Common Questions – How to Use the Audit Tool

Preparing Your Documents

Once you start preparing your audit, you'll need to submit attachments related to each audit question. Having your files in order helps make this process much quicker.

One of the best ways to do this is to organize your supporting files by question number. To do this, follow these steps:

1. Start by opening a new folder. Label this folder "BCFSC-Audit Documents-(current year)," for example "BCFSC-Audit Documents-2020."

01 Preparing Your Documents

BC Forest Safety Safety is good business

- 05 Saving Your Progress
- **07** Adding Your Classification Unit
- **10** Missing Information
- 13 Entering Split Years
- 17 Adding Attachments
- 21 Uploading Paper-Based Documents
- 26 Adding Notes
- 29 Submitting the Audit
- 32 Saving Progress Over Multiple Days

Click the titles above to go to the section

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2. Inside that folder, create a new folder and name it "Question #."

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3. Duplicate this folder as many times as you have audit questions. For example, if there are 21 audit questions, make 21 folders.

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As you start to collect your audit materials, place them in the appropriate folder. When the time comes to prepare your audit, use these folders to access your information. This system will make it much easier to find the necessary documents.

You can also add additional folders to your main audit folder for other related documents, such as:

• A folder called "Audit Information" for your audit form and other documents such as CU numbers, work activities, personnel numbers, training logs, and the CAL from your last audit

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• A folder called "Additional Information" that includes your return to work program and company injury management program information

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If you have paper-based documents, take a look at the 'Uploading Paper-based Documents' instructions and video in the RESOURCES section for some techniques to quickly capture your paper-based information.

If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

Saving Your Progress

Caution! This form DOES NOT autosave. If you don't save before leaving your form, anything you've entered will be lost. Please save at the **beginning** of your session, and at several points along the way. Note that the saving process can be slow. Please be patient and don't exit the document until the saving process is complete.

When you first start using the form:

1. You will see a grey section at the top of the form with the words "To enable this content, save the record" in the middle. This is prompting you to save the record using the SAVE button in the left-hand menu.

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2. Select the SAVE button. The grey section will disappear and the form will open up.

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To save while editing your form:

1. Press the SAVE button in the left column.

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2. When you're done working on your audit, press SAVE & CLOSE so your progress will be saved.

If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

Adding Your Classification Unit

In the Activities section, you will be asked to enter your Classification Unit number.

If you don't know your classification unit number, it can be found on your most recent premium rate/ assessment notice from WorkSafeBC. You can find your premium rate assessment on the <u>WorkSafeBC website</u>.

If you want to search for your CU, you can also do it at the WorkSafeBC website.

If you're having trouble figuring out your CU, enter 111111 and we will call to help you determine what it is. To add your company classification unit number, go to the final question in the Activities section.

1. Press the +ITEM button below the spreadsheet labelled COMPANY CLASSIFICATION UNITS.

UAT01280	Activities
With Auditor Receiving Completed	Use the "Edit" button below to select all the work activities that apply to the company * <i>1 or more items are required.</i>
♦ SEND TO BCFSC	Does this audit cover all your operating locations and activities? *
(iii) SAVE	
€ SAVE & CLOSE	You can find your Classification Unit on your most recent premium rate/assessment notice from WorkSafeBC or through <u>Work Safe BC Classification Industry Rate</u> If you do not know your CU after looking it up, enter 111111 and we will call you to discuss if we can't process it for you
	Company Classification Units (CUs) *

2. When the text box appears, enter your Classification Unit number in the box.

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3. If this Classification Unit number applies to the audit, select YES from the drop-down menu. If not, select NO.

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4. To add an additional number, press SAVE & NEW. When finished, press SAVE & CLOSE.

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If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

Missing Information

Once you have completed your form, it's time to submit it to BCFSC. To do this:

1. Press SAVE in the left-hand menu.

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2. Press SEND TO BCFSC in the left-hand menu.

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If there is missing information, you will receive a pop-up message with a list of items that need resolving.

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€ SAVE & CLOSE	OK		
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		Existing SAFE Certific	ation number (if any)

3. You must then search the form for text boxes marked with a red * that are incomplete.

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◆ SEND TO BCFSC● SAVE	i Does this audit cover all your operating locations and activities? * Yes v		
€ SAVE & CLOSE	You can find your Classification Unit on your most recent premium rate/assessment notice from WorkSafeBC or through <u>Work Safe BC Classification Industr</u> If you do not know your CU after looking it up, enter 111111 and we will call you to discuss if we can't process it for you	<u>ry Rate</u>	
	Company Classification Units (CUs) *		
	Enter your Classification Unit (CU)Applies to Audit?Edit11111YesEdit111111Yes		

4. Fill in these boxes, then press SAVE in the left-hand menu.

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5. You're now ready to resubmit. Press SEND TO BCFSC in the left-hand menu. If all areas are complete, the form will now be accepted.

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Entering Split Years

To enter split years in the Total Personnel Count Information section:

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	Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization
Form UAT01280	To complete the Personnel count, you first need to determine the appropriate audit time period. Your audit should include the most recent information from the previous
With Auditor Receiving	12 months. You have two options for submitting your audit time period, either submitting your audit with the month prior to when you perform your audit or the same month of the audit. For example, if you complete your audit on December 12, 2019, then your audit time period would be December 2018 to November 2019 Total Personnel Count per Month for past 12 months: (Count of personnel = owners + management + office + supervisors + workers + workers of dependent contractors) (Maximum peak = 24 per month)(Maximum average permitted is 19.99)
	Please review the attached document by clicking on (i) for further more information on how to enter personnel count info
(♦) SEND TO BCFSC	Enter the personnel count for months you worked out of the last 12 months. Some months will be in this calendar year and some months may be in the last calendar year
⊕ SAVE	Personnel Count Examples ①
€ SAVE & CLOSE	Month Personnel Count
	January
	February
	March D
	April May
	June

1. Determine the month you will call the first month of your audit.

	Please review the attached document by clicking on (i) for further more information on how to enter personnel count info
 ◆ SEND TO BCFSC 	Enter the personnel count for months you worked out of the last 12 months. Some months will be in this calendar year and some months may be in the last calendar year
	Personnel Count Examples ①
€ SAVE & CLOSE	Month Personnel Count
	January
	February
	March
	April May
	June

- **2.** Count back 11 months. This is the first month of your personnel data.
- **3.** Determine your personnel count for each month by using the following formula: Personnel = owners + management + office + supervisors + workers + workers of dependent contractors

4. Enter the personnel count for the first month of your audit.

BC Forest Safety Solary a good locones	Small Employer		6
	Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization		
Form UAT01280	Total Personnel Count information		
With Auditor Receiving Completed	To complete the Personnel count, you first need to determine the appropriate audit time period. Your audit should include the most recent in 12 months. You have two options for submitting your audit time period, either submitting your audit with the month prior to when you perfor month of the audit. For example, if you complete your audit on December 12, 2019, then your audit time period would be December 2018 to Personnel Count per Month for past 12 months: (Count of personnel = owners + management + office + supervisors + workers + workers of dependent contractors) (Maximum peak = 24 per month)(Maximum average permitted is 19.99)	formation from your audit November 2	om the previous or the same 2019 Total
	Please review the attached document by clicking on (i) for further more information on how to enter person	nel count i	nfo
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(iii) SAVE	Personnel Count Examples ①		
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5. Enter the personnel counts for the corresponding months.

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	September	7							
	October	6							
	November	5							
	December	4							
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6. When you reach December, return to the top of the list and fill in January.

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	April	6							
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	October	6							
	November	5							
	December	4							
	Personnel Co Calculation Result	unt •							~

7. Fill in the personnel counts for the remaining months until you get to the month you started with.

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	February	4						
	March	4						
With Auditor	April	6						
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SEND TO BCFSC	July	12						
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	November	5						
	December	4						
	Personnel Count Calculation Result: 76		ß					

8. Your total PERSONNEL COUNT will calculate at the bottom of the section next to CALCULATION RESULT. Note that you must have a number in every box to see the CALCULATION RESULT.

If you want to see a personnel count example, click on the "i" button.

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at 1-877-741-1060.

Adding Attachments

There are two ways to attach a file to your audit. This can be a little confusing, so follow the instructions carefully. Please note that you can only attach files, not folders.

To attach Notes, see the separate instruction file called "Adding Notes."

ATTACH PDF TO AN AUDIT QUESTION

If you're working on an audit question and want to attach a supporting file, do the following:

1. Find the arrow on the right side of the text box at the bottom of the question. Press that arrow to reveal a drop-down menu. Select ATTACH A DOCUMENT HERE.

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2. Now look for the +ATTACHMENT button towards the bottom of this area.

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3. Press the +ATTACHMENT button, and a text box labelled ADD ATTACHMENT will open.

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4. To select a file from your computer to upload, press the SELECT FILE button. This will allow you to browse the files on your drive to find the needed attachment. Once the desired attachment is selected, press OPEN. The file will automatically upload and display in the spreadsheet immediately above the +ATTACHMENT button.

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5. Note that you can also select a number of consecutive files at the same time for uploading. To do this, select the first file, then press the SHIFT key, and then click on the last item.

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You can also drag and drop the desired file in the SELECT THE FILES TO UPLOAD box in the ADD ATTACHMENT window. Again, once this is done, press OPEN, and the file will automatically upload and display in the spreadsheet immediately above the +ATTACHMENT button.

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If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

Uploading Paper-Based Documents (pictures of documents)

You may need to upload paper-based documents. Paper documents are physical, hard-copy documents you will need to take a picture of to submit. Note that if you take a picture, the file size can't be too large. At the same time, it can't be too small. A good rule of thumb here is that it needs to be readable.

To submit through your computer:

- **1.** Photograph your paper-based document.
- 2. Download the picture of the document onto your computer.



3. Go to your desired audit question.

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5. Look for the +ATTACHMENT button towards the bottom of this area.

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7. To select a file from your computer to upload, press the SELECT FILE button. This will allow you to browse the files on your drive to find the needed attachment.

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Don't forget to save your changes! This file WILL NOT autosave. Note that the saving process can be slow. Please be patient and don't exit the document until the saving process is complete.

Adding Notes

If you're working on an audit question and want to attach a note that explains something in more detail, do the following:

1. Find the arrow on the right side of the text box at the bottom of the question. Press that arrow to reveal a drop-down menu. Select ENTER A DESCRIPTIVE NOTE HERE.

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2. Look for an unmarked text box above the +NOTE and +ATTACHMENT buttons towards the bottom of this section.

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6. To check your note, click the blue text that corresponds to your note located on the left side of the spreadsheet. A text box will open showing the note you have added. You can make any corrections you want to the text.

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Submitting the Audit

Once your audit is complete and you have attached all the required supporting documents, do the following:

1. In the left-hand menu, press the SAVE button.

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If any required information is missing, you will be prompted to complete it before you will be able to submit.

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5. Press SEND TO BCFSC.

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	Certification 123456789 18-Nov-2020	D
	(i) Existing SA	AFE Certification number (if any)

6. You will receive a notification via email that your audit has been submitted.

If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

Saving Progress Over Multiple Days

As long as you save your information every time you make changes, it will be saved, even if you enter it over multiple days. We suggest bookmarking your place in the browser so that you can easily go back to your audit form.

To save your files:

• Press the SAVE button in the left-hand menu.

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To exit the audit tool:

• Press SAVE & CLOSE in the left-hand menu.

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For any questions about saving, visit the "Saving Your Progress" how-to video or PDF in the RESOURCES section.

Note that the saving process can be slow. Please be patient and don't exit the document until the saving process is complete.

If you have questions about any part of the online submission process, please call our office at 1-877-741-1060