

Common Questions

– How to Use the Audit Tool



BC **Forest Safety**

Safety is **good** business

Preparing Your Documents

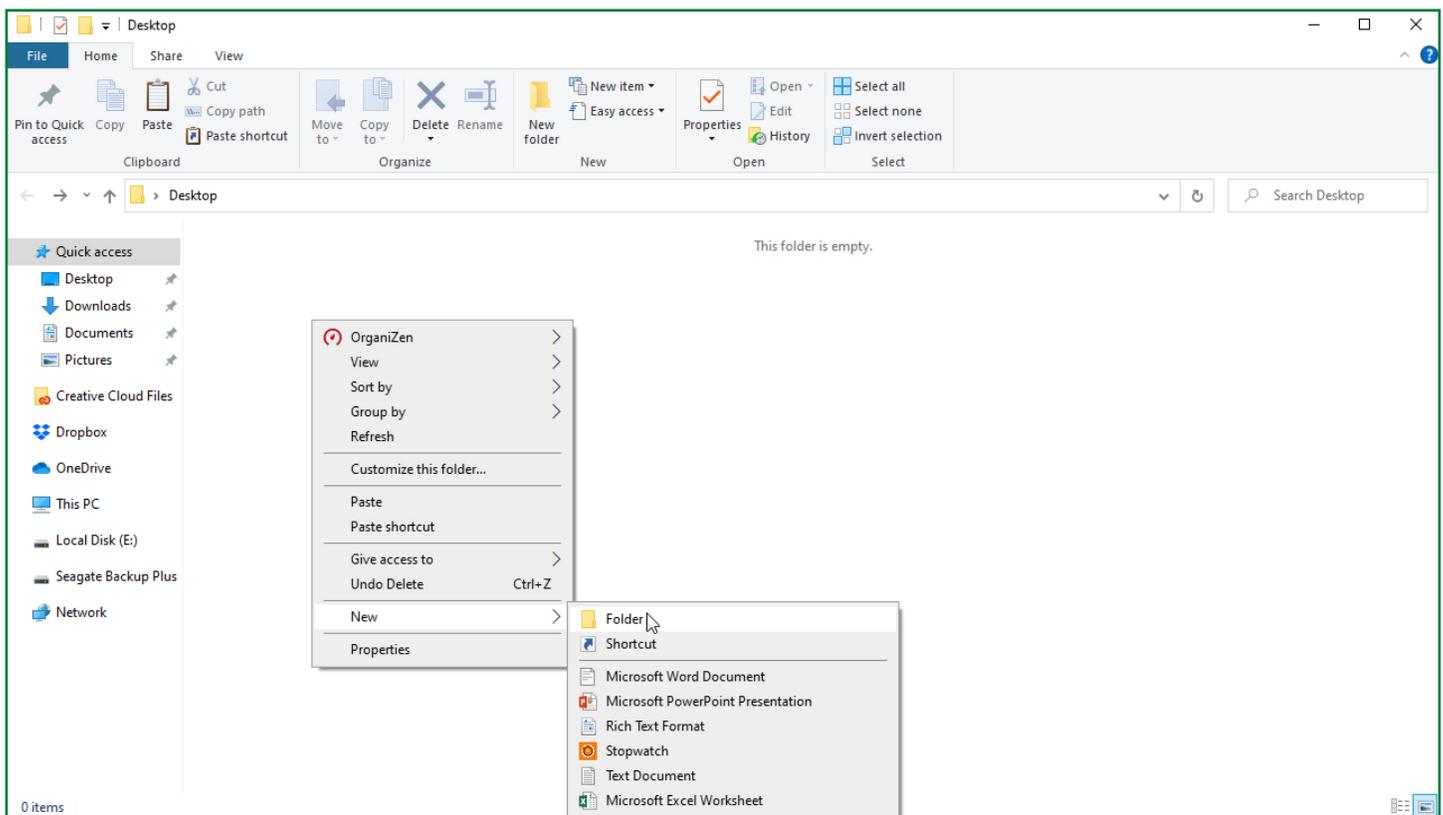
Once you start preparing your audit, you'll need to submit attachments related to each audit question. Having your files in order helps make this process much quicker.

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

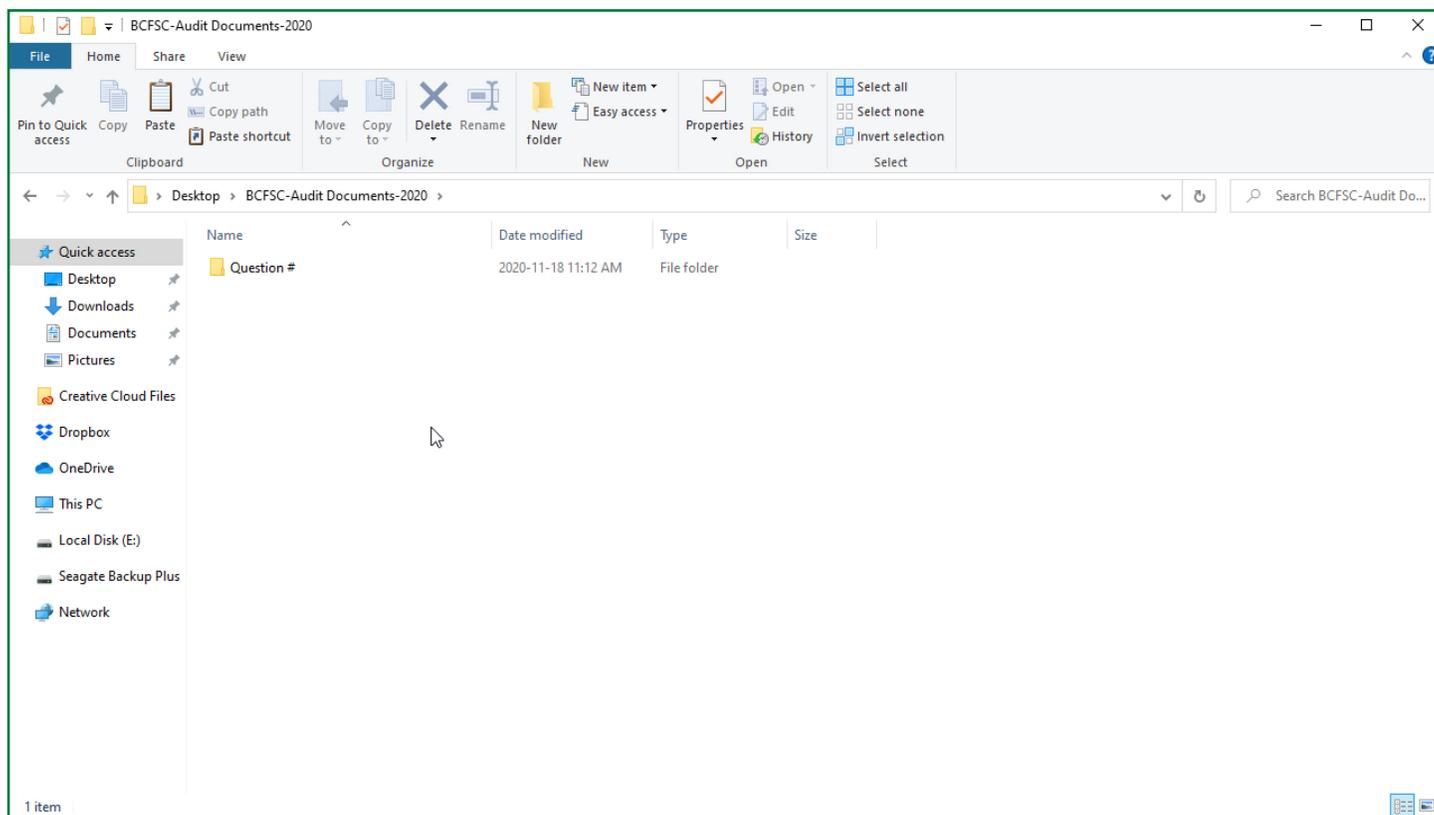
1. Start by opening a new folder. Label this folder "BCFSC-Audit Documents-(current year)," for example "BCFSC-Audit Documents-2020."

- 01 Preparing Your Documents
- 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

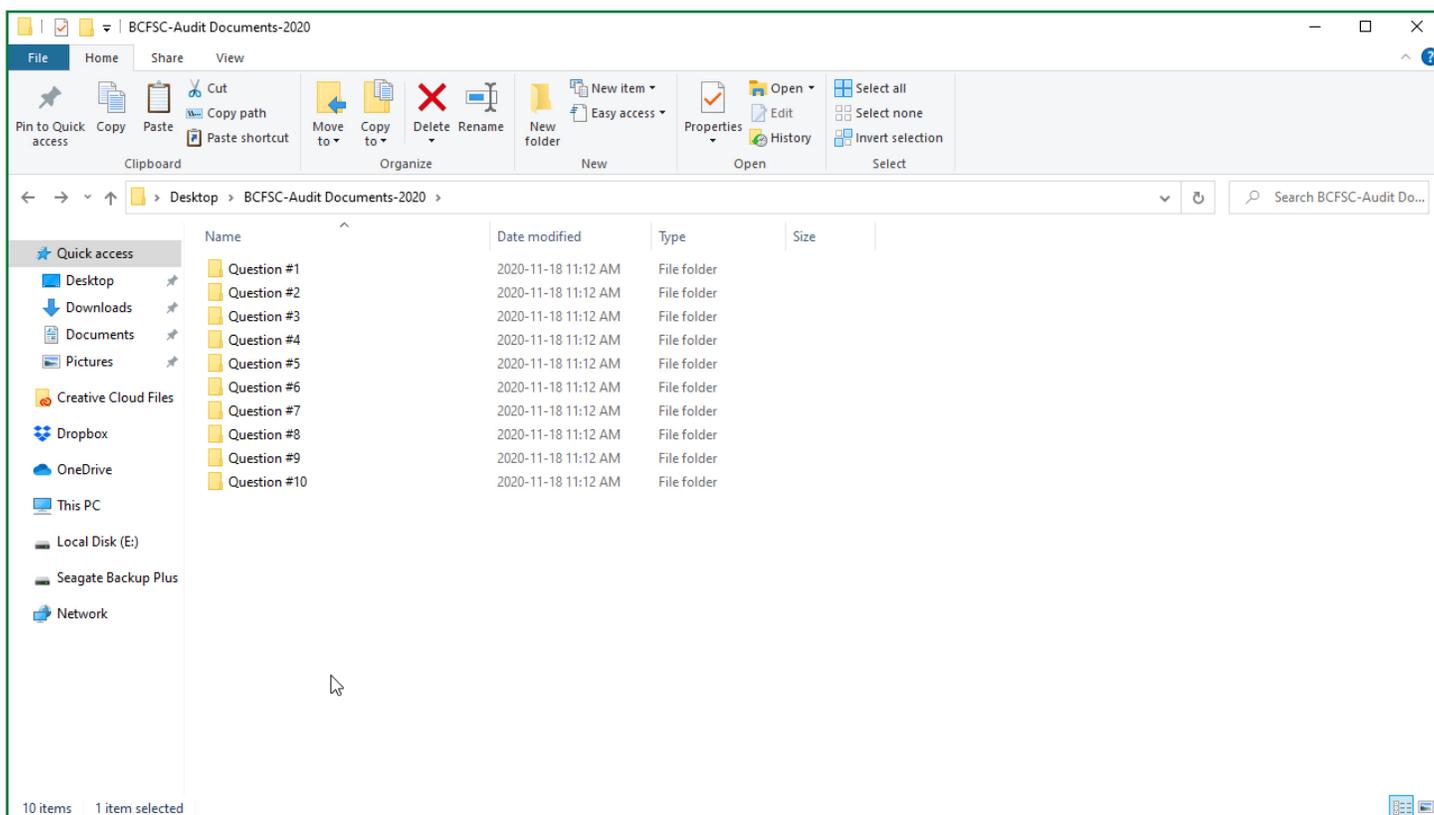
Click the titles above to go to the section



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



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

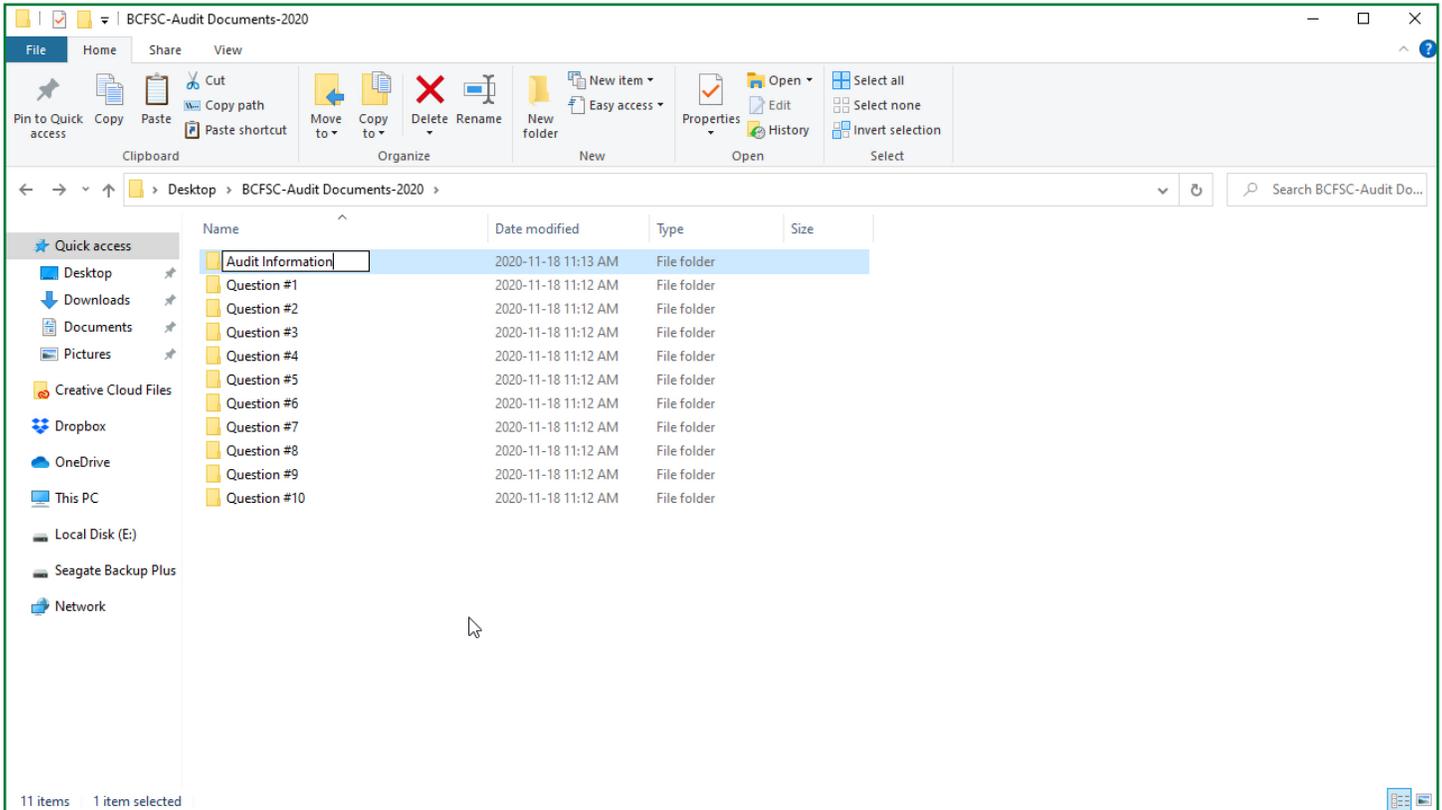


4. Rename each folder with a question number, 1, 2, 3, 4, and so on, such as "Question 1."

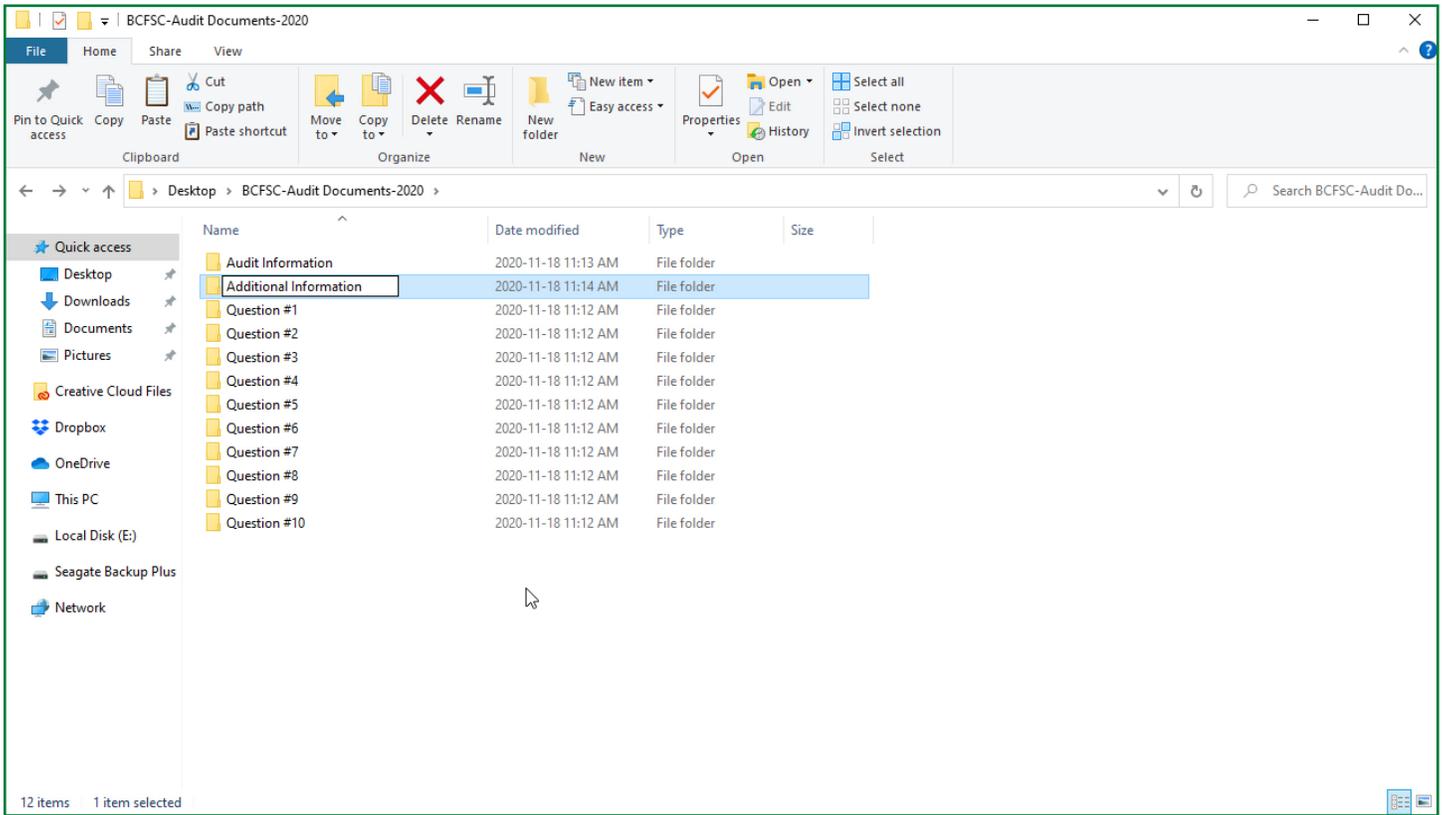
As you start to collect your audit materials, place them in the appropriate folder. When the time comes to prepare your audit, use these folders to access your information. This system will make it much easier to find the necessary documents.

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



- A folder called “Additional Information” that includes your return to work program and company injury management program information



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.

BC Forest Safety
Safety is great business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

New

With Auditor

Receiving

Completed

SEND TO BCFC

SAVE

SAVE & CLOSE

Online Audit Instructions

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

To enable this content, save the record

Subject ↑	File Name	Size	Preview	Comments	Related	Created By	Created On (Local Time) ↑
-----------	-----------	------	---------	----------	---------	------------	---------------------------

Audit Details

Audit Type *

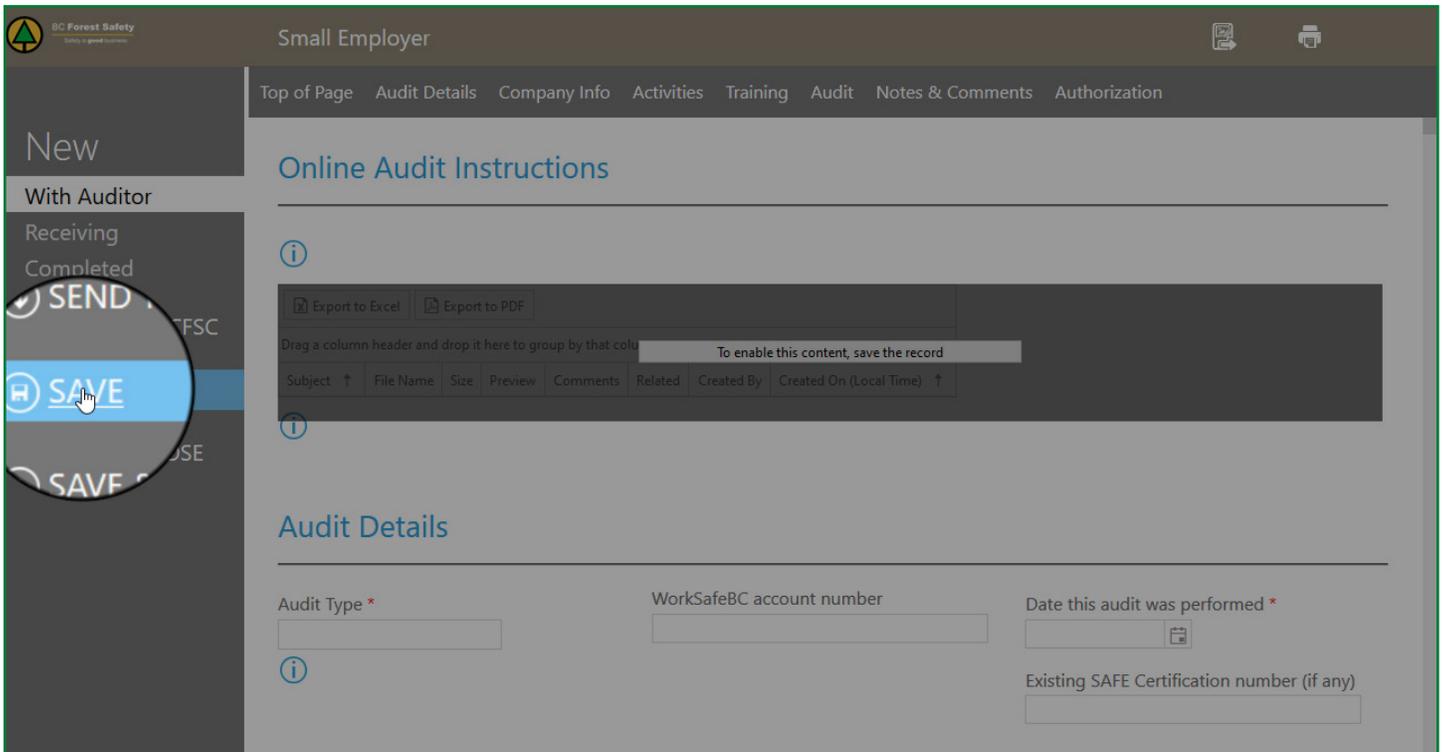
WorkSafeBC account number

Date this audit was performed *

Existing SAFE Certification number (if any)

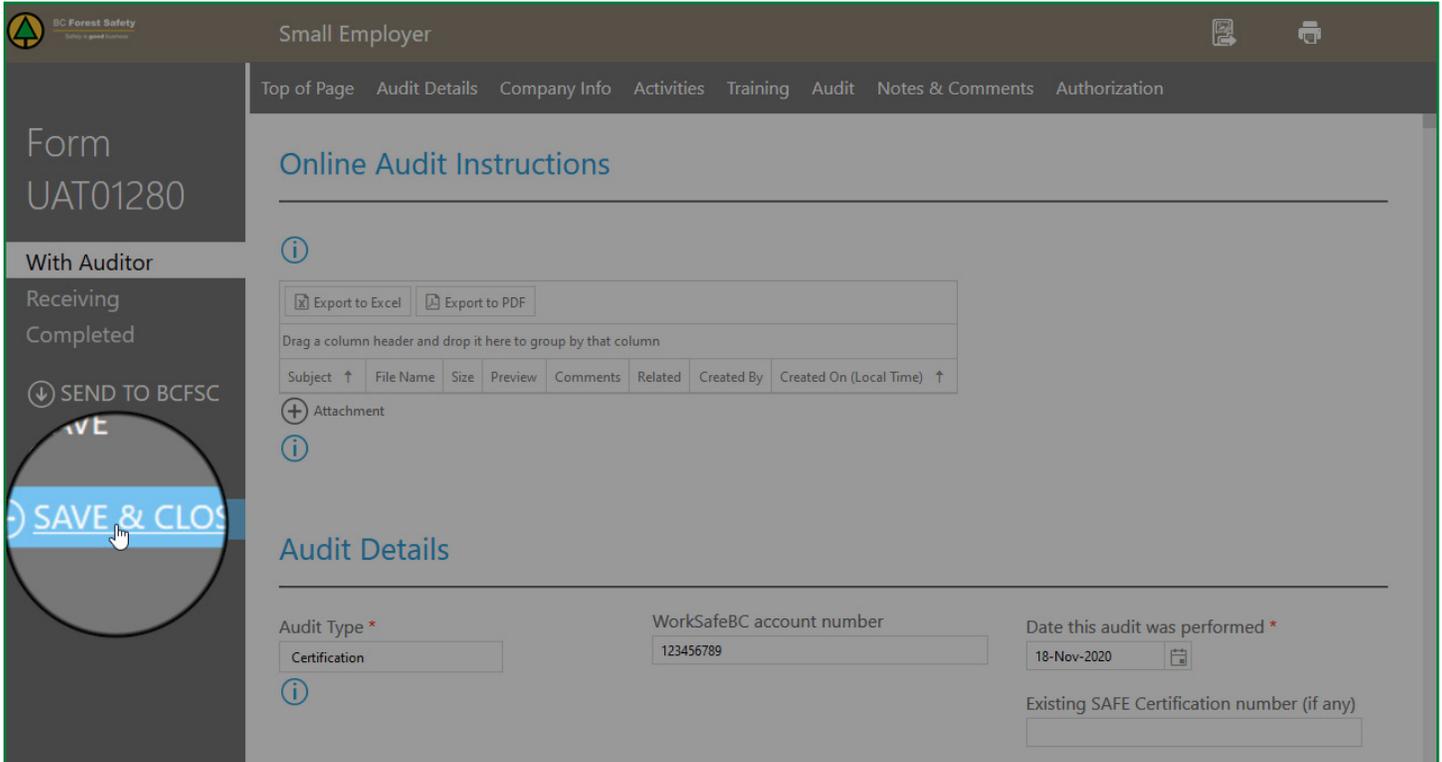
Company Information

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



To save while editing your form:

1. Press the SAVE button in the left column.



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 [WorkSafeBC website](#).

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.

Form UAT01280

With Auditor

Receiving

Completed

SEND TO BCFSC

SAVE

SAVE & CLOSE

Activities

Use the "Edit" button below to select all the work activities that apply to the company *

1 or more items are required.

Edit

Does this audit cover all your operating locations and activities? *

You can find your Classification Unit on your most recent premium rate/assessment notice from WorkSafeBC or through [Work Safe BC Classification Industry Rate](#)

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) *

Your Classification Unit (CU)	Applies to Audit?

+ Item

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

Small Employer

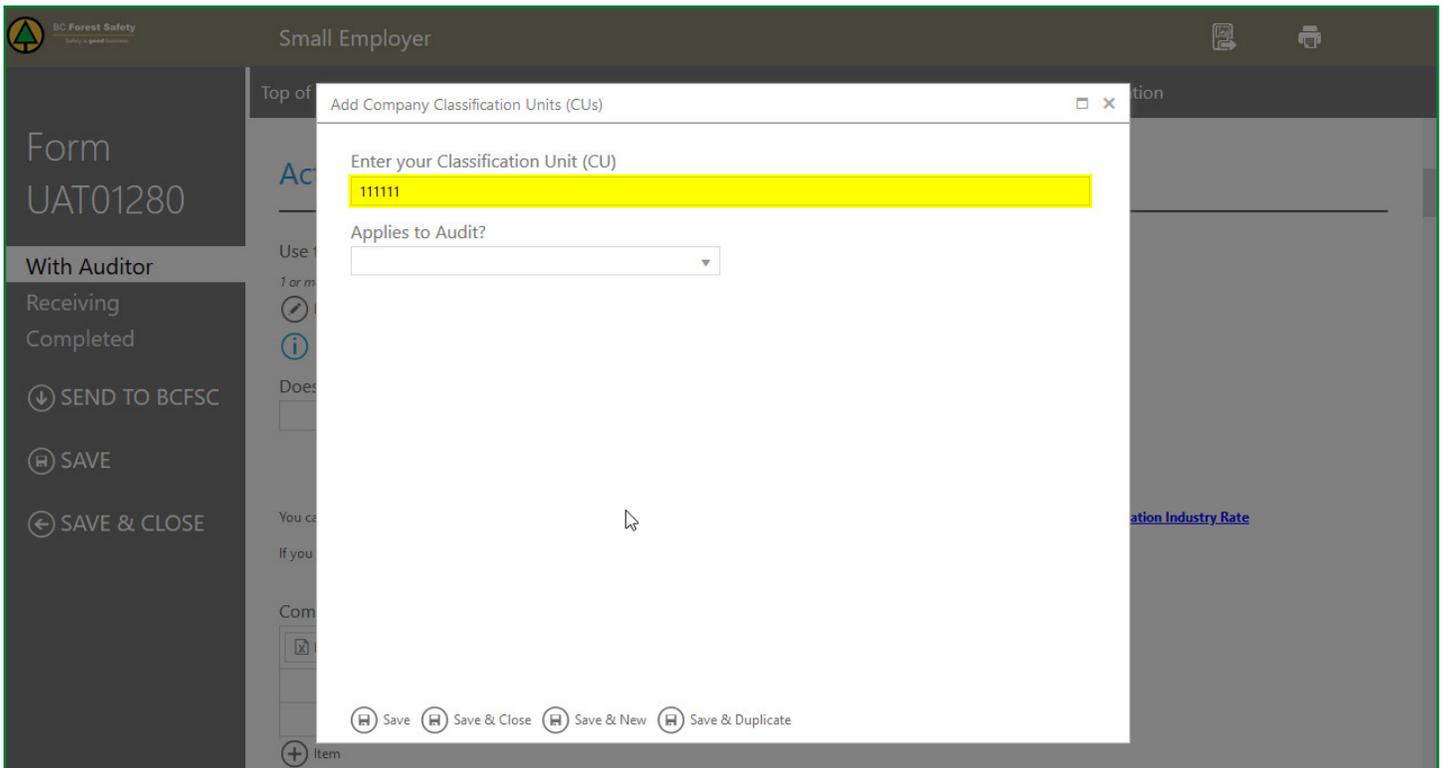
Add Company Classification Units (CUs)

Enter your Classification Unit (CU)

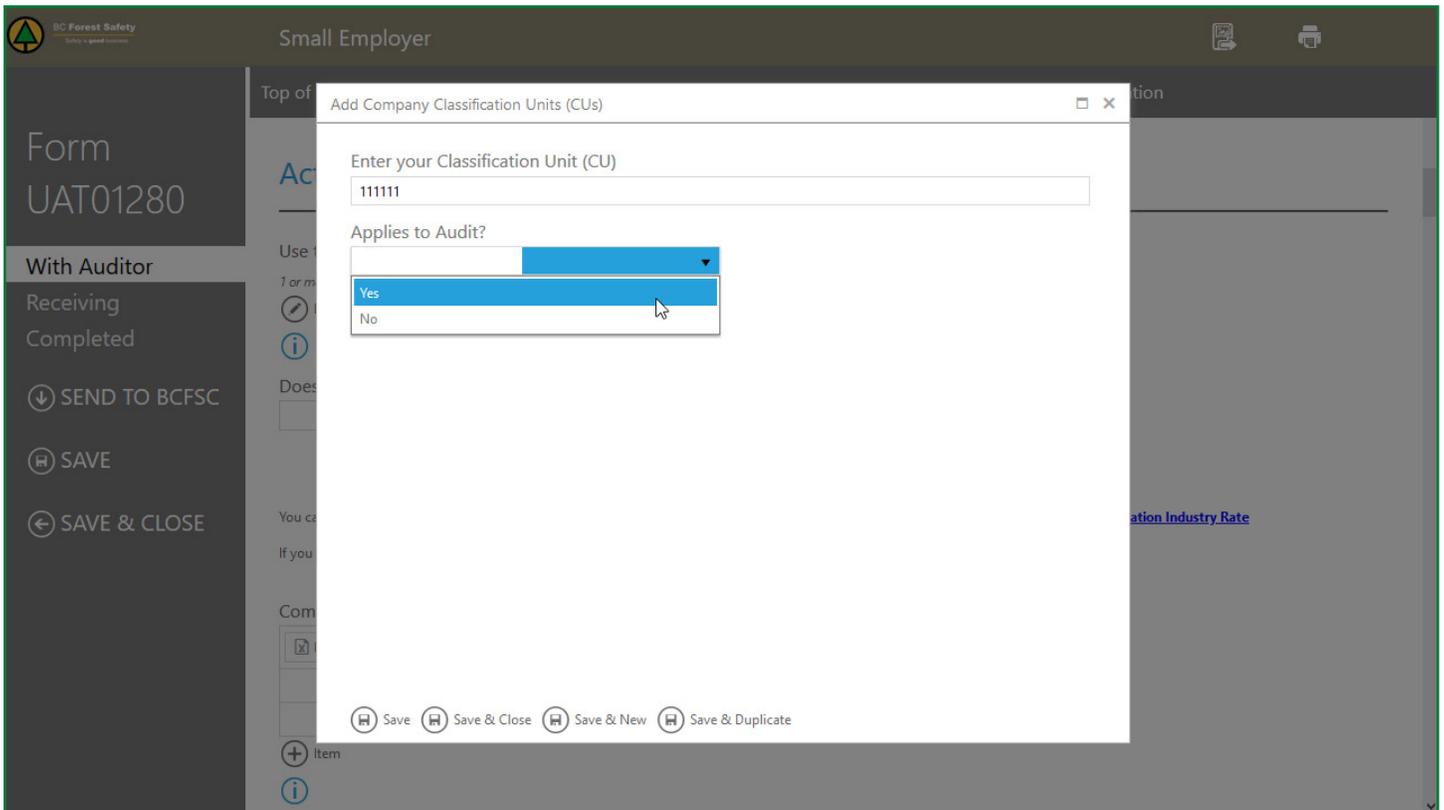
11

Applies to Audit?

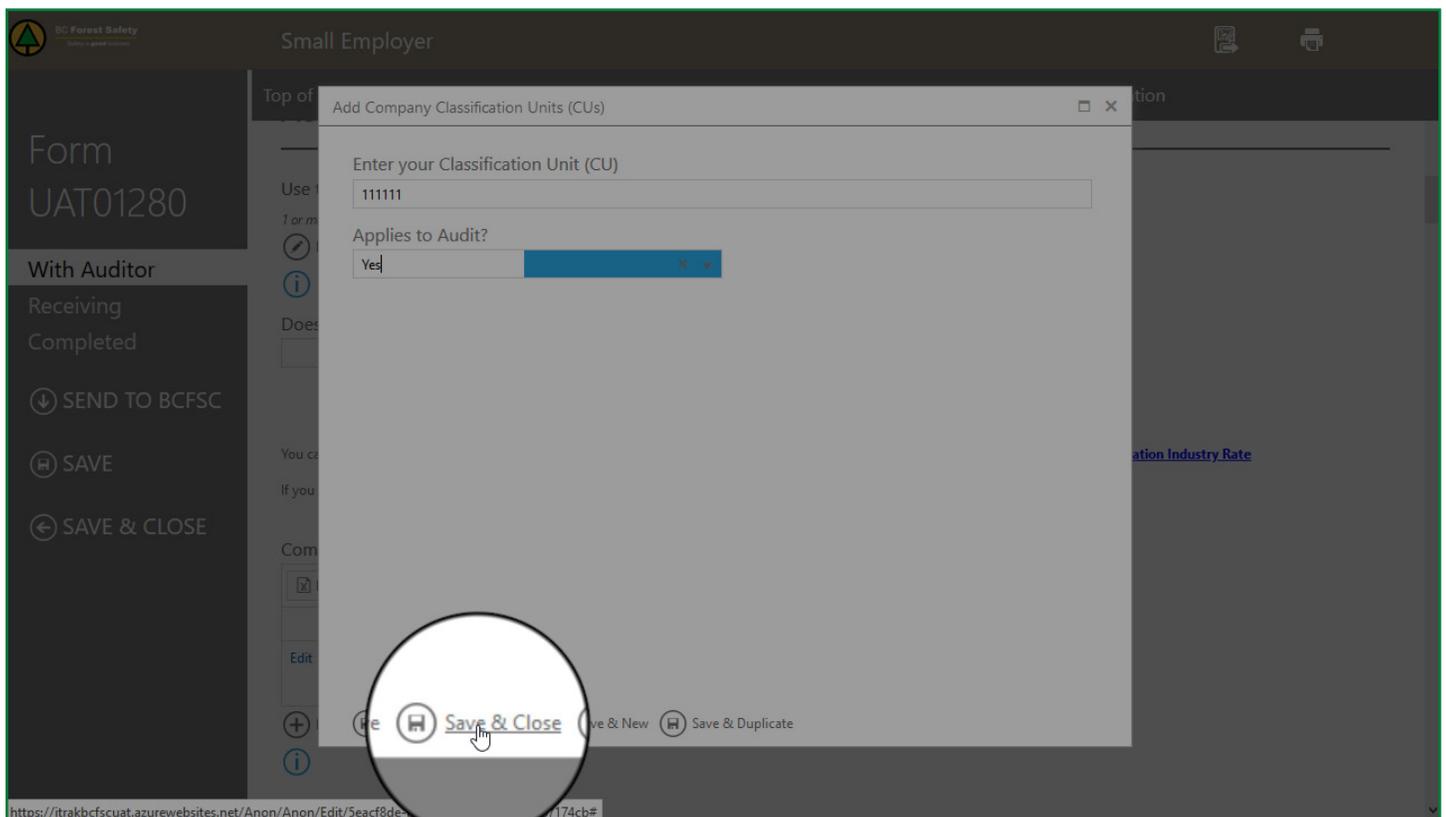
Save Save & Close Save & New Save & Duplicate



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



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



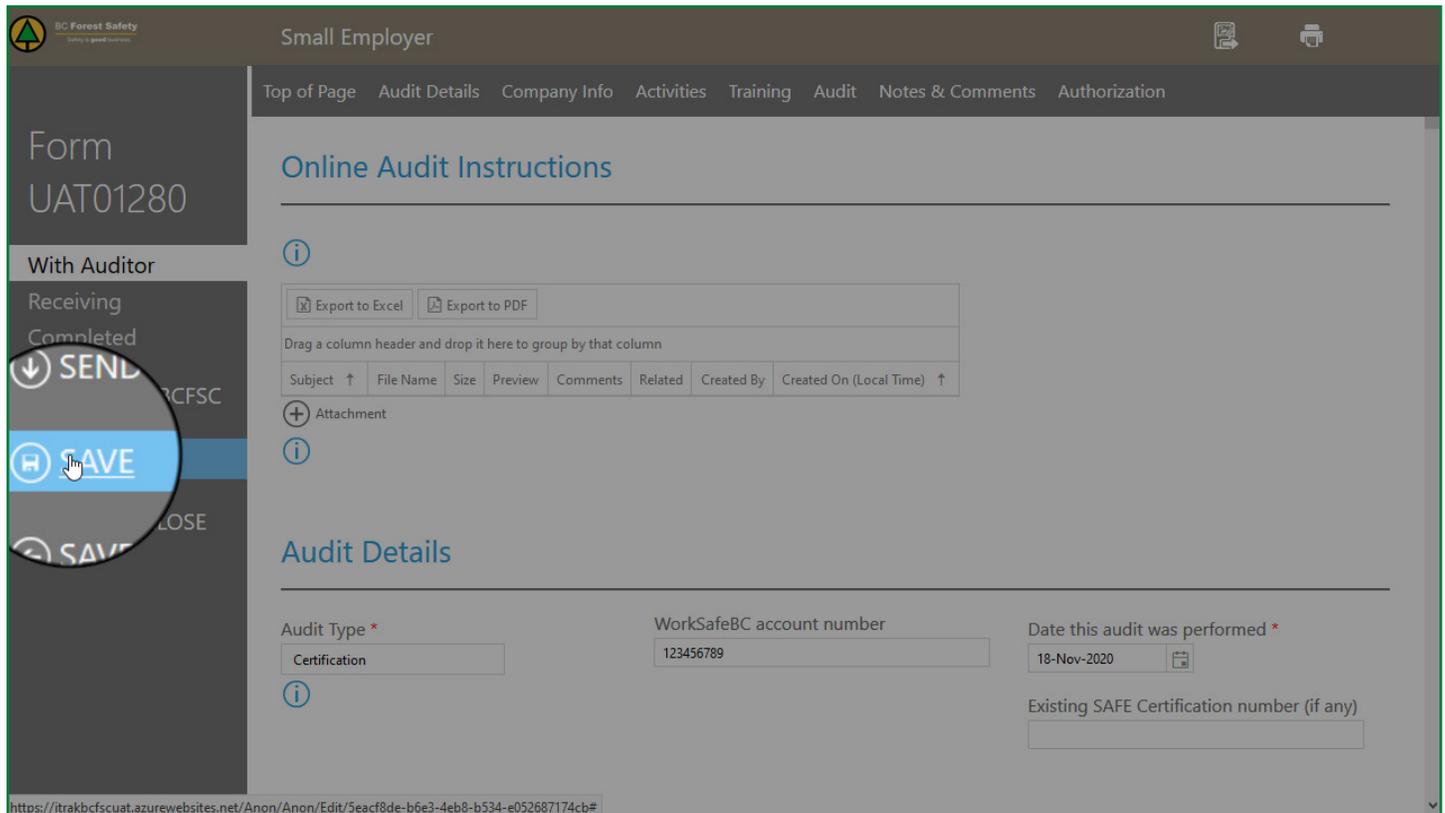
Don't forget to save your changes! This file WILL NOT autosave. Note that the saving process can be slow. Please be patient and don't exit the document until the saving process is complete.

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

Missing Information

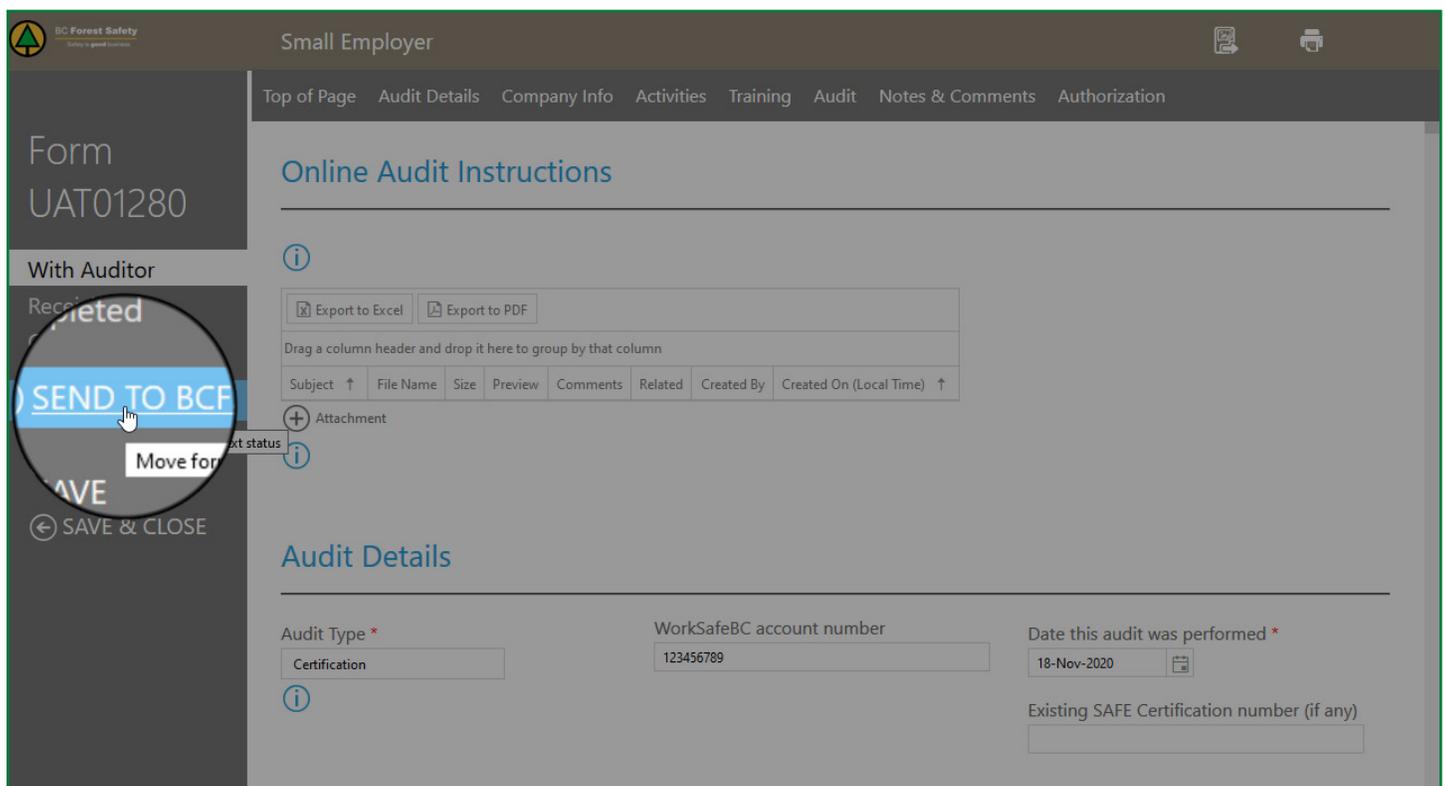
Once you have completed your form, it's time to submit it to BCFSC. To do this:

1. Press SAVE in the left-hand menu.



The screenshot shows the 'Small Employer' portal interface. The left-hand menu is visible, with the 'SAVE' button highlighted in blue. The main content area displays 'Online Audit Instructions' and 'Audit Details'. The 'Audit Details' section includes fields for 'Audit Type *' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed *' (18-Nov-2020). There are also buttons for 'Export to Excel' and 'Export to PDF' at the top of the main content area.

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



The screenshot shows the 'Small Employer' portal interface, similar to the previous one. The left-hand menu is visible, with the 'SEND TO BCFSC' button highlighted in blue. The main content area displays 'Online Audit Instructions' and 'Audit Details'. The 'Audit Details' section includes fields for 'Audit Type *' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed *' (18-Nov-2020). There are also buttons for 'Export to Excel' and 'Export to PDF' at the top of the main content area.

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

The screenshot shows the 'Small Employer' form for 'Form UAT01280'. A pop-up message with a red 'X' icon and the text 'Use the "Edit" button below to select all the work activities that apply to the company: 1 or more items are required.' is displayed over the 'Online Audit Instructions' section. The background form shows fields for 'Audit Type' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed' (18-Nov-2020). The left sidebar contains navigation options: 'With Auditor', 'Receiving', 'Completed', 'SEND TO BCFCSC', 'SAVE', and 'SAVE & CLOSE'.

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

The screenshot shows the 'Small Employer' form for 'Form UAT01280' at the 'Activities' section. A yellow highlighted error message reads: 'Use the "Edit" button below to select all the work activities that apply to the company * 1 or more items are required.' Below this, there is an 'Edit' button and another instance of the error message. The form includes a question: 'Does this audit cover all your operating locations and activities? *' with a dropdown menu set to 'Yes'. Below this, there is a link to 'Work Safe BC Classification Industry Rate' and a note: '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'. At the bottom, there is a table for 'Company Classification Units (CUs) *' with columns for 'Enter your Classification Unit (CU)' and 'Applies to Audit?'. The table contains two rows, both with '111111' in the CU column and 'Yes' in the 'Applies to Audit?' column. The left sidebar is the same as in the previous screenshot.

	Enter your Classification Unit (CU)	Applies to Audit?
Edit	111111	Yes
Edit	111111	Yes

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

BC Forest Safety
Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving

SEND TO BCFCSC

SAVE

SAVE & CLOSE

Online Audit Instructions

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Size	Preview	Comments	Related	Created By	Created On (Local Time)
Attachment							

Audit Details

Audit Type * Certification

WorkSafeBC account number 123456789

Date this audit was performed * 18-Nov-2020

Existing SAFE Certification number (if any)

<https://itrakbcfsuat.azurewebsites.net/Anon/Anon/Edit/5eacf8de-b6e3-4eb8-b534-e052687174cb#>

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

BC Forest Safety
Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Completed

SEND TO BCFCSC

SAVE

SAVE & CLOSE

Online Audit Instructions

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Size	Preview	Comments	Related	Created By	Created On (Local Time)
Attachment							

Audit Details

Audit Type * Certification

WorkSafeBC account number 123456789

Date this audit was performed * 18-Nov-2020

Existing SAFE Certification number (if any)

<https://itrakbcfsuat.azurewebsites.net/Anon/Anon/Edit/5eacf8de-b6e3-4eb8-b534-e052687174cb#>

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

Entering Split Years

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

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Total Personnel Count information

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 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

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 ⓘ

Month	Personnel Count
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

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

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 ⓘ

Month	Personnel Count
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

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
Safety is good business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving Completed

SEND TO BCFSC
SAVE
SAVE & CLOSE

Total Personnel Count information

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 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

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 ⓘ

Month	Personnel Count
January	<input type="text"/>
February	<input type="text"/>
March	4
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

5. Enter the personnel counts for the corresponding months.

BC Forest Safety
Safety is good business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving Completed

SEND TO BCFSC
SAVE
SAVE & CLOSE

Personnel Count Examples ⓘ

Month	Personnel Count
January	<input type="text"/>
February	<input type="text"/>
March	4
April	6
May	8
June	8
July	12
August	8
September	7
October	6
November	5
December	4

Personnel Count
Calculation Result:

6. When you reach December, return to the top of the list and fill in January.

BC Forest Safety
Safety is great business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving Completed

SEND TO BCFC
SAVE
SAVE & CLOSE

Personnel Count Examples ⓘ

Month	Personnel Count
January	4
February	4
March	4
April	6
May	8
June	8
July	12
August	8
September	7
October	6
November	5
December	4

Personnel Count
Calculation Result:

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

BC Forest Safety
Safety is great business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving Completed

SEND TO BCFC
SAVE
SAVE & CLOSE

Month	Personnel Count
January	4
February	4
March	4
April	6
May	8
June	8
July	12
August	8
September	7
October	6
November	5
December	4

Personnel Count
Calculation Result: 76

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.

Small Employer

Form UAT01280

With Auditor

Receiving Completed

SEND TO BCFSC

SAVE

SAVE & CLOSE

Personnel Count examples

Enter the personnel last calendar months you worked out of the last 12 months. Some months will be in this calendar year and some months may be in a previous calendar year.

Month	Personnel Count
January	
February	4
March	4
April	6
May	8
June	8
July	12
August	8
September	7
October	6
November	5

https://itrakbcfsuat.azurewebsites.net/Documents/AttachmentDownload/88a8f7f2-fd21-11ea-11-a810-000d3af4346a

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.

Small Employer

Form UAT01280

With Auditor

Receiving Completed

SEND TO BCFSC

SAVE

SAVE & CLOSE

Online Audit Instructions

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Size	Preview	Comments	Related	Created By	Created On (Local Time)
---------	-----------	------	---------	----------	---------	------------	-------------------------

Attachment

Audit Details

Audit Type * Certification

WorkSafeBC account number 123456789

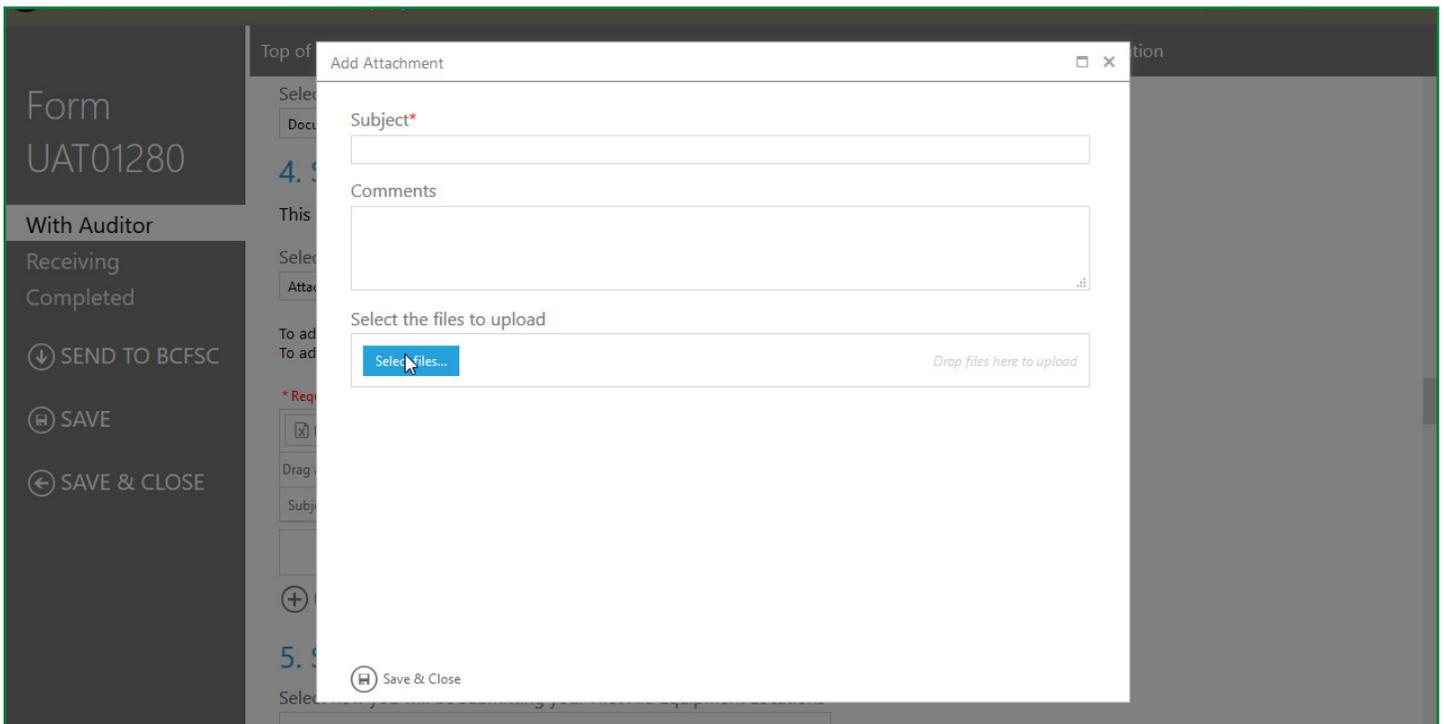
Date this audit was performed * 18-Nov-2020

Existing SAFE Certification number (if any)

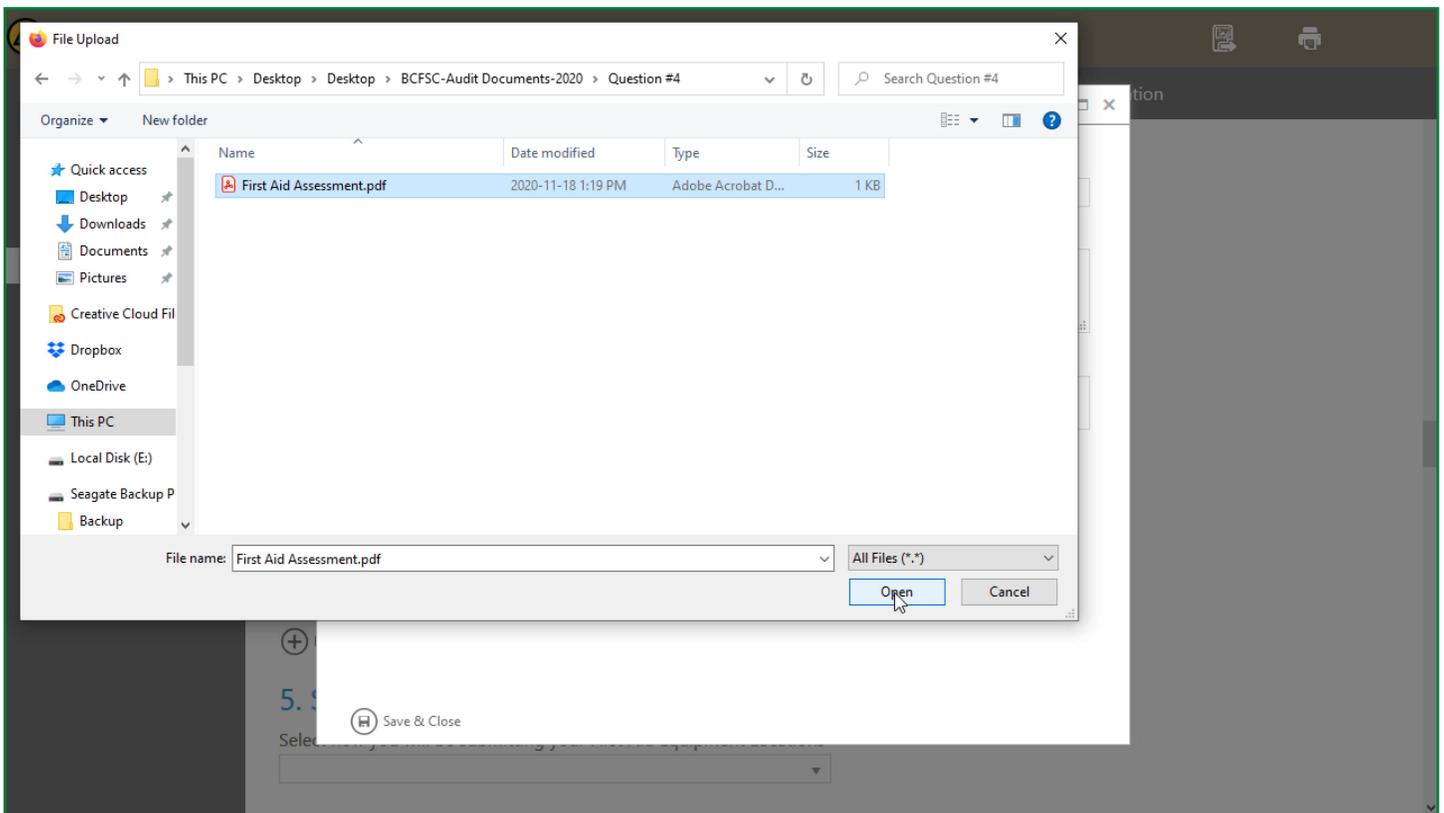
https://itrakbcfsuat.azurewebsites.net/Anon/Anon/Edit/5eacf8de-b6e3-4eb8-b534-e052687174cb#

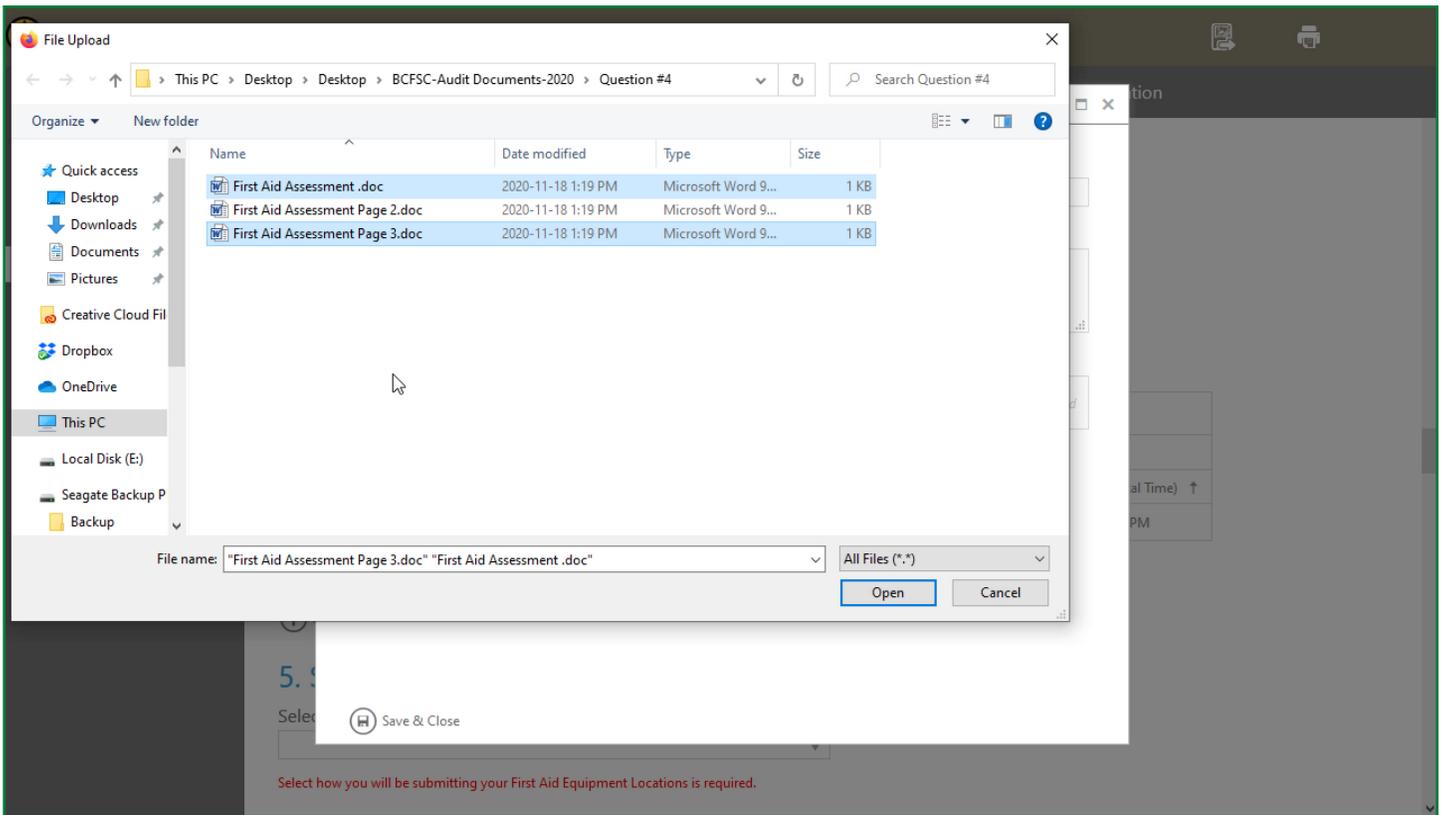
If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

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



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.





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.

If you need to select specific files, press and hold the **Ctrl** button while you click on each file that is needed.

Small Employer

Top of Page
Audit Details
Company Info
Activities
Training
Audit
Notes & Comments
Authorization

Document uploaded at the beginning of the audit

4. Submit one completed first aid assessment

This may be for the company's home/office if the company did not work during the past 12 months.

Select how you will be submitting your First Aid Assessment *

Attach a document here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

*** Required**

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Comments	Size	Preview	Created By	Created On (Local Time)
First Aid Assessment	First Aid Assessment .doc		1 kB	undefined	ITRAK Portal External User App	11/27/2020 7:44 PM
Note			1 kB		ITRAK Portal External User App	11/27/2020 7:45 PM
First Aid Assessment .doc	First Aid Assessment .doc		1 kB	undefined	ITRAK Portal External User App	11/27/2020 7:45 PM

+ Note + Attachment

Form UAT01288

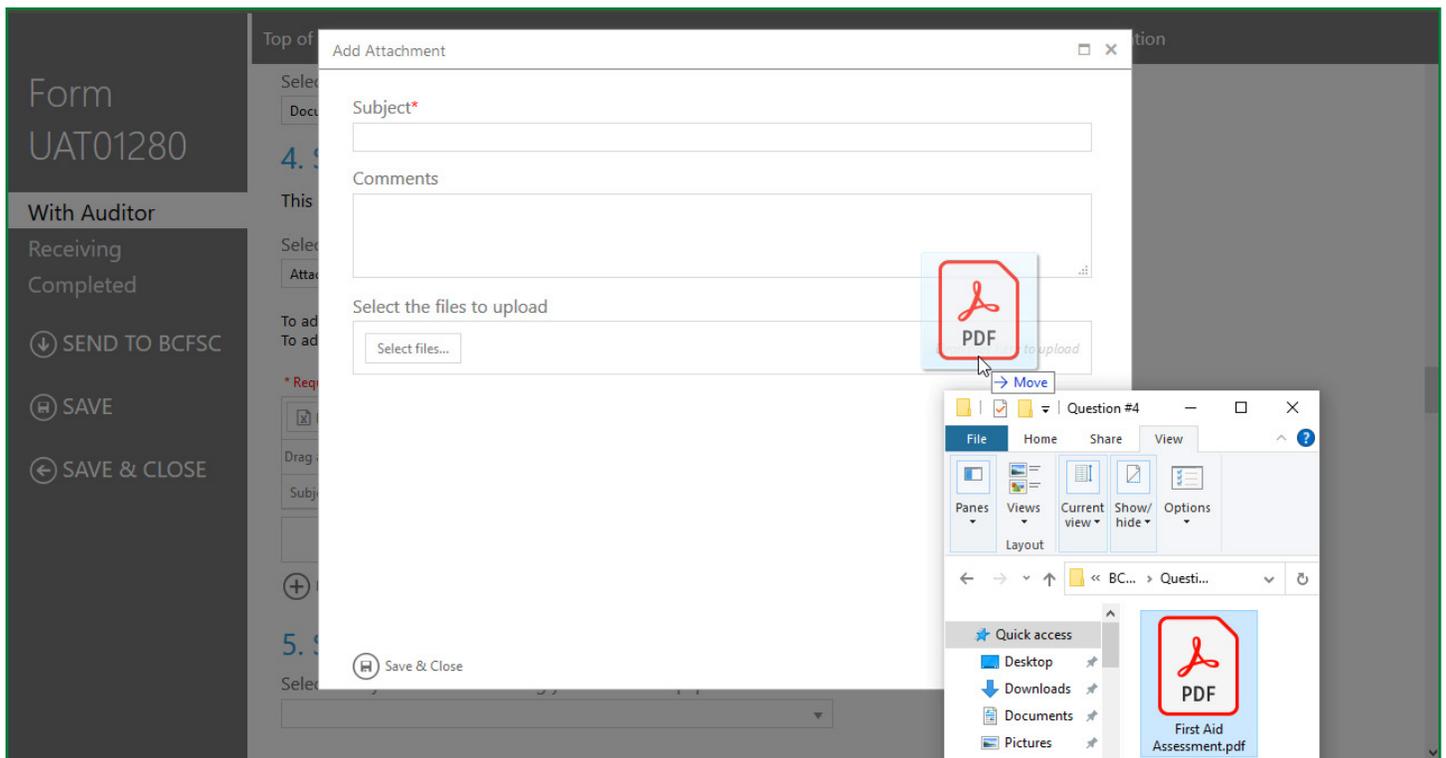
With Auditor

Receiving Completed

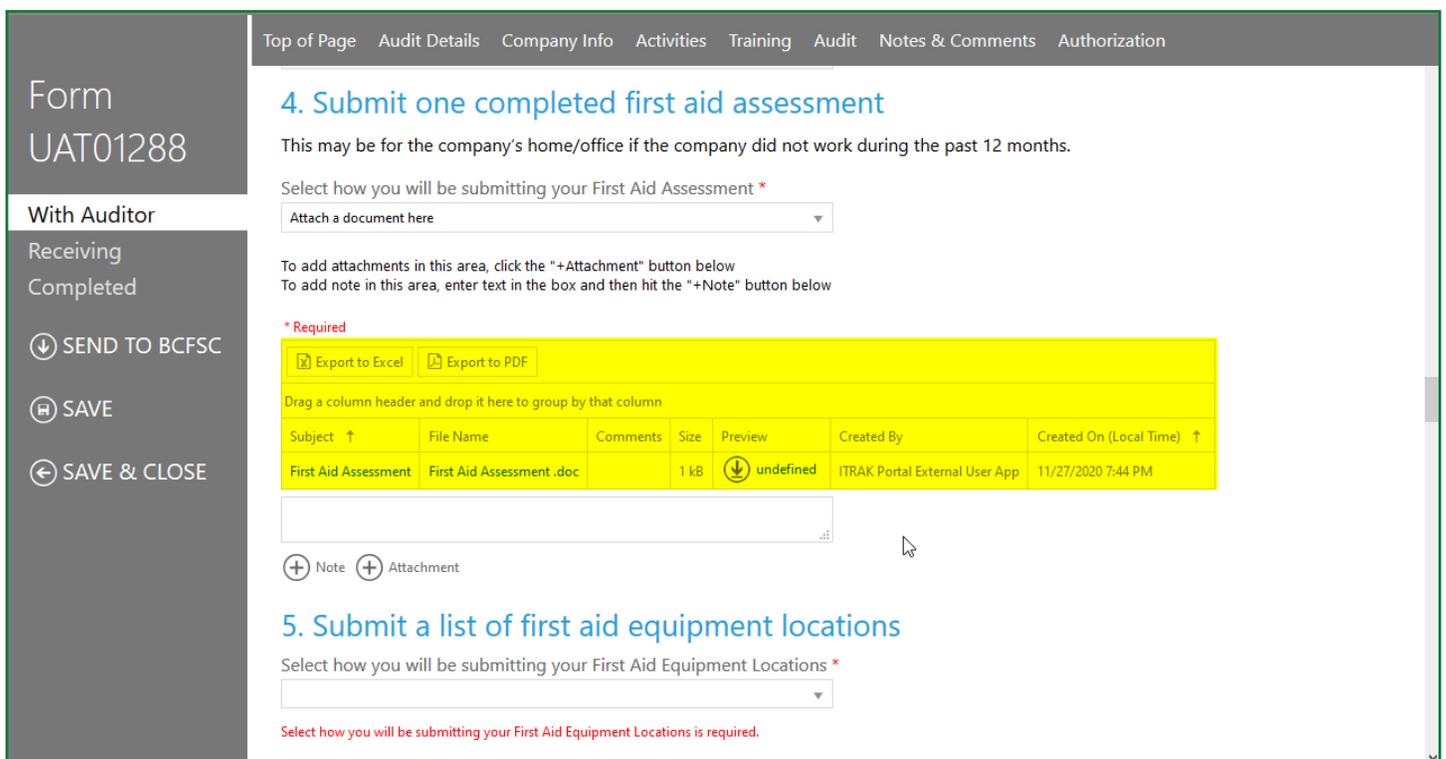
SEND TO BCFS

SAVE

SAVE & CLOSE



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.



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.

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.

DOWNLOADING...

3. Go to your desired audit question.

The screenshot shows the 'Small Employer' interface for 'Form UAT01280'. The top navigation bar includes 'Top of Page', 'Audit Details', 'Company Info', 'Activities', 'Training', 'Audit', 'Notes & Comments', and 'Authorization'. The main content area displays two questions:

- 3. Submit one Emergency Response Plan (ERP) for the largest project of the year**
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit
- 4. Submit one completed first aid assessment**
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
[Empty text box with a green arrow on the right side]

Below the second question, there are buttons for 'Export to Excel' and 'Export to PDF', a table with headers 'Subject', 'File Name', 'Comments', 'Size', 'Preview', 'Created By', and 'Created On (Local Time)', and a '+ Note' button.

4. 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.

This screenshot shows the same interface as the previous one, but with the dropdown menu for the '4. Submit one completed first aid assessment' question open. The dropdown menu options are:

- Attach a document here (highlighted)
- Document uploaded at the beginning of the audit
- Enter a descriptive note here
- Not Applicable

The '+ Note' and '+ Attachment' buttons are visible at the bottom of the form.

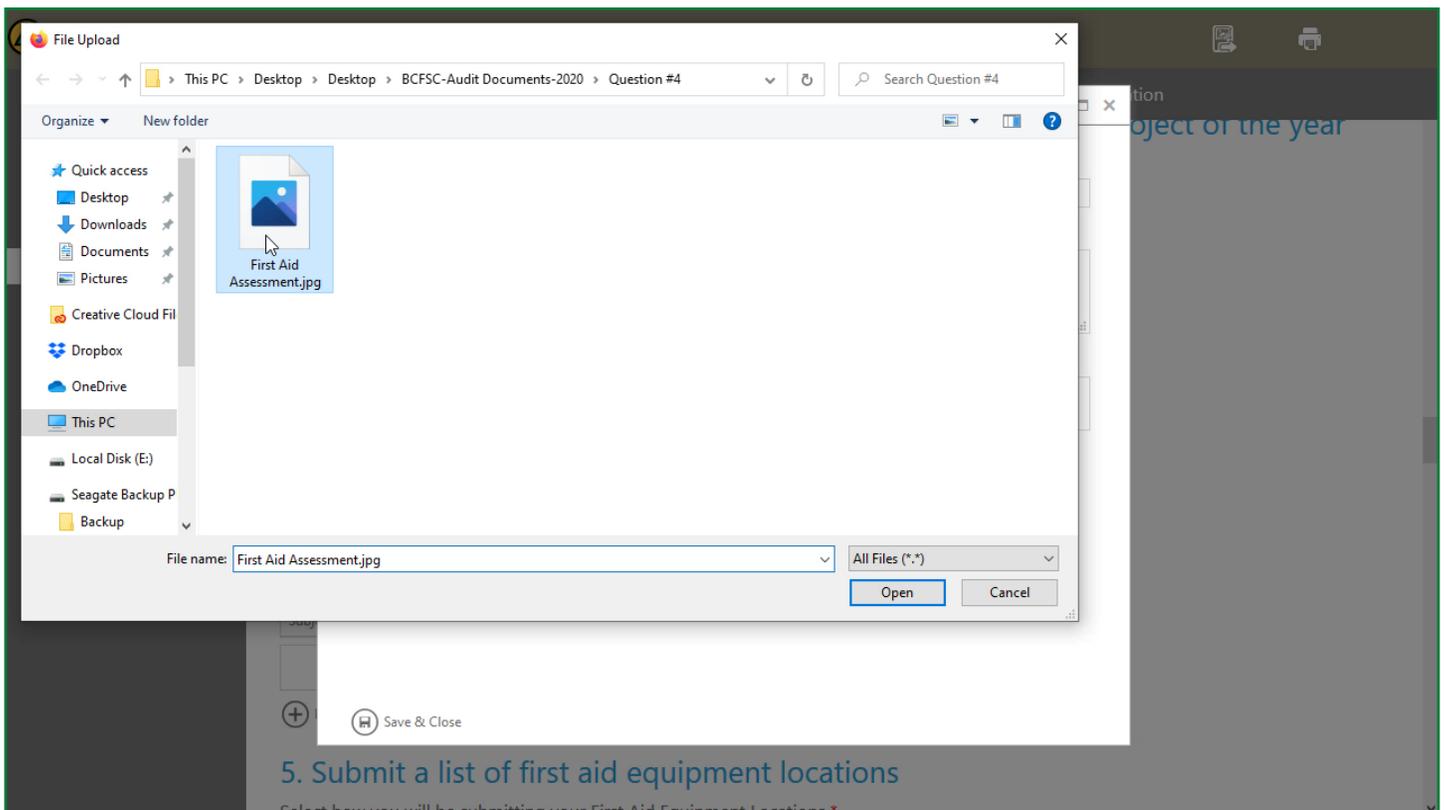
5. Look for the +ATTACHMENT button towards the bottom of this area.

The screenshot shows the 'Small Employer' form in the BC Forest Safety system. The form is titled 'Form UAT01280' and is currently in the 'With Auditor' state, specifically 'Receiving' and 'Completed'. The main content area contains instructions for submitting an Emergency Response Plan (ERP) and a First Aid Assessment. A table with columns for 'Subject', 'Comments', 'Size', 'Preview', 'Created By', and 'Created On (Local Time)' is visible. A red circle highlights the '+ Attachment' button located below the table. The background text includes: '3. Submit one Emergency Response Plan (ERP) for the largest project of the year', 'Must include at least fire, injury, fatality and natural disasters', 'Select how you will be submitting your Emergency Response Plan (ERP) *', 'Document uploaded at the beginning of the audit', '4. Submit one completed first aid assessment', 'This may be for the company's home/office if the company did not work during the past 12 months.', 'Select how you will be submitting your First Aid Assessment *', 'Attach a document here', 'To add attachments in this area, click the "+Attachment" button below', 'To add note in this area, enter text in the box and then hit the "+Note" button below', '* Required', 'Export to Excel', 'Export to PDF', and '5. Submit a list of first aid equipment locations'.

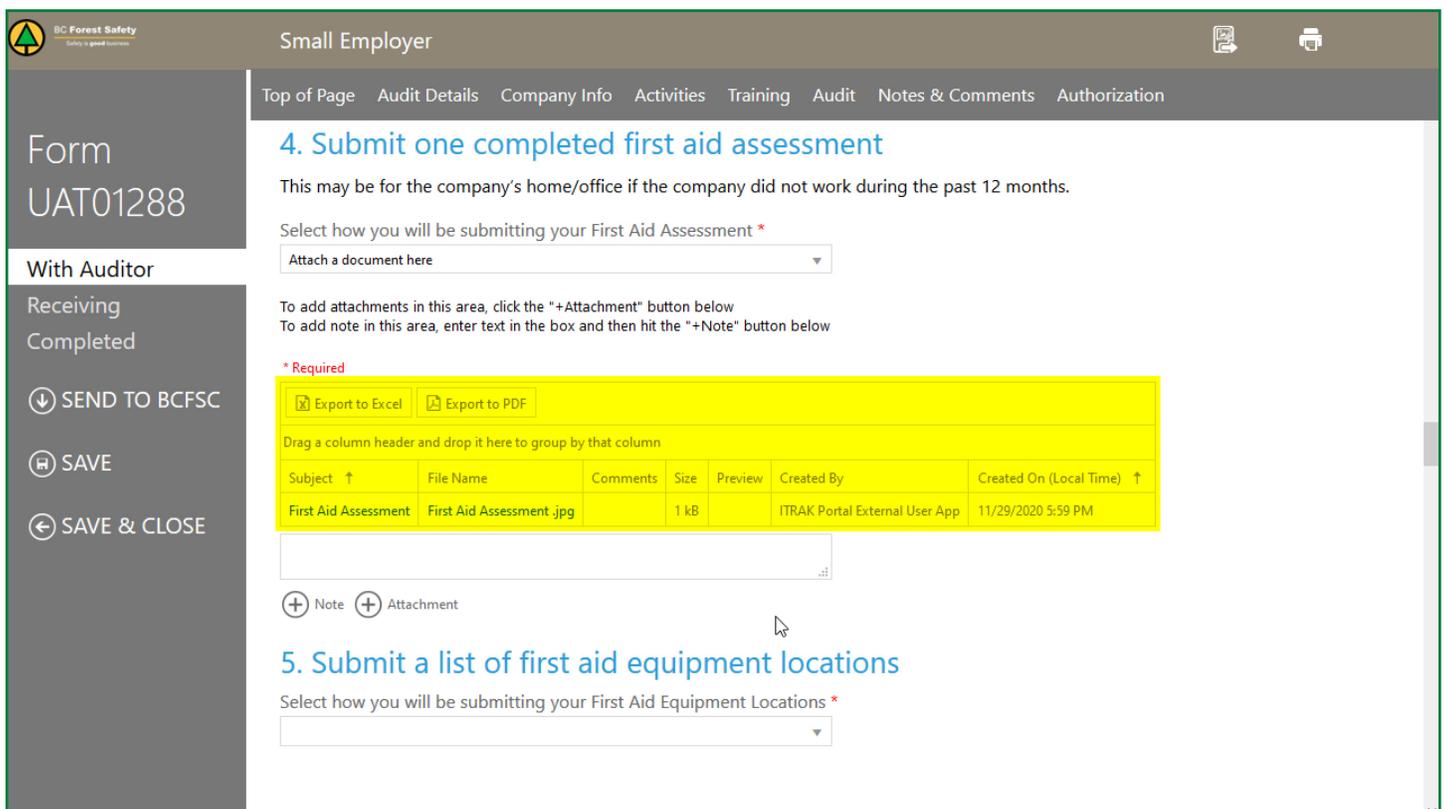
6. Press the +ATTACHMENT button, and a text box labelled ADD ATTACHMENT will open.

The screenshot shows the same 'Small Employer' form as in the previous image, but with the 'Add Attachment' dialog box open. The dialog box has a title bar 'Add Attachment' and a close button. It contains a 'Subject*' field, a 'Comments' text area, and a 'Select the files to upload' section with a 'Select file...' button and a 'Drop files here to upload' area. At the bottom of the dialog box, there are '+', 'Save & Close', and 'x' icons. The background text is partially obscured by the dialog box but includes: '3. Submit one Emergency Response Plan (ERP) for the largest project of the year', 'Must include at least fire, injury, fatality and natural disasters', 'Select how you will be submitting your Emergency Response Plan (ERP) *', 'Document uploaded at the beginning of the audit', '4. Submit one completed first aid assessment', 'This may be for the company's home/office if the company did not work during the past 12 months.', 'Select how you will be submitting your First Aid Assessment *', 'Attach a document here', 'To add attachments in this area, click the "+Attachment" button below', 'To add note in this area, enter text in the box and then hit the "+Note" button below', '* Required', 'Export to Excel', 'Export to PDF', and '5. Submit a list of first aid equipment locations'.

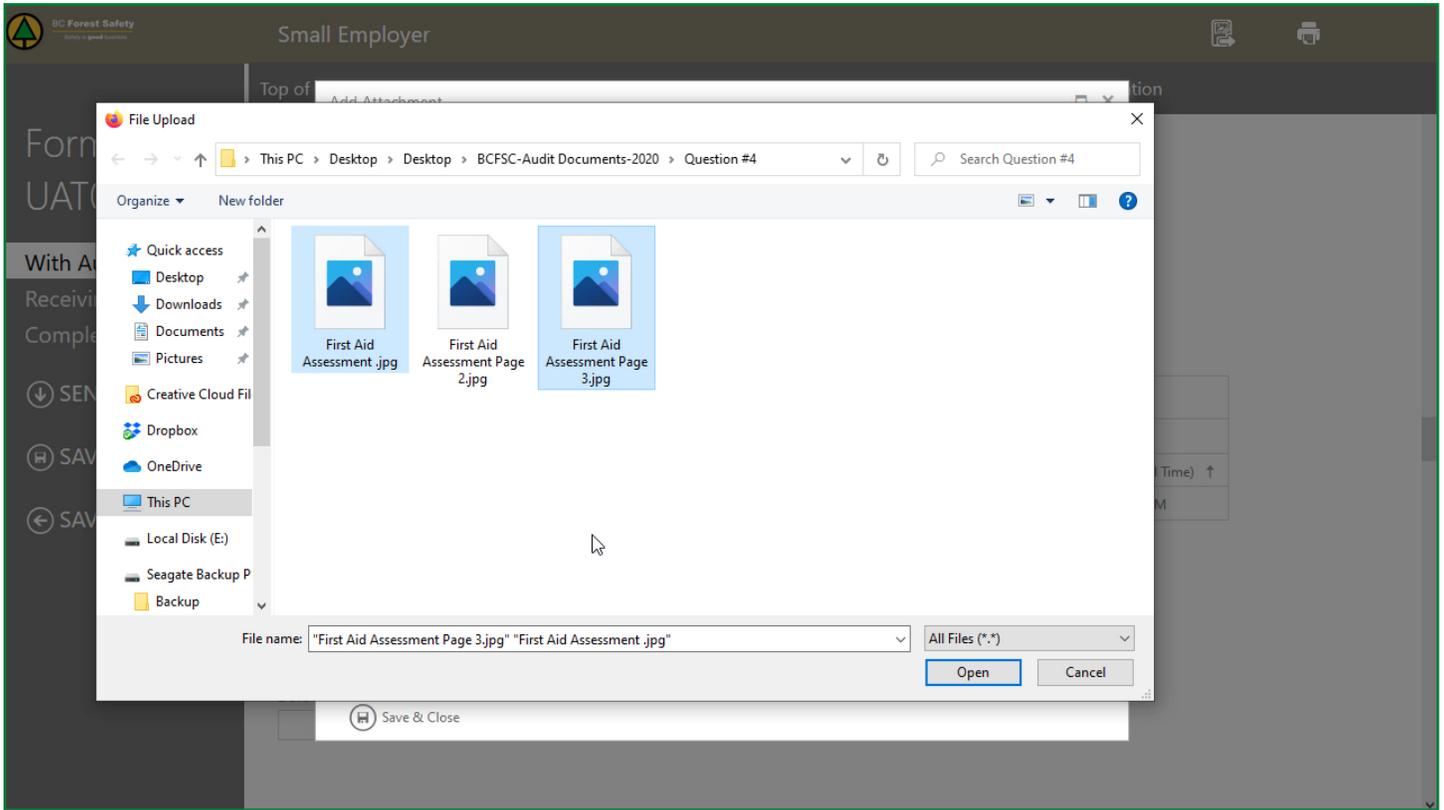
7. To select a file from your computer to upload, press the SELECT FILE button. This will allow you to browse the files on your drive to find the needed attachment.



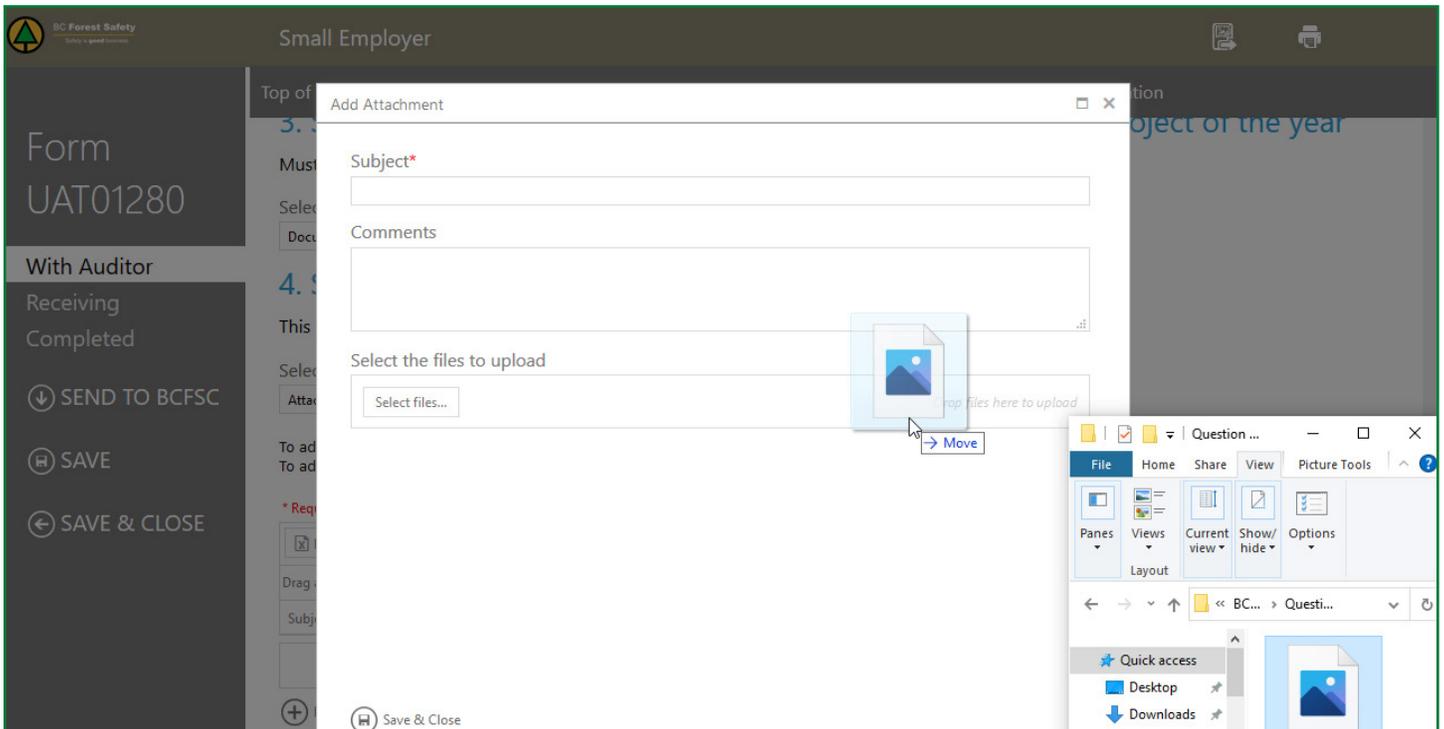
Once the desired attachment is selected, press OPEN. The file will automatically upload and display in the spreadsheet immediately above the +ATTACHMENT button.



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.



If you need to select specific files, press and hold the **Ctrl** button while you click on each file that is needed. You can also drag and drop the desired photo file to 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.

BC Forest Safety
Safety is great business

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form
UAT01288

With Auditor

Receiving
Completed

SEND TO BCFCSC

SAVE

SAVE & CLOSE

4. Submit one completed first aid assessment

This may be for the company's home/office if the company did not work during the past 12 months.

Select how you will be submitting your First Aid Assessment *

Attach a document here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

* Required

Export to Excel Export to PDF

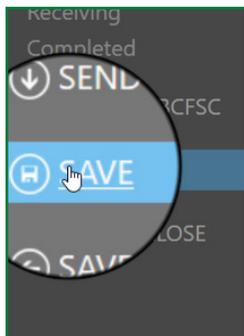
Drag a column header and drop it here to group by that column

Subject ↑	File Name	Comments	Size	Preview	Created By	Created On (Local Time) ↑
First Aid Assessment	First Aid Assessment.jpg		1 kB		ITRAK Portal External User App	11/29/2020 5:59 PM

Note Attachment

5. Submit a list of first aid equipment locations

Select how you will be submitting your First Aid Equipment Locations *



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.

The screenshot shows the 'Small Employer' form in the BC Forest Safety system. The form is titled 'Form UAT01280' and is in the 'With Auditor' state, specifically 'Receiving Completed'. The main content area displays two questions:

- 3. Submit one Emergency Response Plan (ERP) for the largest project of the year**
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit
- 4. Submit one completed first aid assessment**
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
A dropdown menu is open, showing options: 'Attach a document here', 'Document uploaded at the beginning of the audit', 'Enter a descriptive note here' (highlighted by the mouse), and 'Not Applicable'.

Below the questions are buttons for 'Export to Excel' and 'Export to PDF', a table header for grouping, and a table with columns: Subject, File Name, Comments, Size, Preview, Created By, and Created On (Local Time). At the bottom, there are '+ Note' and '+ Attachment' buttons.

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

This screenshot shows the same 'Small Employer' form, but the dropdown menu for question 4 is closed. The text 'Enter a descriptive note here' is now visible in the text box above the '+ Note' and '+ Attachment' buttons. The rest of the form content is identical to the previous screenshot.

3. Type in the note you want to add in the text box.

BC Forest Safety
Small Employer

Form UAT01280

With Auditor
Receiving
Completed

SEND TO BCFC
SAVE
SAVE & CLOSE

3. Submit one Emergency Response Plan (ERP) for the largest project of the year
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit

4. Submit one completed first aid assessment
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
Enter a descriptive note here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

* Required

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Comments	Size	Preview	Created By	Created On (Local Time)
ENTER A DESCRIPTIVE NOTE HERE						

+ Note + Attachment

4. When finished, press the +NOTE button below the text box.

BC Forest Safety
Small Employer

Form UAT01280

With Auditor
Receiving
Completed

SEND TO BCFC
SAVE
SAVE & CLOSE

3. Submit one Emergency Response Plan (ERP) for the largest project of the year
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit

4. Submit one completed first aid assessment
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
Enter a descriptive note here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

* Required

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject	File Name	Comments	Size	Preview	Created By	Created On (Local Time)
ENTER A DESCRIPTIVE NOTE HERE						

+ Note + Attachment

5. Submit a list of first aid equipment locations
Select how you will be submitting your First Aid Equipment Locations *

5. The note will be added to the spreadsheet immediately above the unmarked text box.

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving
Completed

SEND TO BCFSC
SAVE
SAVE & CLOSE

3. Submit one Emergency Response Plan (ERP) for the largest project of the year
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit

4. Submit one completed first aid assessment
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
Enter a descriptive note here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

* Required

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject ↑	File Name	Comments	Size	Preview	Created By	Created On (Local Time) ↑
Note created on 11/18/2020 11:12 PM by ITRAK Portal External User App		ENTER A DESCRIPTIVE NOTE HERE.	1 kB		ITRAK Portal External User App	11/18/2020 11:12 PM

Enter a descriptive note here

+ Note + Attachment

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.

Small Employer

Top of Page Audit Details Company Info Activities Training Audit Notes & Comments Authorization

Form UAT01280

With Auditor
Receiving
Completed

SEND TO BCFSC
SAVE
SAVE & CLOSE

3. Submit one Emergency Response Plan (ERP) for the largest project of the year
Must include at least fire, injury, fatality and natural disasters
Select how you will be submitting your Emergency Response Plan (ERP) *
Document uploaded at the beginning of the audit

4. Submit one completed first aid assessment
This may be for the company's home/office if the company did not work during the past 12 months.
Select how you will be submitting your First Aid Assessment *
Enter a descriptive note here

To add attachments in this area, click the "+Attachment" button below
To add note in this area, enter text in the box and then hit the "+Note" button below

* Required

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Subject ↑	File Name	Comments	Size	Preview	Created By	Created On (Local Time) ↑
Note created on 11/18/2020 11:12 PM by ITRAK Portal External User App		ENTER A DESCRIPTIVE NOTE HERE.	1 kB		ITRAK Portal External User App	11/18/2020 11:12 PM

Enter a descriptive note here

+ Note + Attachment

Edit

Title*

Note created on 11/18/2020 11:12 PM by ITRAK Portal External User App

Comments

ENTER A DESCRIPTIVE NOTE HERE.

Attachment
(1 kB)

Change file... Drop files here to upload

Save & Close Delete

+ Note + Attachment

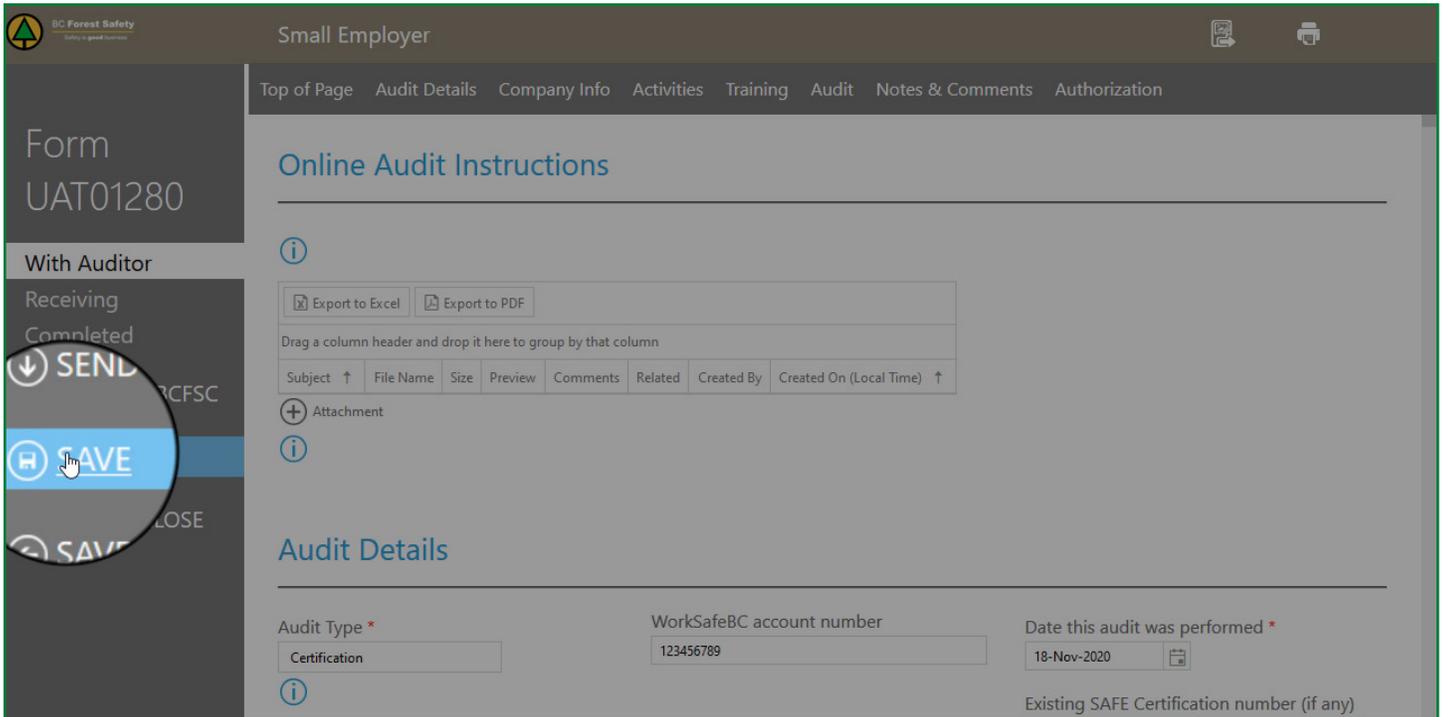
7. Close the box by pressing the SAVE & CLOSE button in the bottom left-hand corner of the box.

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.

Submitting the Audit

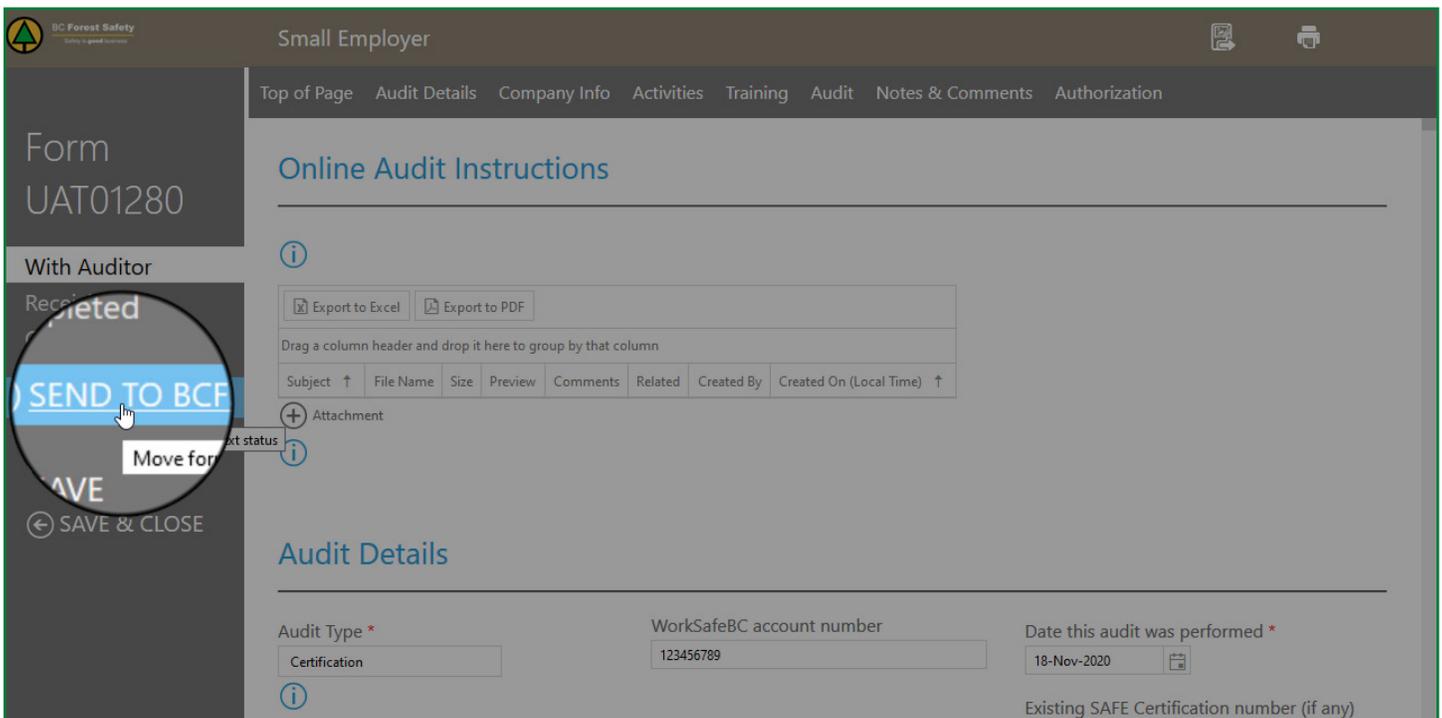
Once your audit is complete and you have attached all the required supporting documents, do the following:

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



The screenshot shows the 'Small Employer' audit form in the BC Forest Safety system. The left-hand menu is visible, with the 'SAVE' button highlighted in blue. The main content area shows the 'Online Audit Instructions' and 'Audit Details' sections. The 'Audit Details' section includes fields for 'Audit Type *' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed *' (18-Nov-2020). There are also buttons for 'Export to Excel' and 'Export to PDF' at the top of the main content area.

2. After the tool has saved, press the SEND TO BCFSC button in the same column.



The screenshot shows the 'Small Employer' audit form in the BC Forest Safety system. The left-hand menu is visible, with the 'SEND TO BCFSC' button highlighted in blue. The main content area shows the 'Online Audit Instructions' and 'Audit Details' sections. The 'Audit Details' section includes fields for 'Audit Type *' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed *' (18-Nov-2020). There are also buttons for 'Export to Excel' and 'Export to PDF' at the top of the main content area.

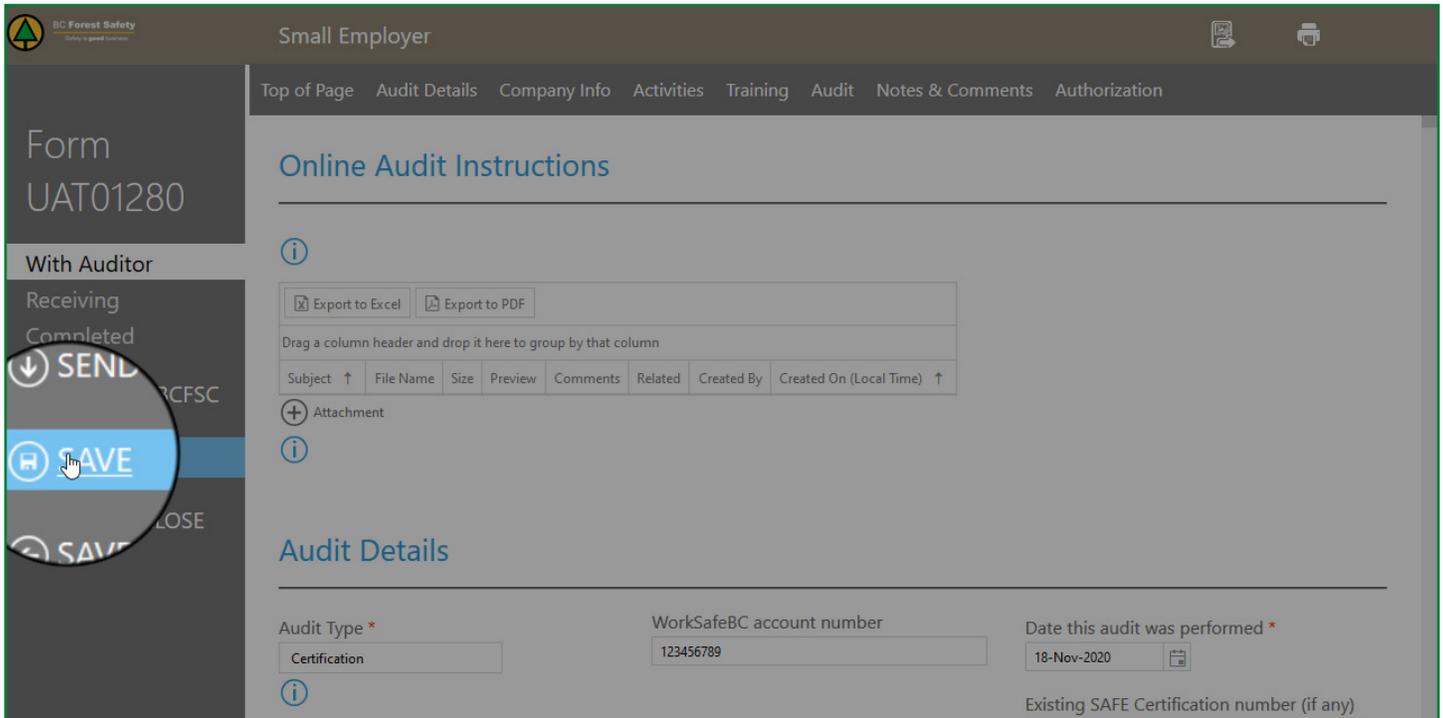
If any required information is missing, you will be prompted to complete it before you will be able to submit.

The screenshot shows the 'Small Employer' portal for form UAT01280. The left sidebar contains navigation options: 'With Auditor', 'Receiving', 'Completed', 'SEND TO BCFCSC', 'SAVE', and 'SAVE & CLOSE'. The main content area is titled 'Online Audit Instructions' and displays an error message in a white box with a red 'X' icon. The message reads: 'Use the "Edit" button below to select all the work activities that apply to the company: 1 or more items are required.' Below the message is an 'OK' button. The background shows the 'Audit Details' section with fields for 'Audit Type' (Certification), 'WorkSafeBC account number' (123456789), and 'Date this audit was performed' (18-Nov-2020).

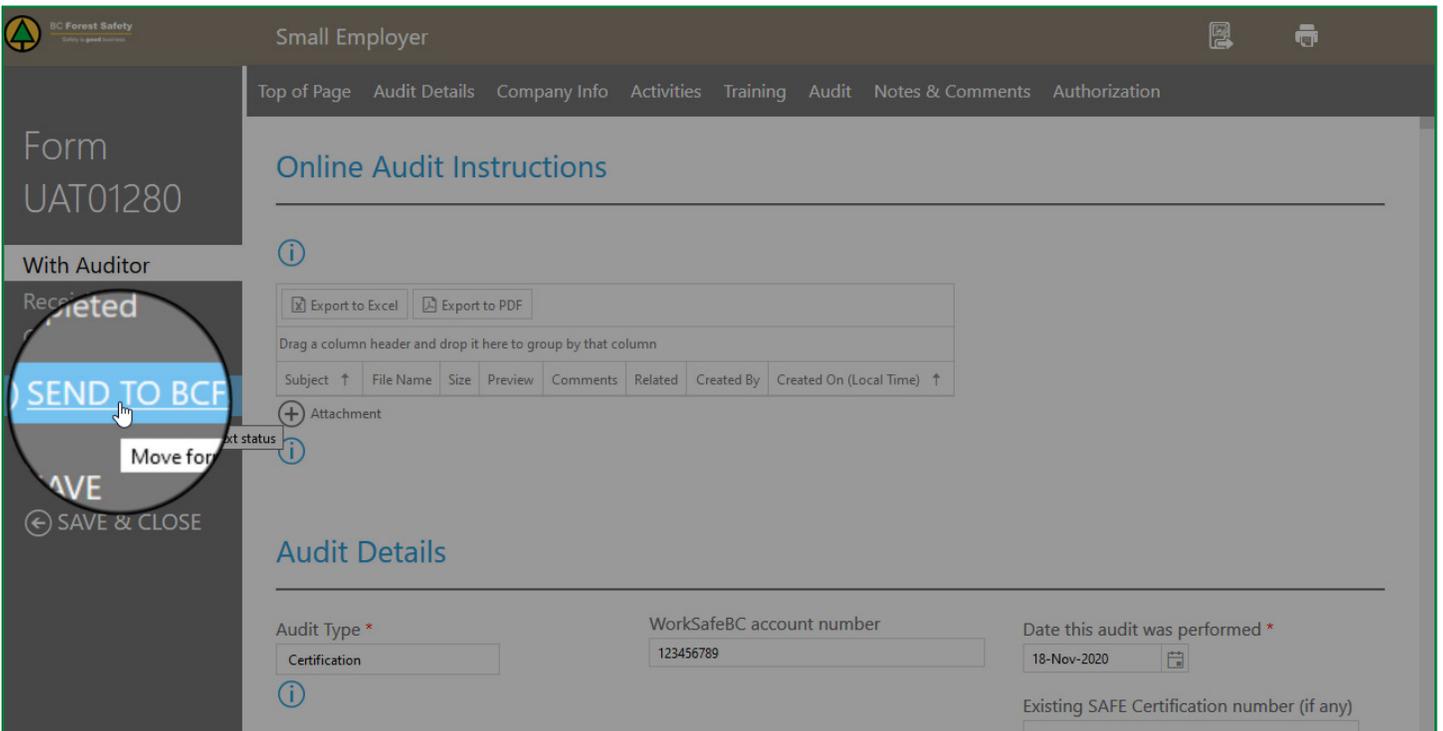
3. Search out the required areas and add the information needed.

The screenshot shows the 'Small Employer' portal for form UAT01280, specifically the 'Activities' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Activities' and features a yellow highlighted instruction: 'Use the "Edit" button below to select all the work activities that apply to the company * 1 or more items are required.' Below this is an 'Edit' button. A question is asked: 'Does this audit cover all your operating locations and activities? *' with a dropdown menu set to 'Yes'. A hand cursor is pointing at the dropdown. Below the question, there is a link to 'Work Safe BC Classification Industry Rate' and a note: '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'. At the bottom, there is a section for 'Company Classification Units (CUs) *' with 'Export to Excel' and 'Export to PDF' buttons.

4. Press SAVE in the left-hand menu.



5. Press SEND TO BCFSC.



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

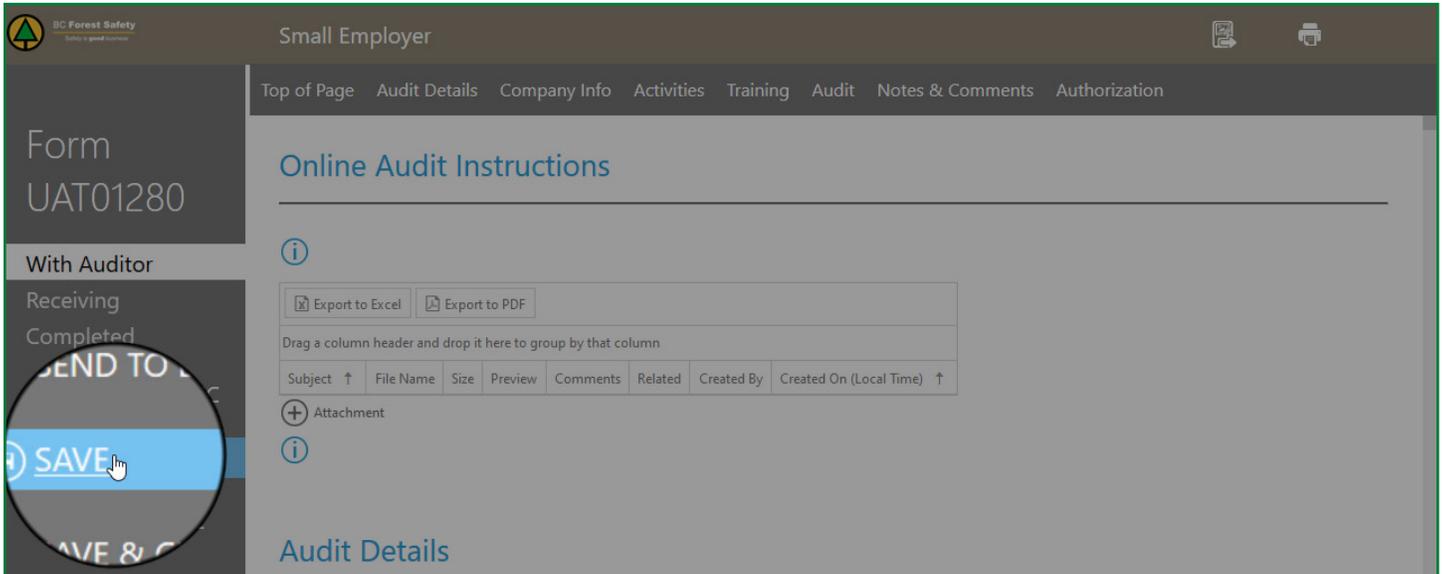
If you have questions about any part of the online submission process, please call our office at 1-877-741-1060.

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.

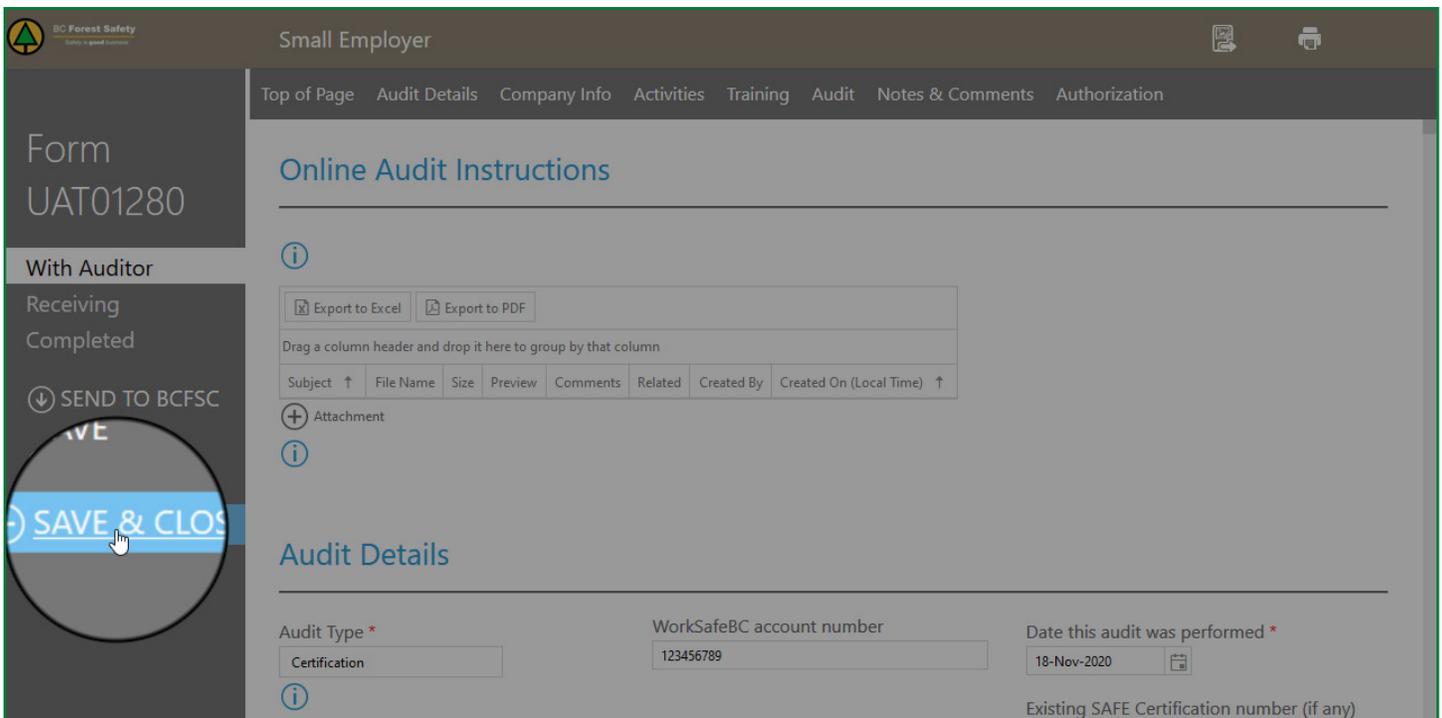
To save your files:

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



To exit the audit tool:

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



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