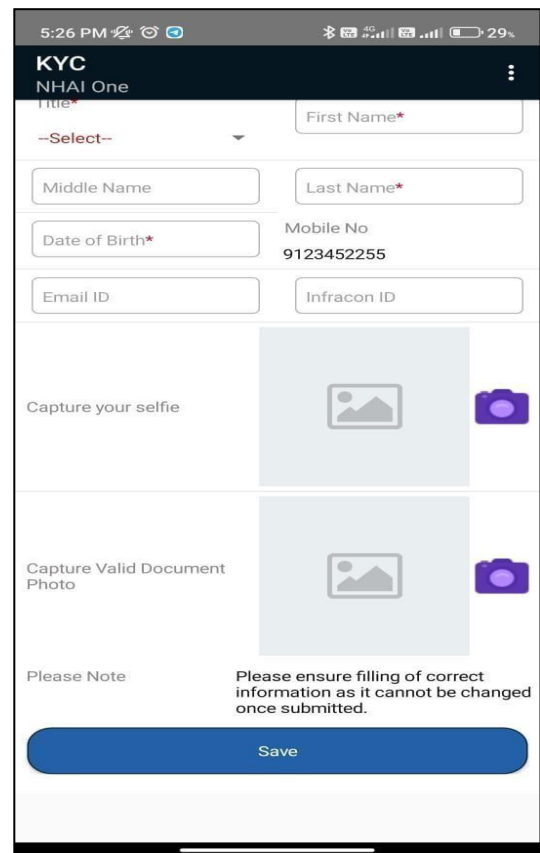
Steps to register in "NHAI One" app (KYC Form):

Step – 1 SelectRole.   **Step – 2** Fill KYC form.

Note: Please be careful to select sing-up role and fill all the required details of KYC form. All these details will locked for your profile after submission of KYC form.

To use this app you'll need to allow some permissions;

- **Allow app to make and manage phone calls**

- **Allow App to take pictures and record video**

- **Allow App to access this device's location**

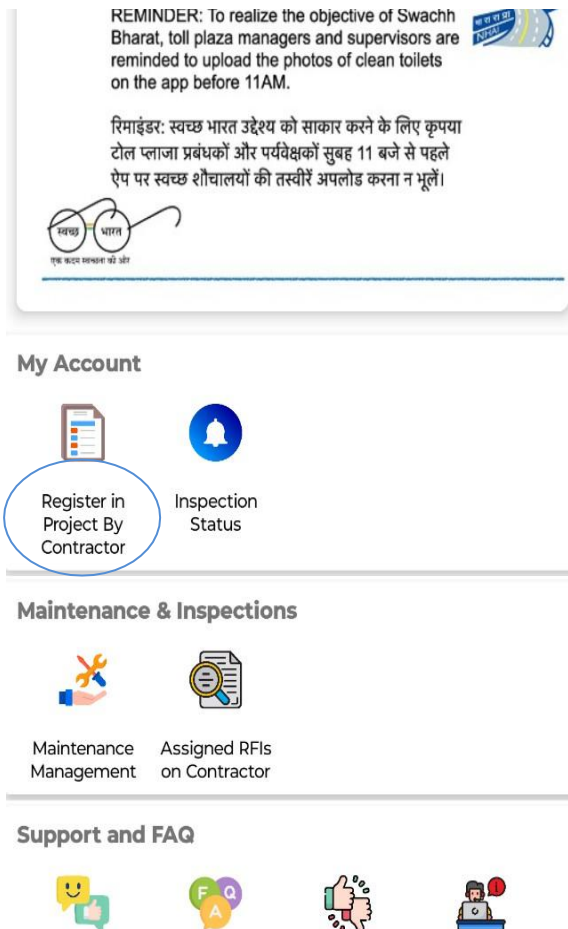- **Allow App to access photos, media and files on your device.**

How to register Contractor in project?

After completing the KYC form you'll redirect on main menu of app. After that you need to enroll in project by using "**Register in project**" form.

Steps to register in project:

Step – 1 Open "Register in Project" form.   **Step – 2** Fill details in this form.

Here you've to select "RO-MoRTH" and "UPC". As per RO-MoRTH & UPC selection, Project name, company name, Contract duration will be display. Now you've to select Designation and then submit the details.

Note: After submitting this request, it is required to get approval on this request from concern NH-Div/RCC(BRO)/PIU. After that only you'll be able to access all the rights of your role in app.

Standard Operation Procedure Of RFI

This process is initiated by the Contractor.

Contractor Login:-

1. On the landing page, the below screen is displayed.

2. For Raising the request user need to click on the, **"Add RFI Submission"** button as shown in the below screen for selecting the project. After that below screen will appear, where the user is able to submit a request for the New RFI by clicking on **"Add RFI Submission"**.

3. On clicking the "**Add RFI Submission**" button, the below screen is displayed where the user will update the required information and "Submit" the request to AE.

3. After submitted by Contractor, "**Edit**" button is display as below.
4. As shown in pic below:

Action	View	Status	RFI ID	Category	Sub-Category	Item	Layer	Side	Chainage From	Chainage To	Activity	Requested Date & Time	Scheduled Date & Time	Inspector	Result
Actions ▾	View ▾	RFI Inspected By AE/IE Inspector	N/05006/01004/HR/RFI/STRUCTURE/N/62	Structure	Widening and repairs of minor bridges	Excavation	Layer 2	RHS	22.330	22.440	RFI Testing 2	14/11/2023 03:41 PM	15/11/2023 04:30 PM	Mr Srivastav Amnex Co	Pendi
Actions ▾ View ▾ Edit		RFI Duty Assigned To AE/IE Inspector	N/05006/01004/HR/RFI/HIGHWAY/N/61	Highway	Main Carriageway (Flexible Pavement)	Cleaning and Grubbing	Top Layer	LHS	22.110	22.220	RFI Testing 1	14/11/2023 03:41 PM	15/11/2023 05:27 PM	Mr Srivastav Amnex Co	Pendi

5. On clicking the "**Edit**" button, Contractor able to edit/change in **Chainage**, **Inspector** and **Description** information before any submission by inspection on Ground.

For Contractor Inspector

> ➤ How to start RFI

Step-1 Click on "Assigned RFI's on Contractor"

REMINDER: To realize the objective of Swachh Bharat, toll plaza managers and supervisors are reminded to upload the photos of clean toilets on the app before 11AM.

रिमाइंडर: स्वच्छ भारत उद्देश्य को साकार करने के लिए कृपया टोल प्लाजा प्रबंधकों और पर्यवेक्षकों को सुबह 11 बजे से पहले ऐप पर स्वच्छ शौचालयों की तस्वीरें अपलोड करना न भूलें।

स्वच्छ भारत
एक कदम स्वच्छता की ओर

My Account

Register in Project By Contractor

Inspection Status

Maintenance & Inspections

Maintenance Management

Assigned RFIs on Contractor

Support and FAQ

Step-2 Click on "Assigned Inspections"

← **Assigned RFIs on Contractor**
NHAI One

UPC   N/01001/01001/HR ▾

16	102
Assigned Inspections	Inspections Completed by Me

16	
Inspections Closed	

Step – 3 Select record and click

← **RFI data for Contractor**
NHAI One

Assigned Data

RFI ID : N/01001/01001/HR/RFI/Other Works/113
Category : Other Works
Sub Category : Road Side Drains-(ii) Unlined Drain
Item : Unlined Drain (Excavation)
Description : Activity Description_114
Chainage : 114.110 - 114.115
Inspection Date : 4/29/2023 10:01:00 PM

INSPECT

RFI ID : N/01001/01001/HR/RFI/Highway/112
Category : Highway
Sub Category : Widening and Strengthening of Existing Road
Item : Sub-Base Course
Description : Activity Description_112
Chainage : 112.112 - 112.120
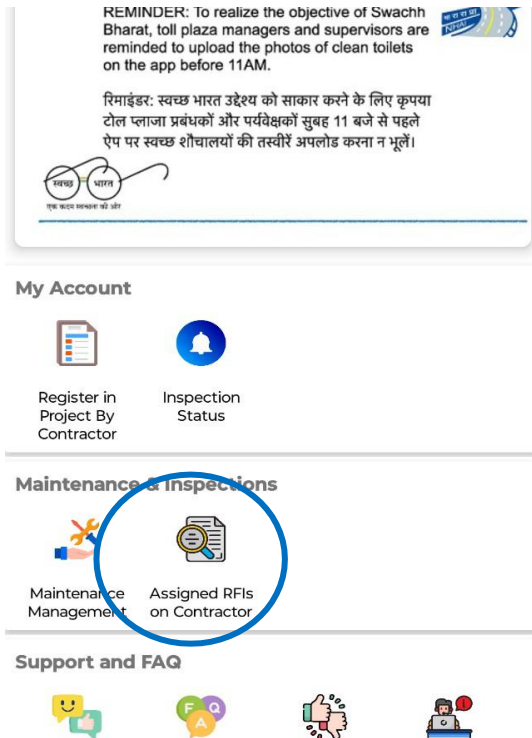Inspection Date : 4/29/2023 7:00:36 PM

INSPECT

RFI ID : N/01001/01001/HR/RFI/Highway/109
Category : Highway
Sub Category : Main Carriageway (Flexible Pavement)
Item : Cleaning and Grubbing
Description : Activity Descriptiomn_110
Chainage : 61.111 - 61.222
Inspection Date : 4/28/2023 8:16:18 PM

INSPECT

RFI ID : N/01001/01001/HR/RFI/Structure/108

Step –4 First take selfie & click on start RFI on inspect button

← **RFI Report by Contractor**
NHAI One

Take a picture of yourself on site to begin the inspection

Take selfie on site*

Start RFI

Location: 28.5785864 : 77.0580581, Accuracy:13.349 Meters
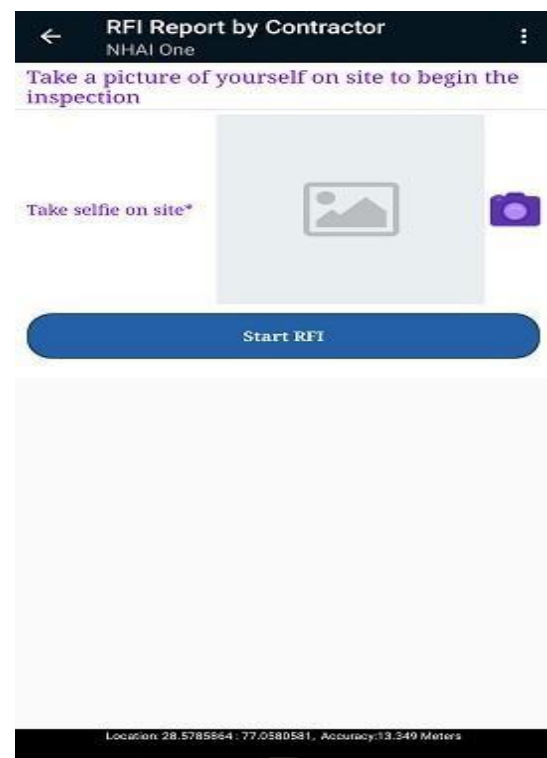
Step-5 Fill all form details   **Step-6 Upload Images and submit**

Note: If AE/ IE already submitted inspection then the update status is same is visible on

Contractor screen.

> ## Check Inspected RFI

Step-1 Click on "Inspections completed by me"   **Step –2 Check Inspected RFI**

AE Login:-

6. After submitted by Contractor, it is reflected in AE Login as below.

(a) In AE Login, landing page is display as below.

RFI Submission Report

Action	UPC	Project Name	Contractor/Concessionaire	AE/IE	Total RFI Raised	Approved RFI	Pending RFI	Rejected RFI	% Test Conducted by AE/IE	% Test Conducted by Cont.
Actions ▾ Proceed For RFI	N/01001/01001/HR	Delhi-Vadod...	APCO Infratech Pvt. Ltd.	Frischmann Prabhu India Pvt. Ltd. - K&J Projects Pvt. Ltd. -Indian Enginneering Consultants India Pvt. Ltd. - CT Ltd. (CONSORTIUM)	50	0	29	0	40	25.45

Showing 1 to 1 of 1 entries

7. On clicking the "Proceed For RFI" button as display above, below page is display where AE able to see the "**Assign Duty**" button to assign AE inspector.

8. On clicking the "Assign Duty" button, a pop-up is display where AE able to select the Inspector and assign duty on clicking the "Assign" button.
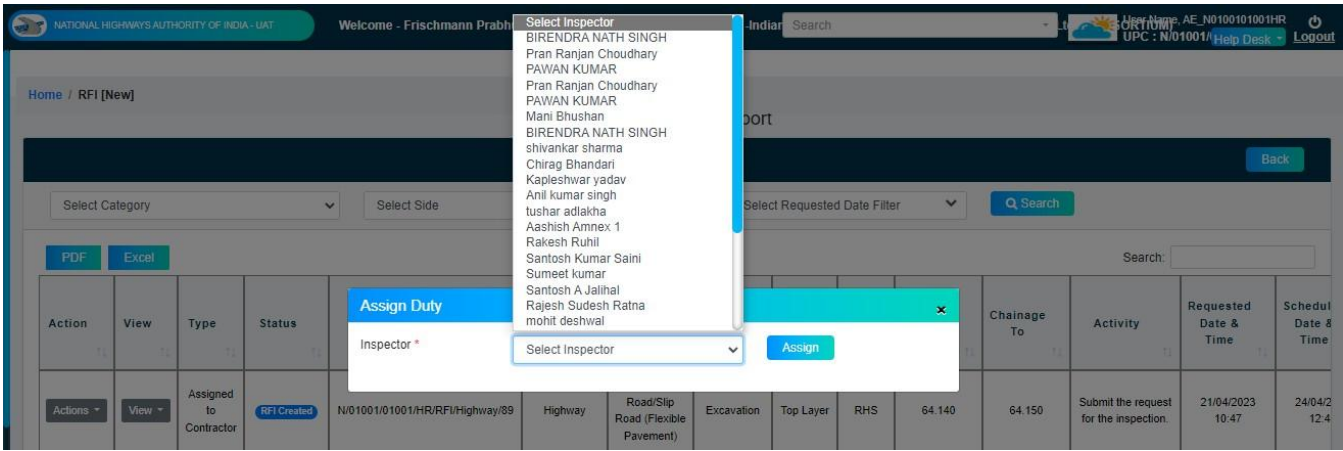
9. After assign inspector, AE also able to change/update the inspector name on clicking the "Re-assign Duty" button before inspection.

10. In Grid, two sections of "Contractor" & "AE" are display.

(a) If AE submit their inspection report from site then it is reflected in Datalake and "**Submit Report**" button become active in datalake from where AE able to upload report from datalake itself.

(b) If "Contractor" submit their inspection report from site then it is reflected in Datalake and "**Submit Report**" button becomes active in datalake from where "Contractor" able to upload report from datalake itself.

5. For AE Inspector >> How to start RFI

Step – 1 Click on "Assigned RFI's on AE"
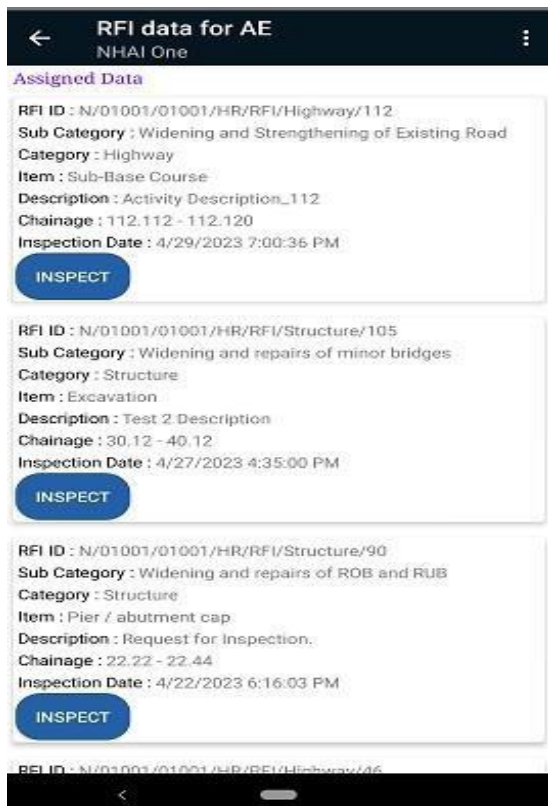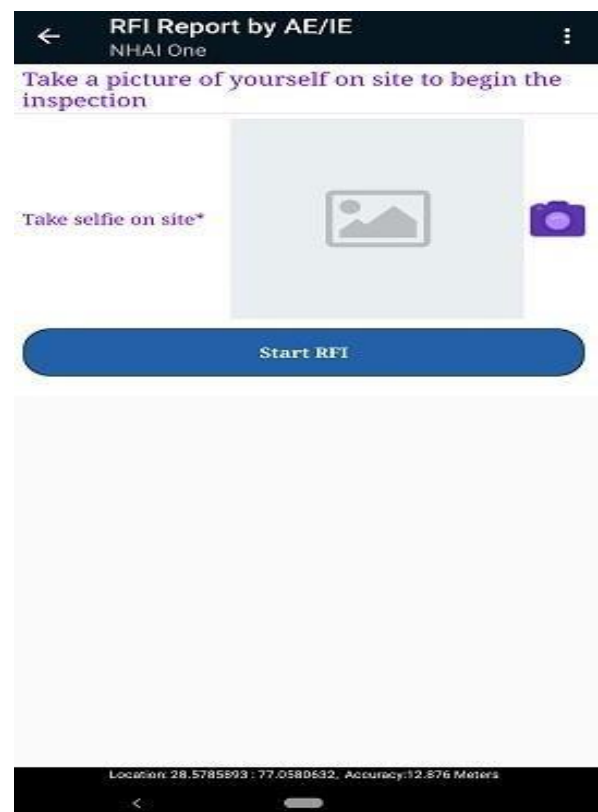
Step – 2 Click on "Inspection pending on me"

Step – 3 Select record and click
on select inspect button

Step – 4 First take selfie & click on start RFI

Step – 5 Fill all form details and submit

RFI Report by AE/IE
NHAI One

Project
N/01001/01001/HR

RFI ID
N/01001/01001/HR/RFI/Highway/112

Category
Highway

Sub Category
Widening and Strengthening of Existing Road

Item
Sub-Base Course

Description of work
Activity Description_112

From Chainage*   **To Chainage***
112.112   112.120

Contractor on site
Aashish Amnex

Comments by Contractor

Updated Status By Contractor   Pending

Comments by AE*

Location: 28.5785784 : 77.0580587, Accuracy:12.547 Meters

RFI Report by AE/IE
NHAI One

Comments by AE*

Add pictures of the worksite (up to two)

Worksite picture1*

Worksite picture2

Add pictures of the test results (up to two)
Upload a blank page if test results are not applicable

Test result picture1*

Location: 28.5785873 : 77.0580591, Accuracy:12.203 Meters

RFI Report by AE/IE
NHAI One

Worksite picture2

Add pictures of the test results (up to two)
Upload a blank page if test results are not applicable

Test result picture1*
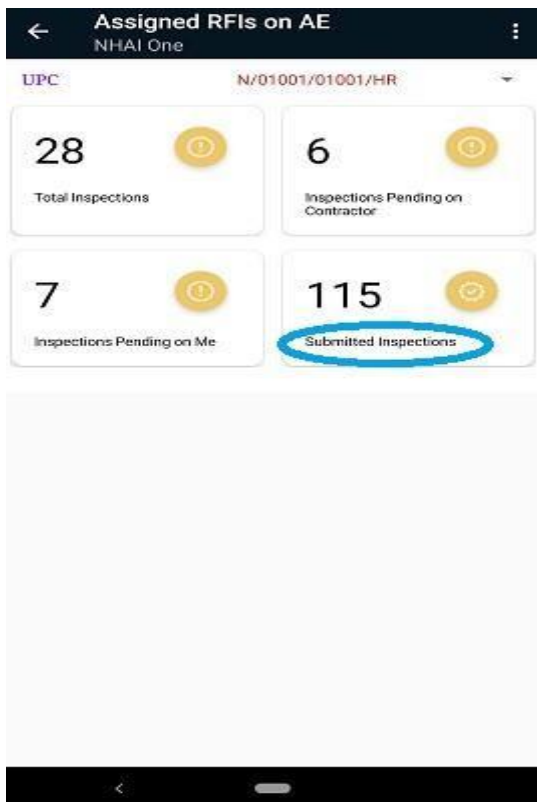
Test result picture2
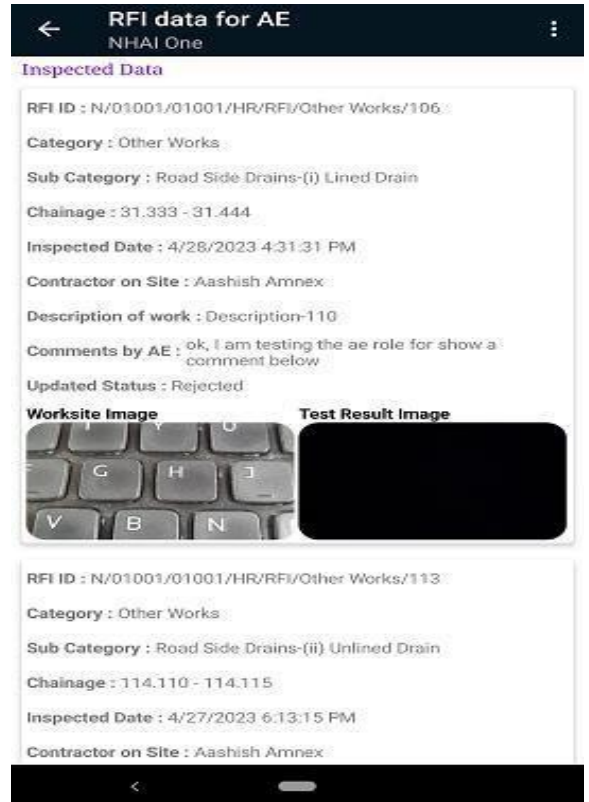
Update Status*   --Select--

Submit

Location: 28.5785856 : 77.058057, Accuracy:12.548 Meters

➢ Check Inspected RFI
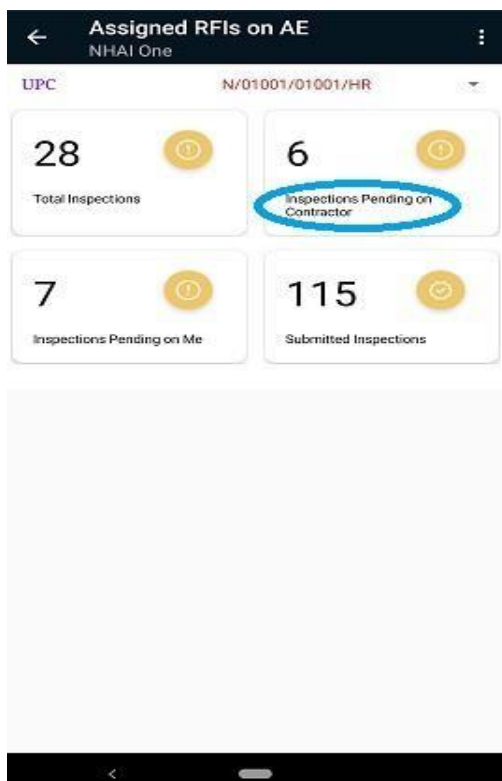
Step – 1 Click on "Submitted Inspections"

Step – 2 Check Inspected RFI

➢ Check pending RFI on Contractor
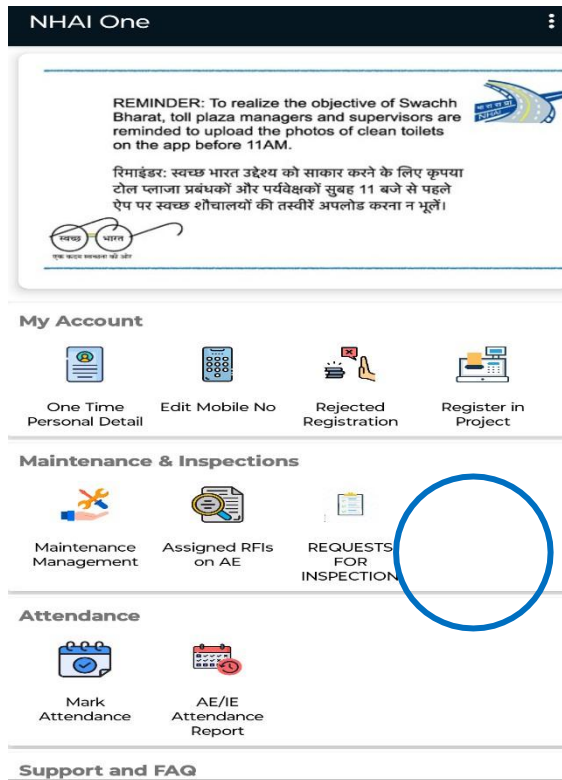
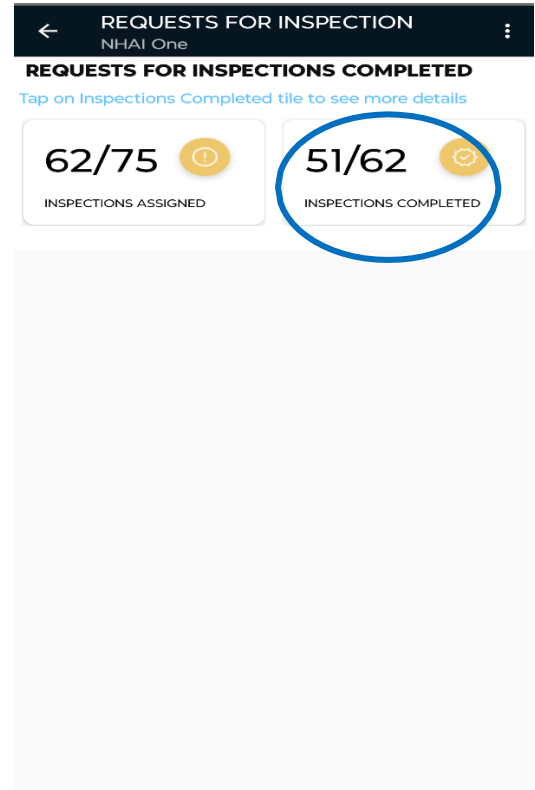**Step – 1 Click on "Inspection pending on contractor"**

Step-2 Pending RFI's

6. For AE TL

2. Step – 1 Click on **"Request for Inspection"** submitted data

Step – 2 Check last 3 days

Step – 3 Select Record & click "Update"

Step – 4 Details of RFI will app

REQUESTS FOR INSPECTION
NHAI One

Team Leaders can change the status of an inspection up to 24 hours after they are not submitted.

UPC*   N/05006/01004/HR ▾

Inspector Name*   Srivastav Amnex AE ▾

RFI Status

RFI_ID : N/05006/01004/HR/RFI/STRUCTURE/N/62

CATEGORY : Structure

SUB_CATEGORY : Widening and repairs of minor bridges

ITEM : Excavation

CHAINAGE : 22.33 - 22.44

DESCRIPTION_OF_WORK : RFI Testing 2

INSPECTED_DATE : 11/16/2023 12:32:43 PM

CONTRACTOR_ON_SITE : Mr Srivastav Amnex Co

AE_ON_SITE : Srivastav Amnex AE

UPDATE_STATUS : Approved

UPDATE

REQUESTS FOR INSPECTION
NHAI One

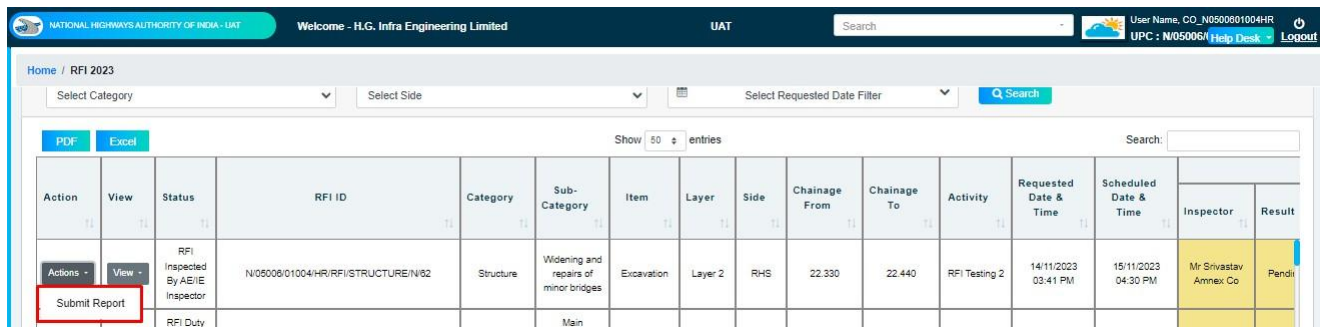|	
FI ID	N/05006/01004/HR/RFI/ STRUCTURE/N/62
ATEGORY	Structure
UB CATEGORY	Widening and repairs of minor bridges
EM	Excavation
HAINAGE	22.33 - 22.44
ESCRIPTION OF ORK	RFI Testing 2
ONTRACTOR ON SITE	Mr Srivastav Amnex Co
E ON SITE	Srivastav Amnex AE

orksite Images Uploaded By AE/IE

st Results Uploaded By

--Select--

Approved

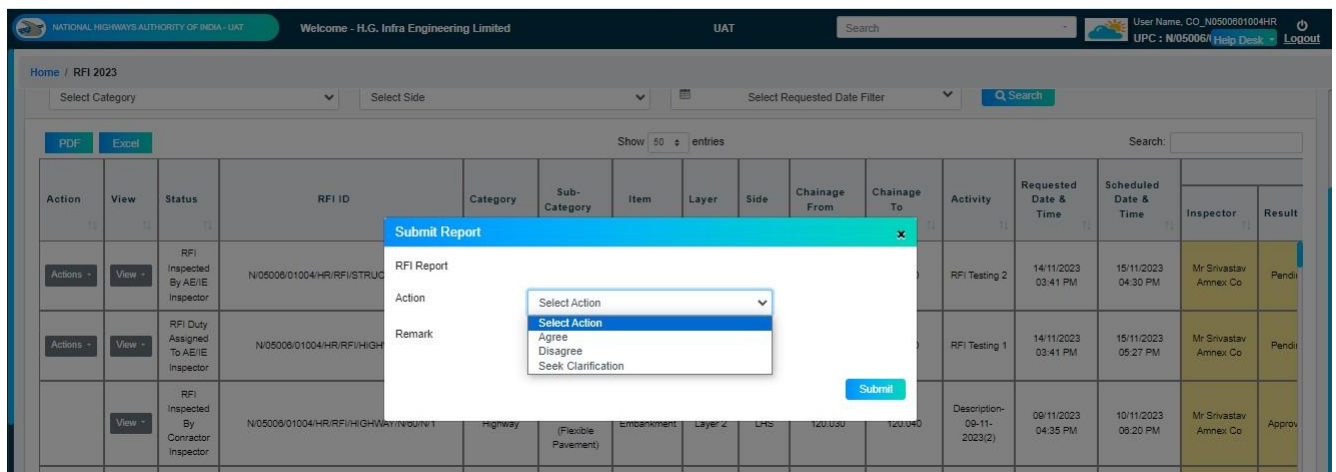Rejected

Not Ready

HANGE STATUS TO*   Approved ▾

SUBMIT

11.As above, we see that Contractor's information is submitted by Contractor's site inspector and it is reflected in datatlake and "**Submit Report**" button is also become active from where Contractor able to submit report.

12. On clicking the "Submit Report" button, a pop-up is display from where Contractor able to upload report.

12. After uploaded by Site Inspectors from both Contractor & AE inspector, it is display as below.

	Requested Date & Time	Scheduled Date & Time	Test Conducted By Contractor						Test Conducted By AE/IE						
			Inspector	Result	Inspected Date & Time	Photos	Selfie	Report	Comment	Inspector	Result	Inspected Date & Time	Photos	Selfie	Report	Comment
est on.	21/04/2023 10:47	24/04/2023 12:46	Aashish Amnex	Approved	21/04/2023 11:06	🖼		⬇	test RFI 89	Aashish Amnex 1	Approved	21/04/2023 12:08	🖼		⬇	Uploaded Pictures are reasonable. Need to Improve the quality.

After submission of report from both "Contractor" & "AE" Login from Datalake, process gets completed.

---END---