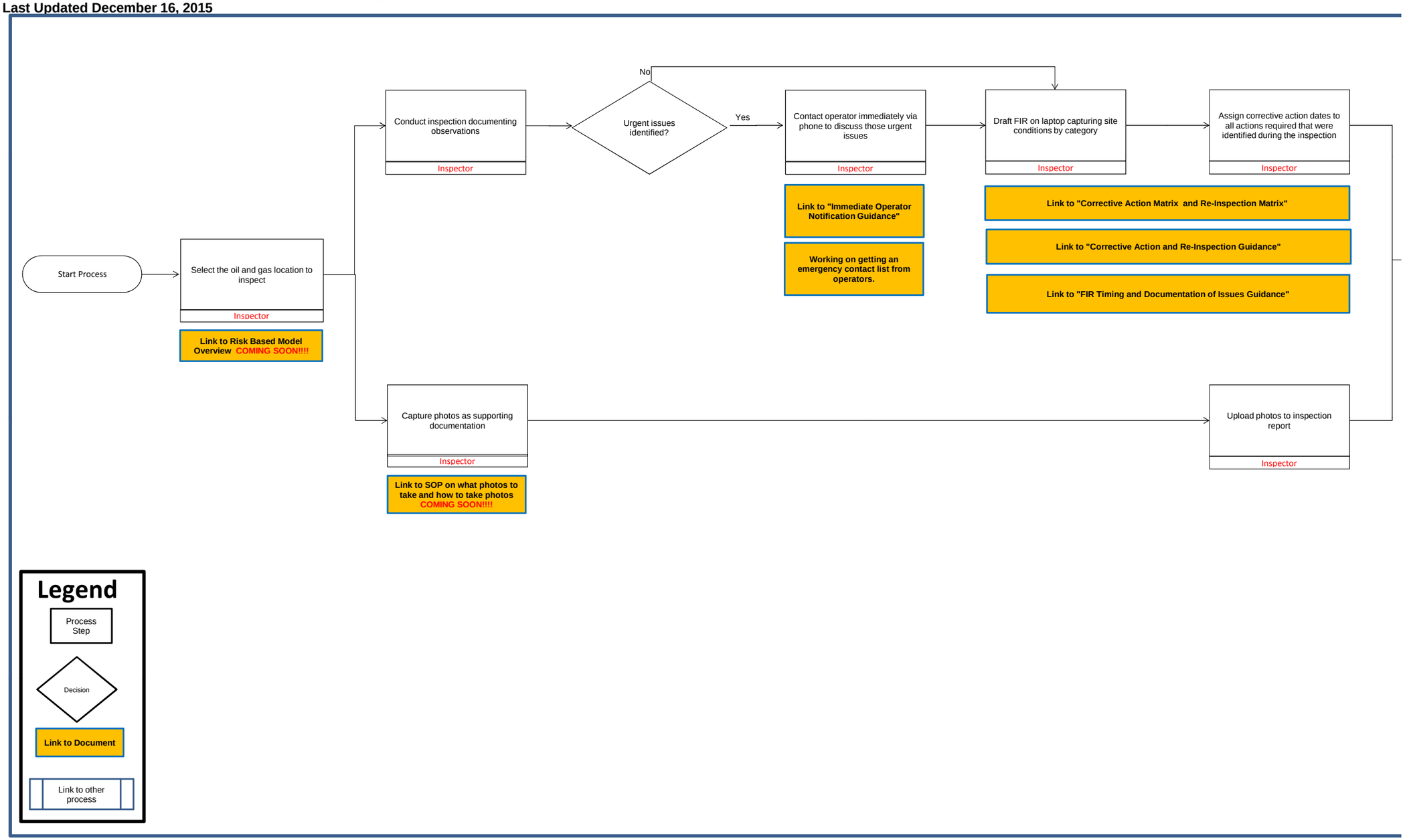
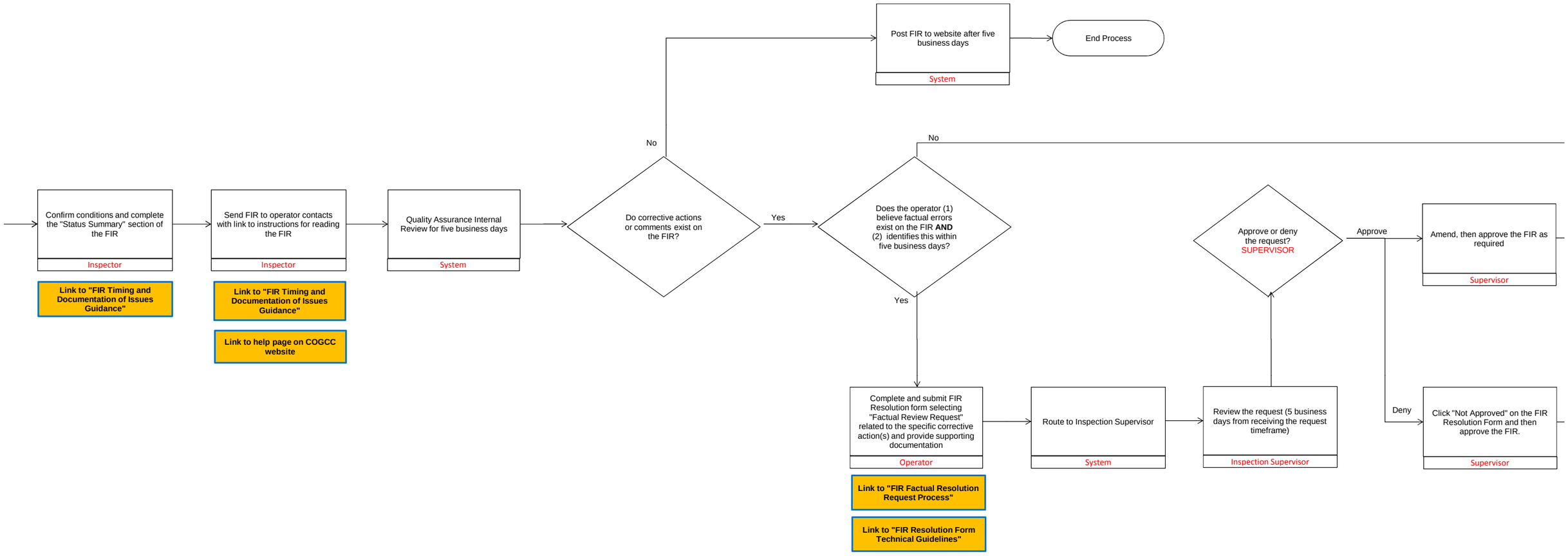
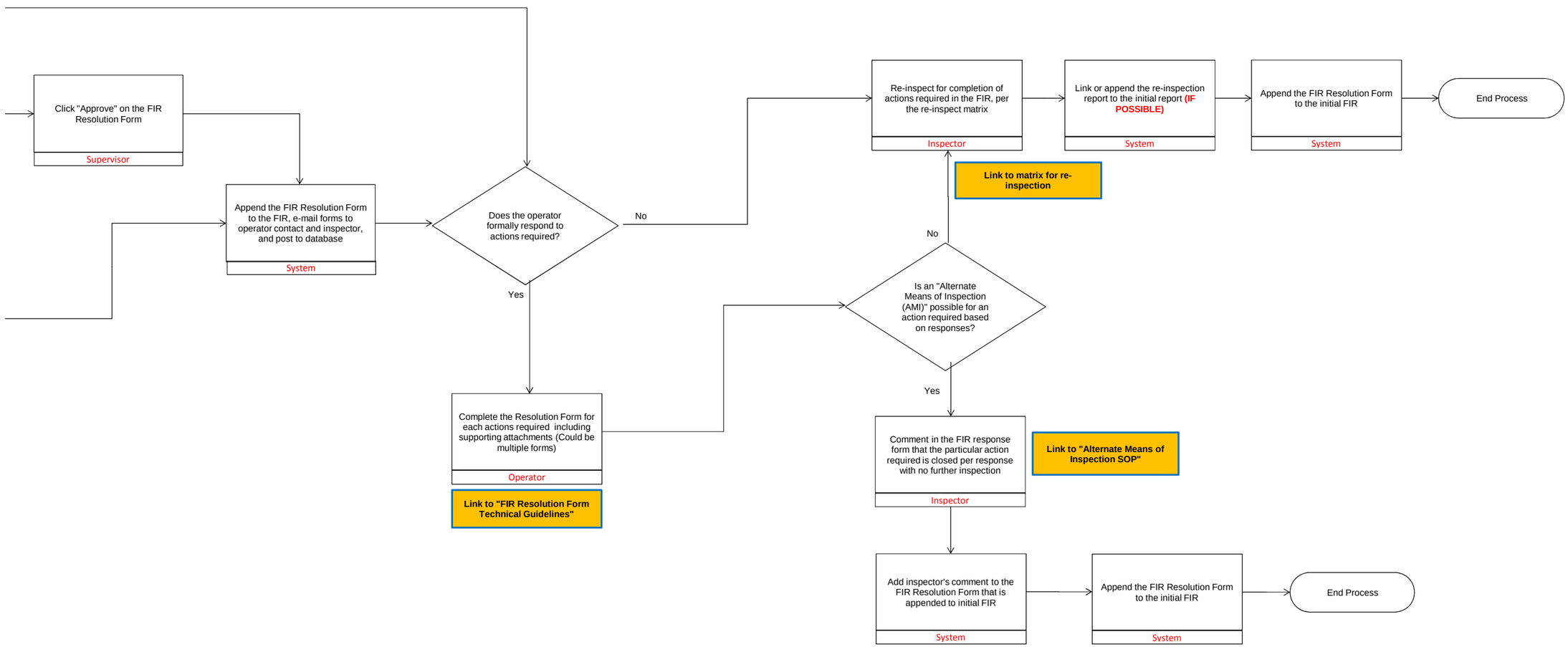
Field Inspection Reporting (FIR) Processes

Last Updated December 16, 2015




Confirm conditions and complete the "Status Summary" section of the FIR
Inspector
Link to "FIR Timing and Documentation of Issues Guidance"
Send FIR to operator contacts with link to instructions for reading the FIR
Inspector
Link to "FIR Timing and Documentation of Issues Guidance"
Link to help page on COGCC website
Quality Assurance Internal Review for five business days
System
Do corrective actions or comments exist on the FIR?
No
Post FIR to website after five business days
System
End Process
Yes
Does the operator (1) believe factual errors exist on the FIR AND (2) identifies this within five business days?
No
Yes
Complete and submit FIR Resolution form selecting "Factual Review Request" related to the specific corrective action(s) and provide supporting documentation
Operator
Link to "FIR Factual Resolution Request Process"
Link to "FIR Resolution Form Technical Guidelines"
Route to Inspection Supervisor
System
Review the request (5 business days from receiving the request timeframe)
Inspection Supervisor
Approve or deny the request? SUPERVISOR
Approve
Amend, then approve the FIR as required
Supervisor
Deny
Click "Not Approved" on the FIR Resolution Form and then approve the FIR.
Supervisor


Click "Approve" on the FIR Resolution Form
Supervisor
Append the FIR Resolution Form to the FIR, e-mail forms to operator contact and inspector, and post to database
System
Does the operator formally respond to actions required?
No
Yes
Complete the Resolution Form for each actions required including supporting attachments (Could be multiple forms)
Operator
Link to "FIR Resolution Form Technical Guidelines"
Is an "Alternate Means of Inspection (AMI)" possible for an action required based on responses?
No
Yes
Re-inspect for completion of actions required in the FIR, per the re-inspect matrix
Inspector
Link to matrix for re-inspection
Link or append the re-inspection report to the initial report (IF POSSIBLE)
System
Append the FIR Resolution Form to the initial FIR
System
End Process
Comment in the FIR response form that the particular action required is closed per response with no further inspection
Inspector
Link to "Alternate Means of Inspection SOP"
Add inspector's comment to the FIR Resolution Form that is appended to initial FIR
System
Append the FIR Resolution Form to the initial FIR
System
End Process