



COMPLIANCE MANAGEMENT INFORMATION SYSTEM (CM-IS)

Permit Holder User Guide

VERSION 2.2

July 2023

About the Regulator

The BC Energy Regulator (Regulator) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Regulator's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

Vision, Mission and Values

Vision

A resilient energy future where B.C.'s energy resource activities are safe, environmentally leading and socially responsible.

Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects
public safety and the
environment



Supports reconciliation
with Indigenous peoples
and the transition to
low-carbon energy



Conserves
energy
resources



Fosters a sound
economy and social
well-being



Values

Respect is our commitment to listen, accept and value diverse perspectives.

Integrity is our commitment to the principles of fairness, trust and accountability.

Transparency is our commitment to be open and provide clear information on decisions, operations and actions.

Innovation is our commitment to learn, adapt, act and grow.

Responsiveness is our commitment to listening and timely and meaningful action.

Additional Guidance

As with all BCER documents, this manual does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from BCER staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and Permit Holder's responsibility to know and uphold all legal obligations and responsibilities.

Throughout the manual there are references to guides, forms, tables, and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the BCER website.
- [Documentation and guidelines](#) on the BCER website.
- [Frequently asked questions](#) on the BCER website.
- [Advisories, bulletins, reports and directives](#) on the BCER website.
- [Regulations and Acts](#) listed on the BCER website.

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Document Revisions

The BCER is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the BCER's website. Stakeholders are invited to provide input or feedback on BCER documentation to servicedesk@bc-er.ca.

Version Number	Posted Date	Chapter Section	Summary of Revision(s)
0.9	February 2, 2022	Various	Initial publication, covering Administrative Non-Compliances only
1.0	November 21, 2022	Various	Updated for new features supporting Inspection Reports and Inspection Non-Compliances
2.0	March 10, 2023	Various	Added instructions to support new Data Export functions Updated branding for BC Energy Regulator
2.1	April 20, 2023	Chapter 1, 6.7, 5.74, Appendix B	Added information on new email notifications and PDF notices when a Non-Compliance has been escalated for enforcement
2.2	June 19, 2023	Chapter 5	Updated which Notices are displayed on the Non-Compliance dashboard tabs

Chapter 1: CM-IS Permit Holder Application Overview

The Compliance Management Information System (CM-IS) provides tools for Permit Holders and their representatives to receive, manage, and resolve Non-Compliance Notices issued by the BCER, to review Completed Inspections that may or may not have resulted in the issuance of a Non-Compliance Notice, and to receive notice when a non-compliance is escalated to Enforcement

A Non-Compliance Notice includes one or more individual Non-Compliances that were discovered at the same time. Non-Compliances are the lowest tier on the BCER's graduated Enforcement Model. They document an observed Non-Compliance and provide an opportunity for correction within a set timeline. A Non-Compliance is not a finding of contravention; although, when Non-Compliances are not addressed, they may be escalated to Enforcement. Generally, Non-Compliances are reserved for lower risk occurrences and not systemic patterns of Non-Compliance.

Non-Compliance Notices are not intended to replace the Permit Holder's responsibility of identifying and maintaining legislative compliance within their operational requirements. Permit Holders are expected to understand and manage their compliance on a regular basis. When Non-Compliances have been found, Permit Holders are also expected to correct them within the specified timeframe. Where patterns of Non-Compliance are observed, alternate approaches to ensuring compliance maintenance will be considered by the BCER.

1.1 Identifying a Non-Compliance

A Non-Compliance may be identified during an Administrative Verification or Inspection process. In such cases, the BCER will create a Non-Compliance record, which will be presented on a Non-Compliance Notice. The Non-Compliance Notice will be sent to the Permit Holder at the time of issuance. Each individual Non-Compliance, contained on a Non-Compliance Notice, will identify what is in Non-Compliance, the legislation that is being enforced against the Non-Compliance, and the required Correction Due Date.

1.2 Non-Compliance Process Overview

The Non-Compliance Notice process includes the following basic steps:

- 1) The Permit Holder will receive a Non-Compliance Notice, listing one or more Non-Compliances, via email and then accesses CM-IS for more information.

- 2) If needed, the Permit Holder submits a Request for Clarification Submission or a Request for Extension Submission via the CM-IS Permit Holder Application.
- 3) The Permit Holder corrects the Non-Compliance and then, depending on the nature of the Non-Compliance, submits the required documentation via the appropriate process and system, such as KERMIT, eSubmission, Petrinex, or via a specified email account. ***Submitting these documents via CM-IS will not resolve the Non-Compliance.***
- 4) The Permit Holder submits a Respond to Non-Compliance Submission in CM-IS, indicating how the requirement has been met.
- 5) The BCER reviews the Permit Holder's Respond to Non-Compliance Submission and either accepts it or requests more information. The BCER may also retract the Non-Compliance if it was issued in error or if the Permit Holder has received an exemption.
- 6) If the Non-compliance is not resolved to the satisfaction of the BCER, then the Permit Holder will receive notice that the Non-Compliance has been escalated to Compliance and Enforcement for investigation. BCER staff will contact the Permit Holder to discuss the outstanding issues.

1.3 Key Application Features

For any given Issued Non-Compliance, Permit Holders can interact with the BCER through a CM-IS Request for Clarification, a Request for Extension, or a Respond to Non-Compliance Submission. Each interaction involves the Permit Holder submitting a Non-Compliance Submission followed by an answer from the BCER. Once the BCER has answered, the Non-Compliance Submission is marked as 'Complete.' Further interaction requires a new Non-Compliance Submission.

Only one interaction per Non-Compliance can be open at a time. If a submission in CM-IS needs to be revised, it can be retracted and replaced with another if it has not already been acted upon by BCER staff.

Supporting documentation can be added via Notebook tab. Information attached by the BCER staff will also appear on this tab. Information in the Notebook is specific to the request or response that it is associated with. The Log tab summarizes all communication that has happened for a Non-Compliance.

Notifications are sent via email when BCER staff initiate a Non-Compliance Notice or answer a Non-Compliance Submission in CM-IS. These notifications are sent to:

1. All 'Administrative Non-Compliance Representatives' or 'Inspection Representatives' (see section 1.4 Security Roles below), or if no one has this role then,
2. 'Company Administrator', or if no one has this role or the role above then,

3. Main Company Contact.

1.4 Security Roles

To receive notifications and access CM-IS users will need to have the appropriate security role. To view inspection reports and view, manage and respond to Non-Compliance Notices identified via a field inspection, users require the 'Inspection Representative' role. To view, manage and respond to Non-compliance notices identified via an administrative review, users require the 'Administrative Non-Compliance Representative' role. These roles are assigned by the Permit Holder's Company Administrator.

Refer to the BCER website for more information on managing security roles for Online Systems.

1.5 Important Terms

Non-Compliance - A single instance of an alleged failure to conform to legislation. Each Non-Compliance is associated with one legislative requirement and a one Activity, Permit, Special Project Order or Permit Holder.

Non-Compliance Notice - A Notice to the Permit Holder identifying one or more instances of Non-Compliance. When working in CM-IS a Non-Compliance Notice represents a group of one or more Non-Compliances that share a common Permit Holder and Discovery Date. All the Non-Compliances associated with a specific Non-Compliance Notice will be communicated to the Permit Holder at the same time.

Inspection report – A document summarizing the time, location, activities inspection and outcome of a field inspection.

Correction Duration - The period, between Notice issuance and the Non-Compliance's original Correction Due Date, during which the Permit Holder must address the Non-Compliance. Initially set at 24 hours, 14 days, or 30 days depending on the type of Non-Compliance.

Non-Compliance Submission (in CM-IS) - A communication from the Permit Holder to the BCER in CM-IS. There are three types of CM-IS Submissions: Request for Clarification, Request for Extension, and Respond to Non-Compliance.

Operational Submission - A form, report or other document that is required by legislation to be submitted to the BCER. This information is not to be submitted via CM-IS, rather it needs to be submitted using eSubmission, KERMIT, email, or other means.

Make special note of the distinction between the following two documents that may be provided to the Permit Holder as an email attachment:

A **Non-compliance Notice Completed Letter** informs the Permit Holder that a non-compliance has been resolved to the satisfaction of the BCER.

A **Non-compliance Notice Escalated Letter** informs the Permit Holder that a non-compliance **has not** been addressed to the satisfaction of the BCER. The Permit Holder should expect to be contacted by BCER to discuss further steps towards achieving compliance.

1.6 User Support

The current version of this document, along with other information for users is available on the BCER website. User support requests should be sent to servicedesk@bc-er.ca.

Chapter 2: Accessing CM-IS Permit Holder Application

CM-IS provides a portal, called the CM-IS Permit Holder Application, for all a Permit Holder's compliance related interactions with the BCER.

2.1 Log In

Open either the Google Chrome or Microsoft Edge web browser. (No other web browsers are supported at this time.)

Access to the CM-IS Permit Holder Application is provided via the link www.cmis-ph.bc-er.ca


The image shows a web page for the British Columbia Energy Regulator (BCER). At the top is the BCER logo, which consists of the letters 'BCER' in a stylized font with blue and green horizontal bars. Below the logo is the text 'BRITISH COLUMBIA ENERGY REGULATOR'. In the center is the heading 'Log In'. Below this are two input fields: 'Username' and 'Password'. At the bottom is a blue button labeled 'Sign In'.

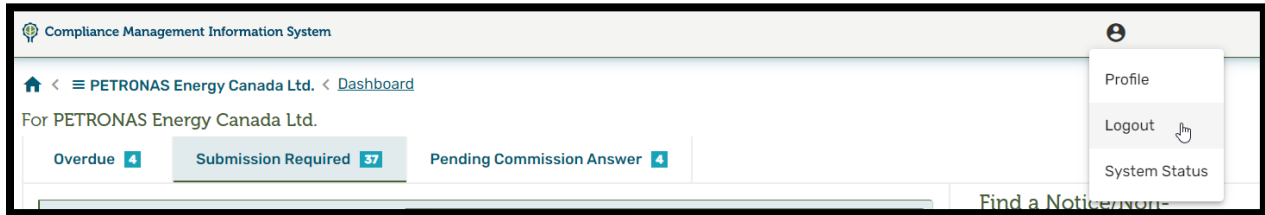
To Log In

1. Enter the external username provided by the BCER
2. Enter the corresponding password
3. Select Sign In

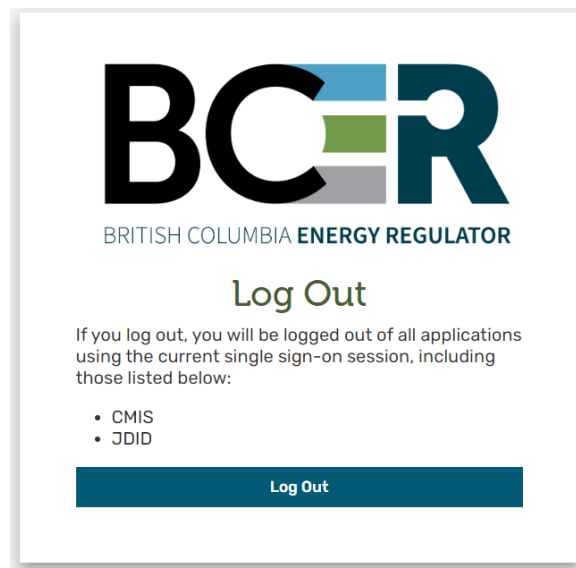
2.2 Log Out

To log out of CM-IS:

1. Select the  Icon
2. Select the Log Out option



3. Click on Log Out



Please Note:

The timeout period for the application is 10 hours. If the application has been idle for 10 hours, with the user still logged in, the system will log the user out of the application.

2.3 Security Roles

Permit Holder representatives are assigned specific Security Roles so that they may access CM-IS and perform specific tasks.

The following Security Roles are defined for the Permit Holder representatives and are designated by the Permit Holders Company Administrator.

- Administrative Non-Compliance Representative
 - Allows users to receive Administrative Verification Non-Compliance Notices and to respond to Administrative Verification Non-Compliances
- Inspection Representative
 - Allows users to receive Inspection Reports and Inspection Non-Compliance Notices and to respond to Inspection Non-Compliances

Chapter 3: Select or Change an Organization

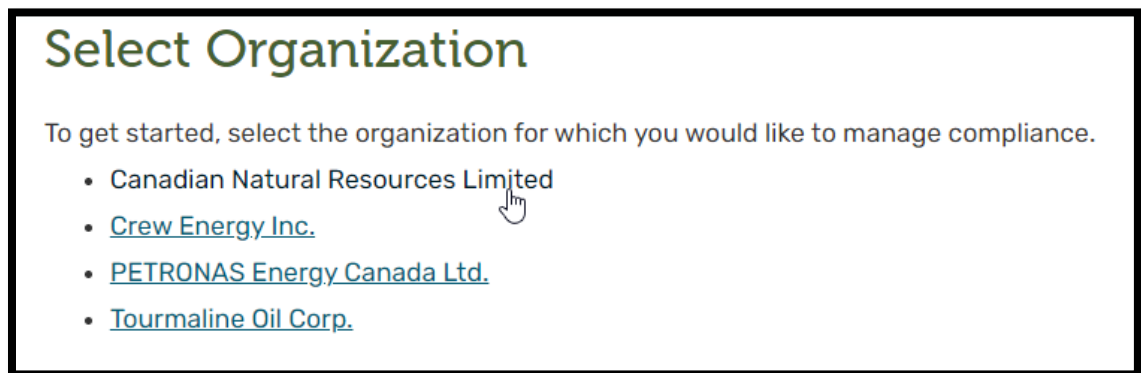
Once logged into CM-IS, the 'Administrative Non-Compliance Representative' and/or 'Inspection Representative' will be able to view a list of all Organizations they represent.

Please Note:

If the user only has access to one Organization, CM-IS will automatically default to this Organization and the user will not be able to select or change their Organization.

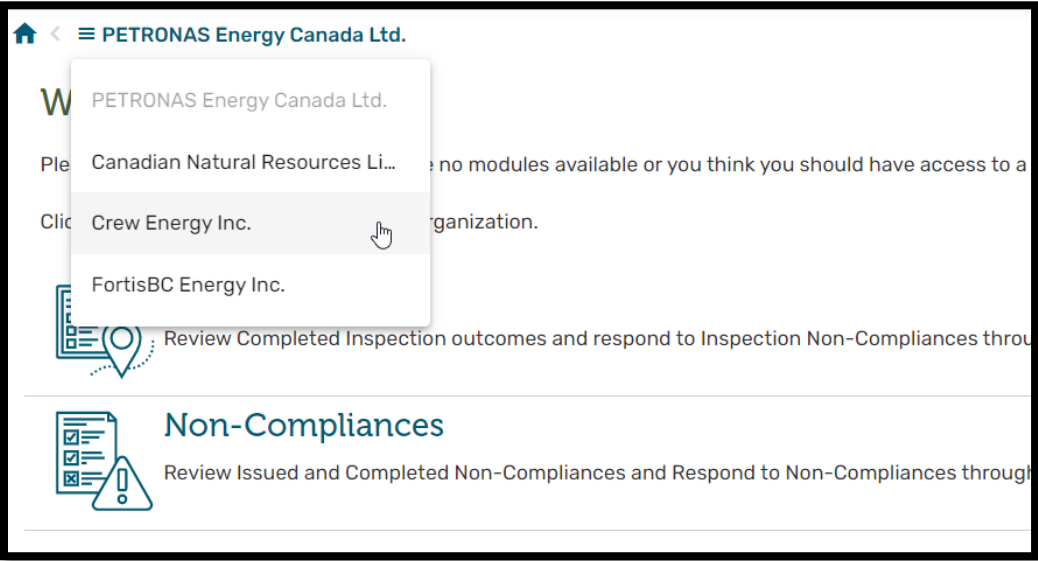
3.1 Select an Organization

Select an Organization by clicking on any Organization in the list



3.2 Change an Organization

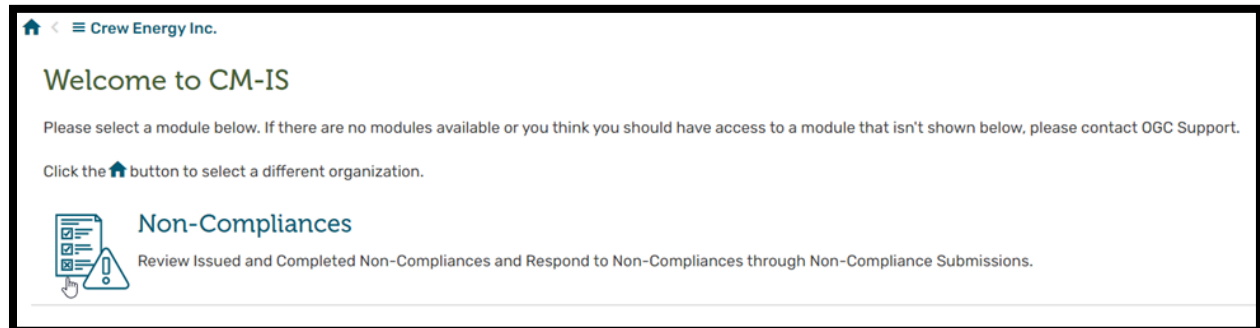
At any time while logged into CM-IS, switch between Organizations by clicking on the Organization Name in the bread crumb at the top of the page and selecting a different Organization.



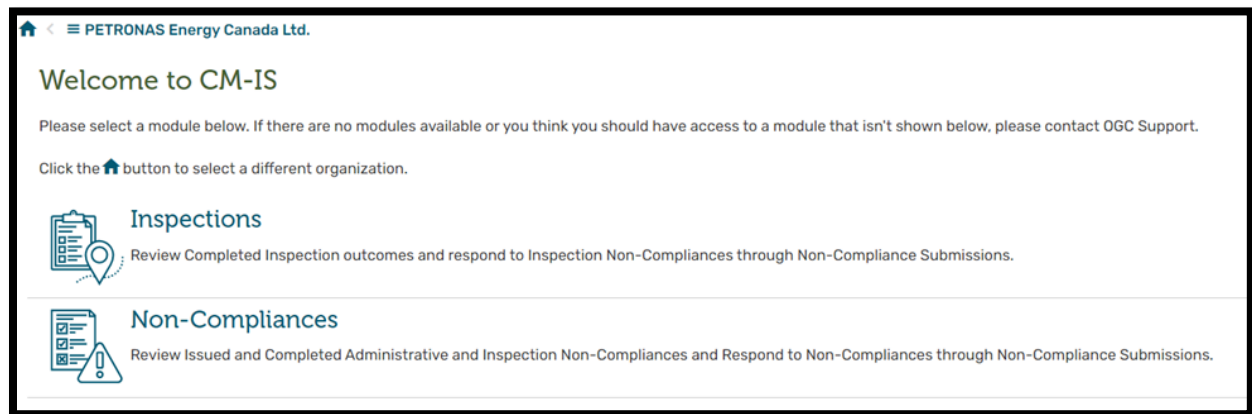
Chapter 4: Choosing the Inspection or Non-Compliances module

Once the user has chosen an Organization, they will have access to the Inspections and/or Non-Compliances modules based on their security role.

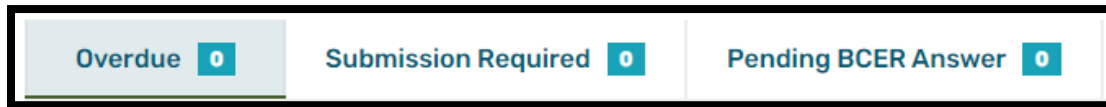
Users with the **Administrative Non-Compliance Representative role** will be able to click on the Non-Compliance module where they can view Issued and Completed Non-Compliance Notices and Non-Compliances and respond to them through Non-Compliance Submissions.



Users with the Inspection **Representative role** will be able to select either the Inspections or the Non-Compliances module. In the Inspections module, the user can review Completed Inspections and any Issued and Completed Non-Compliance Notices for those Inspections and Non-Compliances as well as respond to them through Non-Compliance Submissions. They also can go directly to the Non-Compliance Notices issued for the Inspections through the Non-Compliance module.



Chapter 5: Using the Non-Compliance Dashboard



There are three dashboard lists, which display Non-Compliance Notices that have been sent to the Permit Holder and which currently have the STATUS of 'Issued.'

1.	Overdue	Lists Issued Non-Compliance Notices with one or more overdue Non-Compliance(s) which require action (in the form of a Submission) from the Permit Holder.
2.	Submission Required	Lists Non-Compliance Notices without any overdue Non-Compliances and which have at least one Issued Non-Compliance that needs a Submission from the Permit Holder. A Non-Compliance with a Draft Submission is included on this list since it has not yet been sent to the BCER.
3.	Pending BCER Answer	Lists the Issued Non-Compliance Notices where all of the Issued Non-Compliances have a Pending BCER Answer Submission, whether they are overdue or not.

Users are also able to search for a specific Non-Compliance Notice, search for a specific Non-Compliance, search for a specific a Non-Compliance Submission, search for a Non-Compliance using multiple criteria, and export a CSV file containing all Permit Holder's Non-Compliances (see Chapter 11 for exporting Non-Compliances).

5.1 Non-Compliance Notice Information

#2022-0012
To **PETRONAS Energy Canada Ltd.**
Issued **2022-Feb-14**
Discovery Method **Administrative Verification**

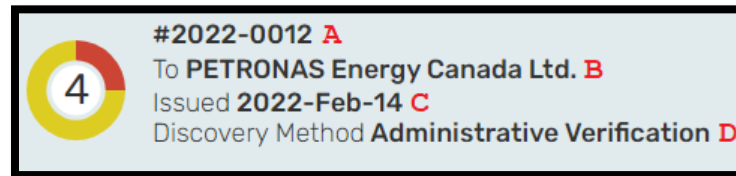
2022-0012-01
Due **2022-Feb-15**
Facility #00027303 - PETRONAS JEDNEY A-079-J/094-G-01 001
False or Misleading Statements
Oil and Gas Activities Act - 81
NTS: A- 079-J/094-G-01

#2022-0012-01-001
Sent: **2022-Feb-14**
Request for Extension
Pending Commission Answer

2022-0012-02
Due **2022-Feb-28**
Permit #100000129
Pipeline Crossings
Oil and Gas Activities Act - 76(1)(a)

Attention: Requires a New Non-Compliance Submission from the Permit Holder

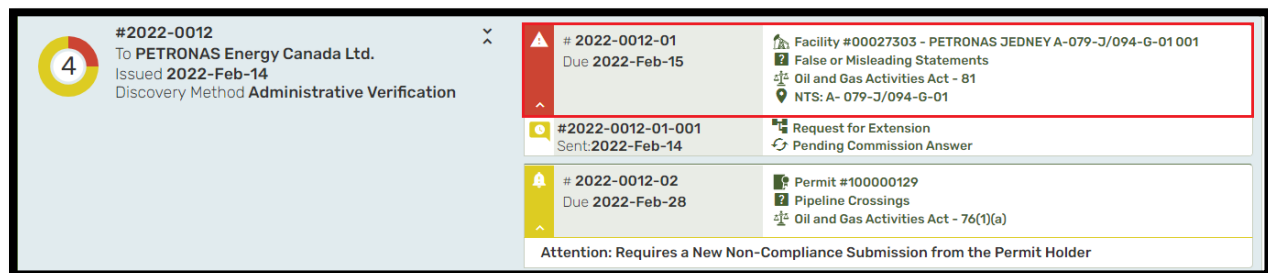
Non-Compliance Notice information includes the following:



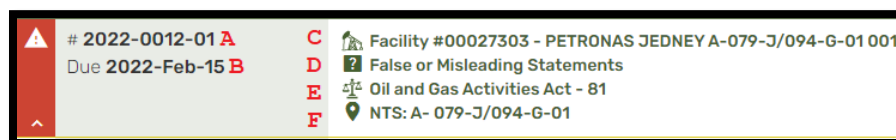
- A. The Non-Compliance Notice Number
- B. The Permit Holder's Organization Name
- C. The date the Non-Compliance Notice was issued to the Permit Holder
- D. The method used by the BCER to discover the Non-Compliance

5.2 Non-Compliance Information

Information about each of a Notice's individual Non-Compliances are displayed along with the Notice.







Non-Compliance information includes the following:



- A. Following the Non-Compliance Notice's Number is the Non-Compliance Number, beginning with 01, and incrementing by one, if there are more than one Non-Compliance on the Non-Compliance Notice
- B. The date the Non-Compliance must be addressed by
- C. The Activity's, Permit's, or Special Project Order's Business Identifier or the Name of the Permit Holder
- D. The Reason attributed to the creation of the Non-Compliance
- E. The Legislation that is being enforced

- F. If available, the location of the identified Activity

5.3 Non-Compliance Submission Information

 #2022-0012 To PETRONAS Energy Canada Ltd. Issued 2022-Feb-14 Discovery Method Administrative Verification	 # 2022-0012-01 Due 2022-Feb-15	Facility #00027303 - PETRONAS JEDNEY A-079-J/094-G-01 001 False or Misleading Statements Oil and Gas Activities Act - 81 NTS: A- 079-J/094-G-01	
	 #2022-0012-01-001 Sent: 2022-Feb-14	Request for Extension Pending Commission Answer	
	 # 2022-0012-02 Due 2022-Feb-28	Permit #100000129 Pipeline Crossings Oil and Gas Activities Act - 76(1)(a)	
	Attention: Requires a New Non-Compliance Submission from the Permit Holder		

The Non-Compliance Submission includes information about a Non-Compliance Submission that the Permit Holder representative has requested from CM-IS, including the following:

 #2021-0367-02-001A Sent: 2021-Dec-14 B	 Request for Clarification C  Pending Commission Answer D	E 
---	--	--

- Following the Non-Compliance Notice Number and the Non-Compliance Number, is the Non-Compliance Submission Number, beginning with 01, and incrementing by one, if there are more than one Submission for the Non-Compliance
- The date the Non-Compliance Submission was submitted by the Permit Holder Representative
- The type of Non-Compliance Submission
- The Outcome of the Non-Compliance Submission
- The presence of the paperclip icon indicates that one or more files are attached to the Non-Compliance Submission





5.4 Presentation Order

Within each Non-Compliance Notice, the listed Non-Compliances are presented in ascending Non-Compliance Number order.

5.5 The Rondel



The colour coded rondel situated to the left of the Non-Compliance Notice information displays the following information about the Non-Compliance Notice and its Non-Compliances.

- The number in the centre of the rondel is the total number of Non-Compliances on the Non-Compliance Notice
- The coloured ring represents the mix of Non-Compliance statuses. The colour codes are represented as follows:
 - One or more Non-Compliances are Overdue (in red )
 - One or more Non-Compliances are due within the next 7 days (in yellow )
 - One or more Non-Compliances are due in more than 6 days (in grey )
 - One or more Non-Compliances are Complete (in green )

5.6 Searching for a Non-Compliance

To find a specific Non-Compliance Notice, a Non-Compliance, or a Non-Compliance Submission, enter the corresponding number into the GO TO NOTICE/NON-COMPLIANCE/SUBMISSION field under the 'Find a Notice/Non-Compliance/Submission' banner.

- To find a Non-Compliance Notice, enter its number, for example 2021-0001
- To find a Non-Compliance, enter its number, for example 2021-0001-01
- To find a Non-Compliance Submission, enter its number, for example 2021-0001-01-001

If the number cannot be found, an error message will appear:



Find a Notice/Non-Compliance/Submission

GO TO NOTICE/NON-COMPLIANCE/SUBMISSION

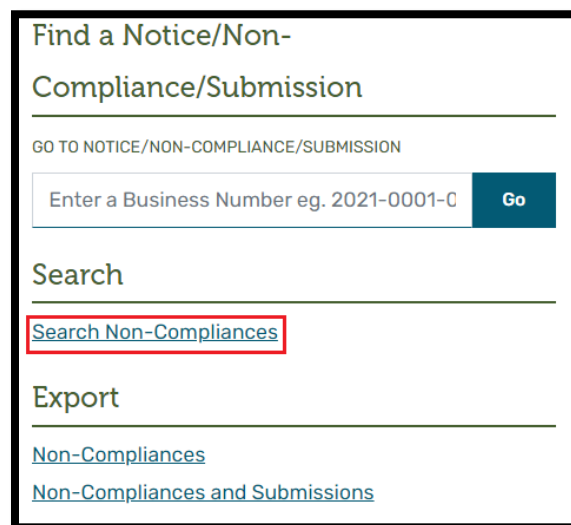
2022-1000 ! Go

Notice/Non-Compliance/Submission number not found

5.7 Using the Advanced Non-Compliance Search Screen

The Non-Compliance Search screen is a searchable and sortable tabular list of Non-Compliances.

Access the Non-Compliance Search screen from the Non-Compliance Dashboard, under the 'Find a Notice/Non-Compliance/Submission' banner, by selecting the [Search Non-Compliances](#) link.



Find a Notice/Non-Compliance/Submission

GO TO NOTICE/NON-COMPLIANCE/SUBMISSION

Enter a Business Number eg. 2021-0001-C Go

Search

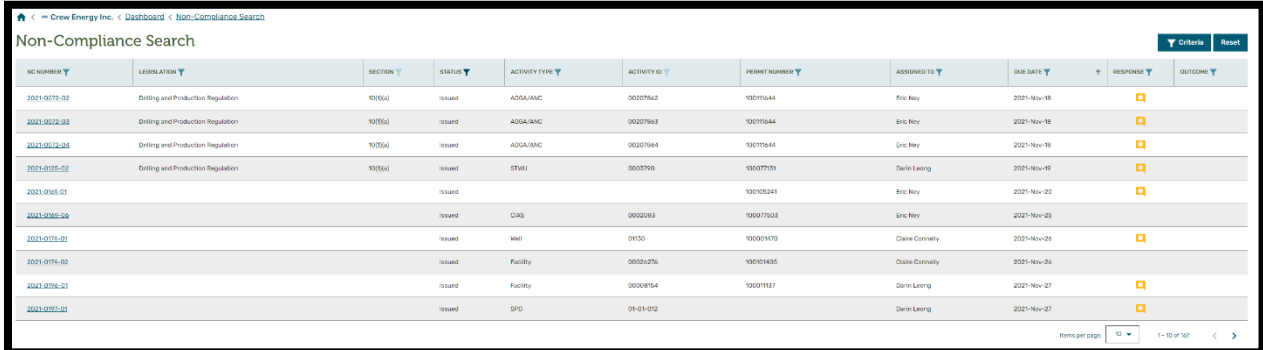
[Search Non-Compliances](#)

Export

[Non-Compliances](#)

[Non-Compliances and Submissions](#)

When opened, the Non-Compliance Search screen will default to displaying information about Non-Compliances that have been 'Issued' to the currently selected Permit Holder (*as selected when the user logged on or subsequently changed*).



The screenshot shows the 'Non-Compliance Search' interface. It features a table with columns for NC NUMBER, LEGISLATION, SECTION, STATUS, ACTIVITY TYPE, ACTIVITY ID, PERMIT NUMBER, ASSIGNED TO, DUE DATE, RESPONSE, and OUTCOME. The table contains 10 rows of data. At the top right, there are 'Criteria' and 'Reset' buttons. At the bottom right, there is a pagination control showing 'Items per page' set to 10 and '1 - 10 of 107'.

NC NUMBER	LEGISLATION	SECTION	STATUS	ACTIVITY TYPE	ACTIVITY ID	PERMIT NUMBER	ASSIGNED TO	DUE DATE	RESPONSE	OUTCOME
2021-0075-02	Drilling and Production Regulation	107(a)	Issued	ADGAL/MC	00007662	10011644	Eric Reay	2021-Nov-18		
2021-0072-02	Drilling and Production Regulation	107(a)	Issued	ADGAL/MC	00007663	10011644	Eric Reay	2021-Nov-18		
2021-0072-04	Drilling and Production Regulation	107(a)	Issued	ADGAL/MC	00007664	10011644	Eric Reay	2021-Nov-18		
2021-0195-02	Drilling and Production Regulation	107(a)	Issued	STW/L	0003759	10007701	Darin Leung	2021-Nov-19		
2021-0161-01			Issued			10010241	Eric Reay	2021-Nov-20		
2021-0202-06			Issued	CARD	0002063	10007702	Eric Reay	2021-Nov-23		
2021-0171-01			Issued	Well	01130	100001470	Claine Connolly	2021-Nov-24		
2021-0176-02			Issued	Facility	00031276	100101405	Claine Connolly	2021-Nov-24		
2021-0206-03			Issued	Facility	00008164	10001187	Darin Leung	2021-Nov-27		
2021-0202-03			Issued	SFD	01-01-012		Darin Leung	2021-Nov-27		

5.7.1 Column Header Definitions

The Non-Compliance search screen presents rows of Non-Compliance information, with each row containing the following:

NC NUMBER: Represents the unique number assigned to a Non-Compliance after it has been 'Issued', presented in the format of YYYY-NNNN-NN, where YYYY-NNNN is the Notice Number that the Non-Compliance is on and -NN is the individual Non-Compliance Number.

LEGISLATION: Describes either the Act or Regulation that is being enforced against the Non-Compliance.

SECTION: Is the specific Section of Legislation that is being enforced against the Non-Compliance.

STATUS: Describes the current state of the Non-Compliance, either Issued or Completed.

ACTIVITY TYPE: Displays what the Non-Compliance is being issued against, when the Non-Compliance is against an Oil and Gas Activity.

ACTIVITY ID: Displays the identifier of the Activity that the Non-Compliance is being issued against.

PERMIT NUMBER: Identifies Permit Number assigned to the Permit at application time.

ASSIGNED TO: Identifies the BCER user that is currently assigned to the Non-Compliance.

DUE DATE: The Correction Due Date is the date by when the Permit Holder must have resolved the Non-Compliance.

RESPONSE: If the Permit Holder has not responded to the Non-Compliance in some way, the presence of an icon in the Response column indicates that the Non-Compliance requires a new Non-Compliance Submission from the Permit Holder.

OUTCOME: If a Non-Compliance has been completed, the Outcome will identify how the Non-Compliance was dealt with.

5.7.2 Search Features

The Non-Compliance Search screen offers the flexibility to either find one specific Non-Compliance, or a group of Non-Compliances, depending on the selected search criteria. The default for the search screen is “The 'Issued' Non-Compliances, for the Organization I have selected.”

Each column of data on the search screen is equipped with a search icon. When selected, a search box will be displayed. Every column of information is represented by a unique type of search box, tailored for the information contained in that column. There are three types of search boxes:

Type-ahead Search Box


The type-ahead search box is used to either find a specific value, or groups of value, when only partial search information is known.

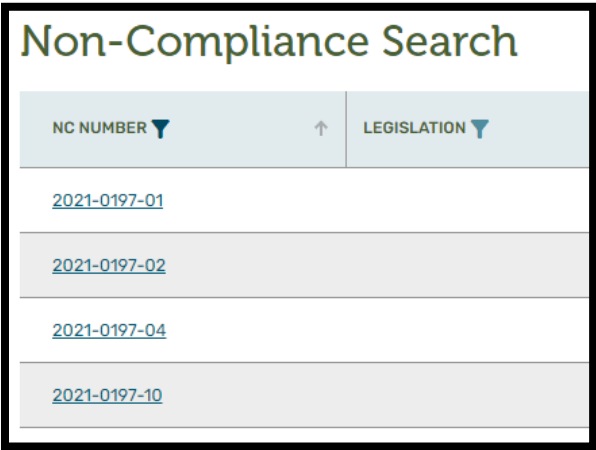
To search for a specific Non-Compliance, select the  icon, situated to the right of the column header.




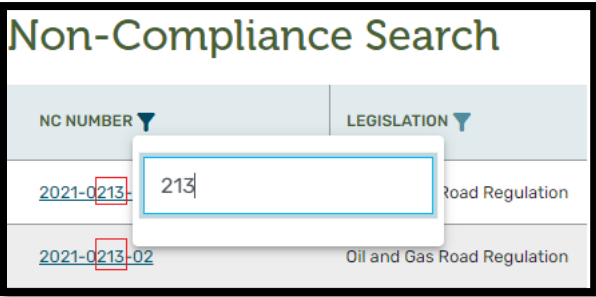
Once the type-ahead search box opens, enter any numerical value that matches the Non-Compliance that is the target of the search.




The results of the search will be displayed. To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.



To search for a group of Non-Compliances, select the  icon, situated to the right of the NC NUMBER column, and once the type-ahead search box opens, enter any numerical value that matches the Non-Compliance that is the target of the search. The results of the search will be displayed.




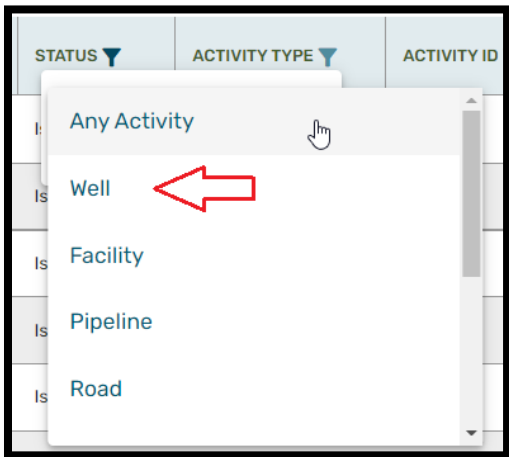
To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.

By clearing the value of a type-ahead search box, the affect will be like selecting all values within the list.

Drop-Down List Search Box

The drop-down list search box is used when there is a limited list of values that can be selected.

To search for Non-Compliances that meet specific criteria, first start by selecting the  icon, situated to the right of the column header.



Select one of values presented in the drop-down list. The list of Non-Compliances will match with the selected value.

STATUS 	ACTIVITY TYPE 	ACTIVITY ID 
Issued	Well	02463
Issued	Well	26474

Please Note:

To activate the ACTIVITY ID filter, an ACTIVITY TYPE must be selected first.

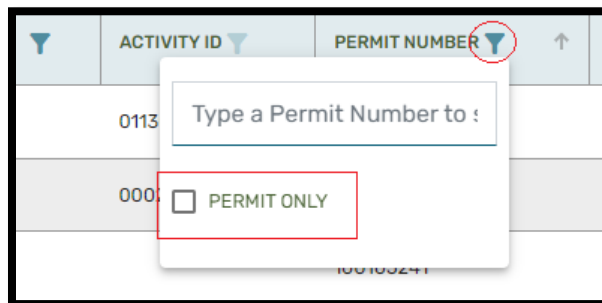
To activate the SECTION filter, a LEGISLATION must be selected first.

Toggle (Checkbox) Search

The checkbox search box is a quick way to toggle on and off specific search parameters. There are four toggle searches.

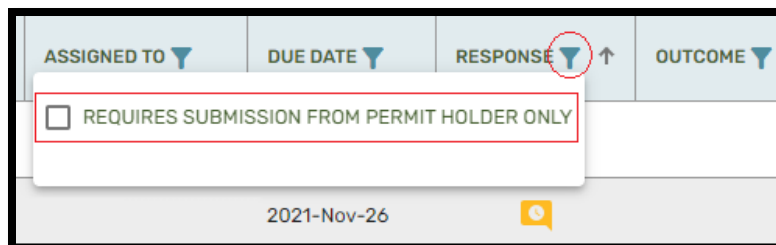
Permit Only:

To toggle search functionality to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ PERMIT ONLY checkbox from the PERMIT NUMBER column.



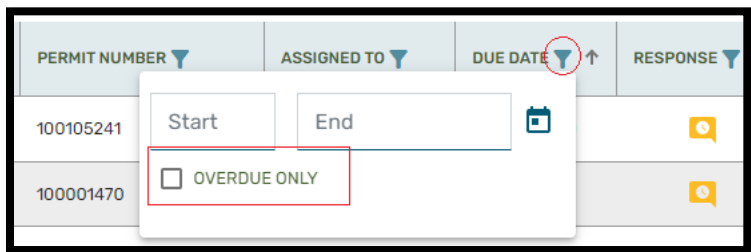
Requires Submission from Permit Holder Only:

To toggle search functionality to view only Non-Compliances that require the Permit Holder to create a Non-Compliance Submission, select the ☐ REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY checkbox from the RESPONSE column.




Overdue Only:

To toggle search functionality to view only Non-Compliances that are currently overdue, select the ☐ OVERDUE ONLY checkbox from the DUE DATE column.




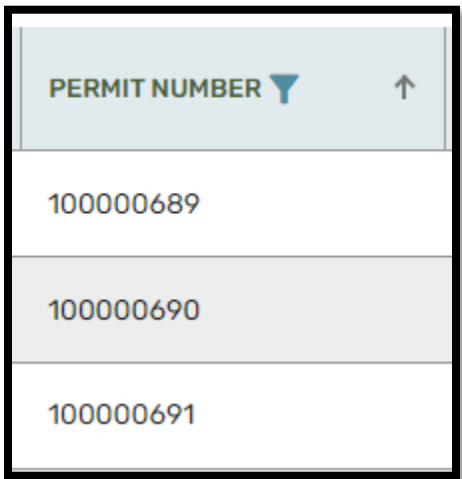
5.7.3 Sort Features


Each of the columns in the Non-Compliance search screen can be sorted, either ascending (lowest to highest), or descending (highest to lowest), based on the values that are currently in the column. The default sort order is ascending.

There are two options to sort any column: Sort using the  icons, or sort using the column header.



Sort by Sort Icon

Sort by clicking the sort icon , which is located at the far right of the column header. In the example below, the PERMIT column is being sorted, in ascending order.







To sort the values in the column, descending, click the sort icon again to trigger the descending sort , the values in the column will now be sorted from highest to lowest.

Sort by Column Header

Columns of data can also be sorted by clicking the column header. Notice that when clicking the column header, the sort icon will change direction, indicating if the sort is ascending , or descending .

LEGISLATION and SECTION Sorting

When sorting by the LEGISLATION or SECTION, the display will group all SECTIONS with the same LEGISLATION together and sort the SECTIONS alphabetically within the LEGISLATION group. The LEGISLATION groups themselves are not sorted.

NC NUMBER 	LEGISLATION 		SECTION 
2022-0059-06	Oil and Gas Activities Act	LEGISLATION Group	21(a)(i)
2022-0059-07	Oil and Gas Activities Act		21(a)(i)
2022-0059-08	Oil and Gas Activities Act		21(a)(i)
2022-0040-06	Drilling and Production Regulation	LEGISLATION Group	10(1)(a)
2022-0040-07	Drilling and Production Regulation		10(1)(a)
2022-0040-08	Drilling and Production Regulation		10(1)(a)
2022-0059-09	Pipeline Crossings Regulation		2(3)(a)(i)

ACTIVITY TYPE and ACTIVITY sorting

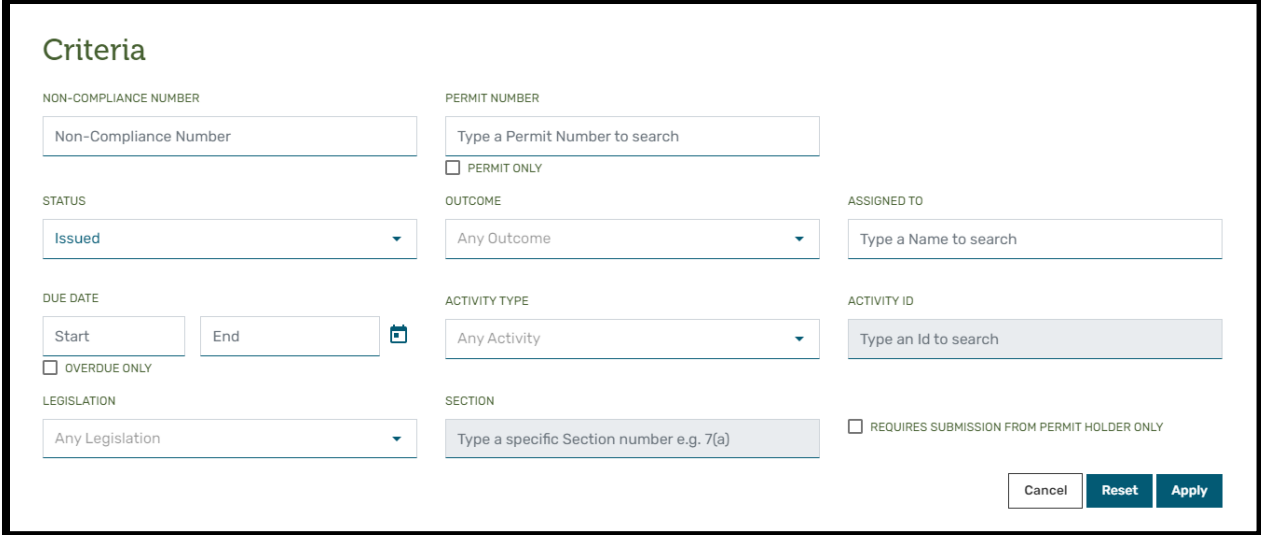
When sorting by the ACTIVITY TYPE, the display will group all ACTIVITY IDS with the same ACTIVITY TYPE together and sort the ACTIVITY TYPE alphabetically. The ACTIVITY IDS within each group are not sorted. Those Non-Compliances without an ACTIVITY TYPE (e.g., the Non-Compliance is for the Permit, Special Project Order, or Permit Holder) are grouped at the bottom of the list with blank ACTIVITY TYPE entries.

It is not advised to sort by ACTIVITY ID at this time because the sort is based on an internal number representing the ACTIVITY ID and not the one displayed on the search result screen. Clicking on the sort arrows will produce what seems to be a randomly sorted ACTIVITY ID list, but it is actually sorting on the internal number representing the ACTIVITY ID.

5.7.4 Using the Search Criteria Menu

The Criteria Menu is a single source collection of all searchable data elements for the Non-Compliance Search Screen.

Open the Criteria Menu by selecting the  button from the Non-Compliance Search Screen.



The screenshot shows the 'Criteria' menu interface. It contains several search filters organized into sections:

- NON-COMPLIANCE NUMBER:** A text input field labeled 'Non-Compliance Number'.
- PERMIT NUMBER:** A text input field labeled 'Type a Permit Number to search'.
- PERMIT ONLY:** A checkbox.
- STATUS:** A dropdown menu with 'Issued' selected.
- OUTCOME:** A dropdown menu with 'Any Outcome' selected.
- ASSIGNED TO:** A text input field labeled 'Type a Name to search'.
- DUE DATE:** Two text input fields labeled 'Start' and 'End', with a calendar icon between them.
- OVERDUE ONLY:** A checkbox.
- ACTIVITY TYPE:** A dropdown menu with 'Any Activity' selected.
- ACTIVITY ID:** A text input field labeled 'Type an Id to search'.
- LEGISLATION:** A dropdown menu with 'Any Legislation' selected.
- SECTION:** A text input field labeled 'Type a specific Section number e.g. 7(a)'.
- REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY:** A checkbox.

At the bottom right, there are three buttons: 'Cancel', 'Reset', and 'Apply'.

Criteria Definitions

Just like the Non-Compliance search screen, the Criteria menu has the same set of data fields that can be used to change the search criteria.

NC NUMBER: Represents the unique business number assigned to a Non-Compliance after it has been 'Issued', presented in the format of YYYY-NNNN-NN, where YYYY-NNNN is the Notice Number that the Non-Compliance is on and -NN is the individual Non-Compliance Number.

LEGISLATION: Describes either the Act or Regulation that is being enforced against the Non-Compliance.

SECTION: Is the specific Section of Legislation that is being enforced against the Non-Compliance.

STATUS: Describes the current state of the Non-Compliance, either Issued or Completed.

ACTIVITY TYPE: Displays what the Non-Compliance is being issued against, when the Non-Compliance is against an oil & gas activity.

ACTIVITY ID: Displays the identifier of the Activity that the Non-Compliance is being issued against.

PERMIT NUMBER: Identifies the Permit Number assigned to the Permit at application time.

ASSIGNED TO: Identifies the BCER user that is currently assigned to the Non-Compliance.

DUE DATE: The Correction Due Date is the date in which the Permit Holder must resolve the Non-Compliance.

RESPONSE (*REQUIRES SUBMISSION FROM PERMIT HOLDER*): If the Permit Holder has not responded to the Non-Compliance in some way, the presence of an icon in the Response column indicates that the Permit Holder needs to submit a new Non-Compliance Submission.

OUTCOME: If a Non-Compliance has been completed, the Outcome will identify how the Non-Compliance was dealt with.

Searching by Activity Type/Activity ID

When searching for a specific Activity Type, select the Activity Type from the ACTIVITY TYPE menu item, then optionally using the type-ahead feature in the ACTIVITY ID menu item, enter matching values.

The list of matching values is a list of ALL potential values and is not limited to the current search parameters. Once a value is selected from the list of values, select the Apply button to perform the search. The search functionality will take into consideration the selected ACTIVITY ID value when performing the search. If the selected value meets the other search parameters, the search will be successful. However, if the selected value is not within the range of the other search parameters, the search will not be successful and the message 'No Non-Compliances found that match the criteria selected' will be displayed.

The screenshot shows the search filters for the CM-IS Permit Holder Application. On the left, under 'ACTIVITY TYPE', a dropdown menu is set to 'Well'. Below it, the 'SECTION' field has a placeholder text 'Type a specific Section number e.g. 7(a)'. On the right, under 'ACTIVITY ID', a dropdown menu is set to '7'. Below it, a list of matching values is displayed: 28275, 41780, 37015, 41779, and 07392. Each value is preceded by a red circle containing a '2'. At the bottom of the interface, there is a status bar showing '5)(c)(i)' and 'Issued'.

Searching by Legislation/Section

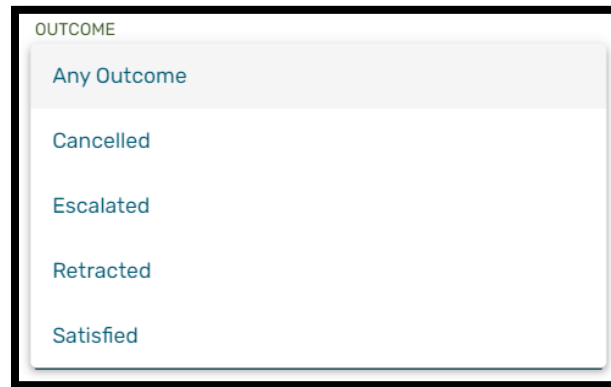
When searching for a specific Legislation (Act or Regulation), select the Act or Regulation from the Legislation menu item, then optionally using the type-ahead feature in the Section menu item, enter matching values.

The list of matching values is a list of ALL potential values and is not limited to the current search parameters. Once a value is selected from the list of values, select the **Apply** button to perform the search. The search functionality will take into consideration the selected SECTION value when performing the search. If the selected value meets the other search parameters, the search will be successful. However, if the selected value is not within the range of the other search parameters, the search will not be successful and the message 'No Non-Compliances found that match the criteria selected' will be displayed.

The screenshot shows the search filters for the CM-IS Permit Holder Application. On the left, under 'STATUS', a dropdown menu is set to 'Issued'. Below it, the 'DUE DATE' section has 'Start' and 'End' date pickers, and an 'OVERDUE ONLY' checkbox. Under 'LEGISLATION', a dropdown menu is set to 'Pipeline Crossings Regulation'. On the right, a list of matching values is displayed: 2(3)(a)(i), 2(3)(a)(ii), 2(3)(b), 2(3)(b)(i), and 2(3)(b)(ii). Each value is preceded by a red circle containing a '2'. Below the list, a dropdown menu is set to '2'. At the bottom of the interface, there is a status bar showing '5)(c)(i)' and 'Issued'.

Searching by Outcome

The user can select Any Outcome and the search will return all Non-Compliances with an OUTCOME of 'Cancelled', 'Retracted', 'Satisfied' or 'Escalated'. If the user searches by any of the other values, the search will only return Non-Compliances with the selected specific OUTCOME.

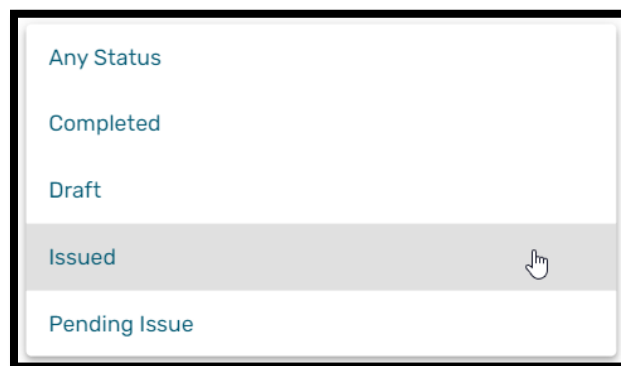


Please note:

1. Please note that the 'Cancelled' OUTCOME is not currently in use; searching 'Cancelled' will not bring back any results.

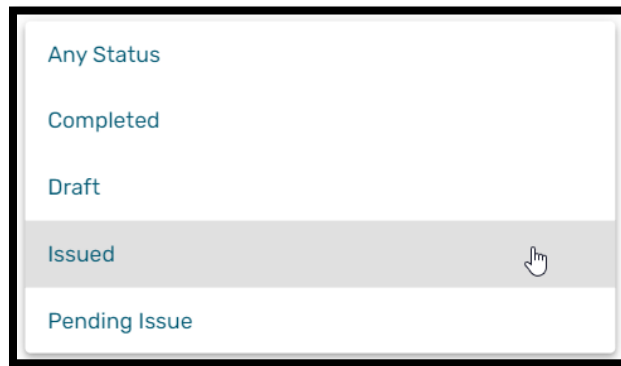
Searching by Status

The user can select Any Status and the search will return all Non-Compliances with a STATUS of 'Completed', 'Draft', 'Issued', and 'Pending Issue'. If the user searches by any of the other values, the search will only return Non-Compliances with the selected specific STATUS.



Please note:

1. The 'Pending Issue' may only be encountered during periods where there are abnormally slow response times. CM-IS will issue the 'Pending Issue' STATUS temporarily to the Non-Compliance until it is able to complete the processing. After the processing is complete, the Non-Compliance will receive the 'Issued' STATUS.
2. Permit Holders cannot view 'Draft' Non-Compliances and searching by that STATUS will yield 'No Non-Compliances found that match the criteria selected' as the result.

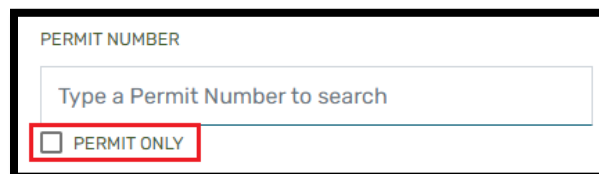


Toggle (Checkbox) Search

The checkbox search features are a quick way to toggle on and off specific search parameters. There are three toggle searches.

Permit Only:

To toggle the search to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ PERMIT ONLY checkbox.



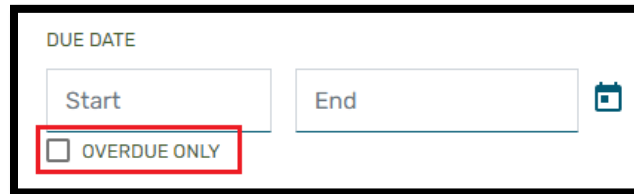
Requires Submission from Permit Holder Only:

To toggle the search to view only Non-Compliances that require a Non-Compliance Submission from the Permit Holder, select the ☐ REQUIRES SUBMISSION FROM PERMIT HOLDER ONLY checkbox.



Overdue Only:

To toggle the search to view only Non-Compliances that are currently overdue, select the ☐ OVERDUE ONLY checkbox.

A screenshot of a search filter interface. At the top, it says 'DUE DATE'. Below this are two input fields: 'Start' and 'End'. To the right of the 'End' field is a calendar icon. Below the 'Start' field, there is a checkbox labeled 'OVERDUE ONLY'. This checkbox is highlighted with a red rectangular box.

Cancel, Reset, or Apply

To cancel the current operation, and close the menu, select the button.

To reset the search parameters to the default settings of displaying only Non-Compliances 'Issued' to the currently selected Permit Holder, select the button.

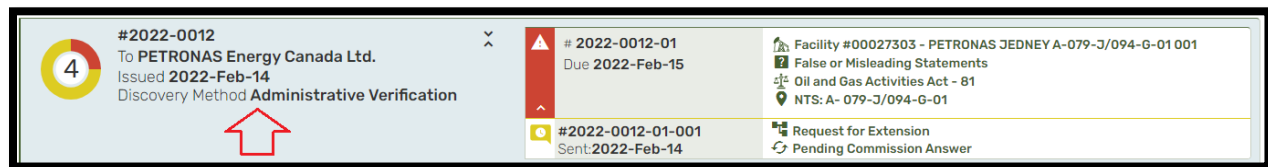
To apply the current search parameters, after making selections, select the button

Chapter 6: Working with the Non-Compliance Notice

CM-IS manages collections of Non-Compliances by placing them onto Non-Compliance Notices. From the CM-IS Dashboard, users can view a list of all Non-Compliance Notices, and their individual Non-Compliances, that have been issued to a Permit Holder.

6.1 Viewing Non-Compliance Notice Details

To view the details of the Non-Compliance Notice, select the Non-Compliance Notice panel from the CM-IS Dashboard.



After clicking on the Non-Compliance Notice panel, the details of the selected Non-Compliance Notice will be displayed.



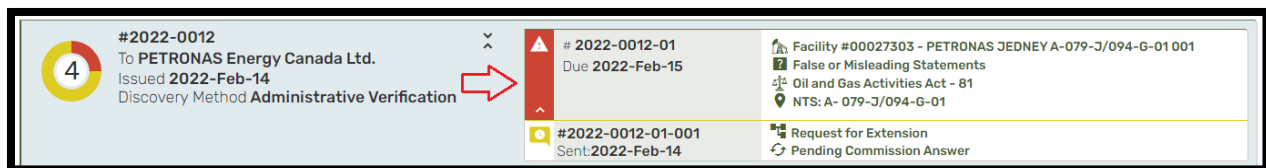
Non-Compliance Notice details include:

- The Non-Compliance Notice Number

- The name of the Permit Holder that the Non-Compliance is issued to
- The date the Non-Compliance Notice was issued to the Permit Holder
- The method by which the Non-Compliance was discovered
- The name of the ASSIGNED TO person at the BCER who issued the Notice
- Comments the BCER have entered
- A list of the individual Non-Compliances included on the Notice

6.2 Viewing Non-Compliance Details

To view the details of a Non-Compliance, select the Non-Compliance panel from the CM-IS Dashboard.



After clicking on the Non-Compliance from the panel, the details of the selected Non-Compliance will be displayed.

Non Compliance #2022-0012-01 [Issued]

Details	Notebook	Log
ASSIGNED TO		
LEGISLATION		
Oil and Gas Activities Act - 81		
CORRECTION DUE DATE	CORRECTION DURATION	
2022-Feb-15	24 Hours	
REASON		
False or Misleading Statements		
COMMENT		

Non-Compliance details include:

- The Non-Compliance Number
- The name of the ASSIGNED TO person at the BCER who issued the Non-Compliance

- The date that the correction of the Non-Compliance is due
- The number of days before the Non-Compliance must be corrected
- The status of the Non-Compliance
- The legislation being enforced
- The Activity, Permit (and Permit Condition, if applicable), Special Project Order, or Permit Holder that has been identified as being in Non-Compliance
- When an Activity, the Permit Number that the Activity was permitted under
- Any comments that the BCER entered at the time the Non-Compliance was issued

Non-Compliance #2022-0251-01 [Issued]

Details | Notebook | Log | Gallery

ASSIGNED TO

LEGISLATION
Oil and Gas Activities Act - 76(1)(a)(i)

CORRECTION DUE DATE
2022-Oct-03

CORRECTION DURATION
14 Days

REASON
Pipeline Crossings

Respond to Non-Compliance

Request for Clarification | Respond to Non-Compliance | Request for Extension


NON-COMPLIANCE IS AGAINST A PERMIT

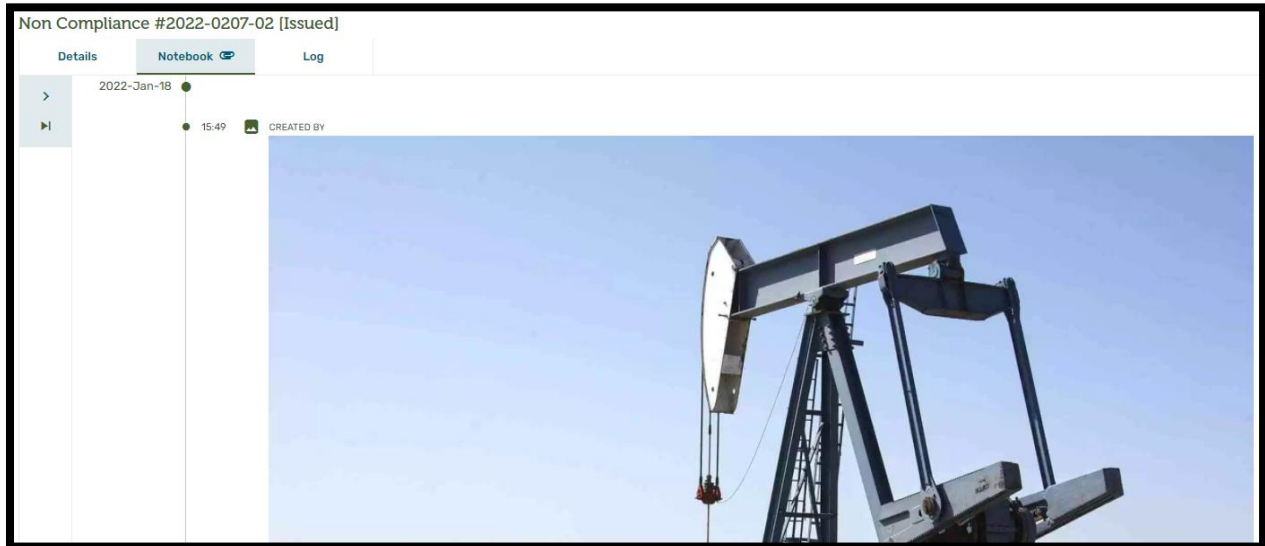
Permit
AD# 100112554

Permit Condition

Task Type	Archaeology
Condition Type	Archaeology
Condition Short Name	ARCH-20
Condition Text	If an artifact, feature, material or thing protected under the Heritage Conservation Act is identified within the activity area, the permit holder must, unless the permit holder holds a permit under Section 12.4 of the Heritage Conservation Act issued by the BC Oil and Gas Commission in respect of that artifact, feature, material or thing: 1. Immediately cease all work in the vicinity of the artifacts, features, materials or things; 2. Immediately notify the BC Oil and Gas Commission; and 3. Resume work in the vicinity of the artifacts, features, materials or things in accordance with direction from the BC Oil and Gas Commission.
Determination Date	2021-Jan-06
Condition Origin	Standard
Activity Type	-
Activity Details	-

6.3 Viewing the Non-Compliance Notebook

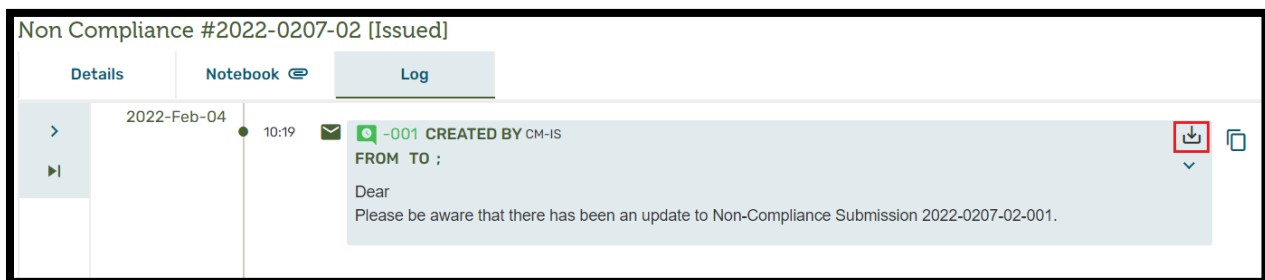
The BCER can provide additional documentation in the form of images, emails, and annotations on a Non-Compliance Notebook to help explain the reason why the Non-Compliance was Issued. There is a  icon displayed on the Notebook tab of the Non-Compliance when additional information is available to view.




6.4 Viewing the Non-Compliance Log

The Non-Compliance Log displays a history of all actions and events against the Non-Compliance in chronological order. The items that will show up on the history are:

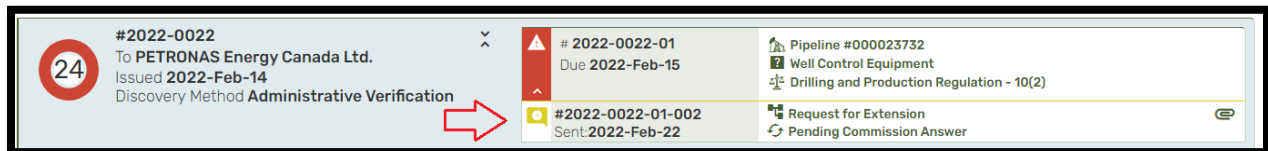
- All CM-IS letters and notification emails about the Non-Compliance Notice or the Non-Compliance sent to the Permit Holder.
- All Notebook entries on the Non-Compliance
- All Status changes of the Non-Compliance
- All BCER Assignment changes to the Non-Compliance



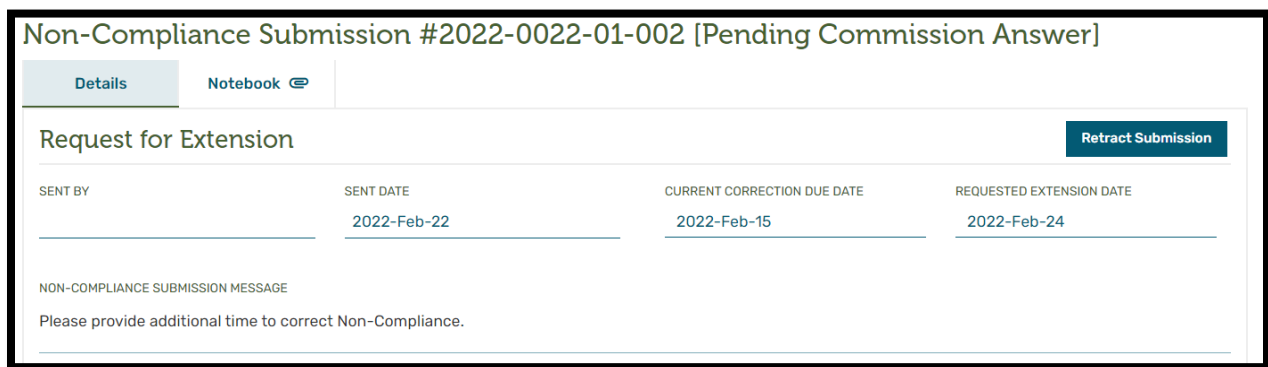
The Permit Holder can download any items with the  symbol.

6.5 Viewing Non-Compliance Submission Details

Click within the Non-Compliance Submission panel to see details about the Non-Compliance Submission.



After clicking on the Non-Compliance Submission on the panel, the details of the selected Non-Compliance Submission will be displayed.



6.5.1.1 Viewing the Legislation

Hover over the Act or Regulation text to view the legislation that is being enforced for the Non-Compliance.

24

#2022-0022
To PETRONAS Energy Canada Ltd.
Issued 2022-Feb-14
Discovery Method Administrative Verification

2022-0022-01
Due 2022-Feb-15

2022-0022-01-002
Sent: 2022-Feb-22

2022-0022-02
Due 2022-Feb-15

Draft

2022-0022-03
Due 2022-Feb-15

Draft

2022-0022-04
Due 2022-Feb-15

2022-0022-05
Due 2022-Feb-15

Pipeline #000023732
Well Control Equipment
Drilling and Production Regulation - 10(2)

10 (2) At the request of an official, a well permit holder's contractor or rig crew, when it is safe to do so, must test the operation and effectiveness of the blowout prevention equipment installed on the permit holder's well in accordance with the Well Control Procedure placard issued by the Canadian Association of Oilwell Drilling Contractors or well control procedures approved by an accepted safety training organization.

Attention: Requires a New Non-Compliance Submission from the Permit Holder

Page: 41

BC Energy Regulator
Uncontrolled copy once downloaded

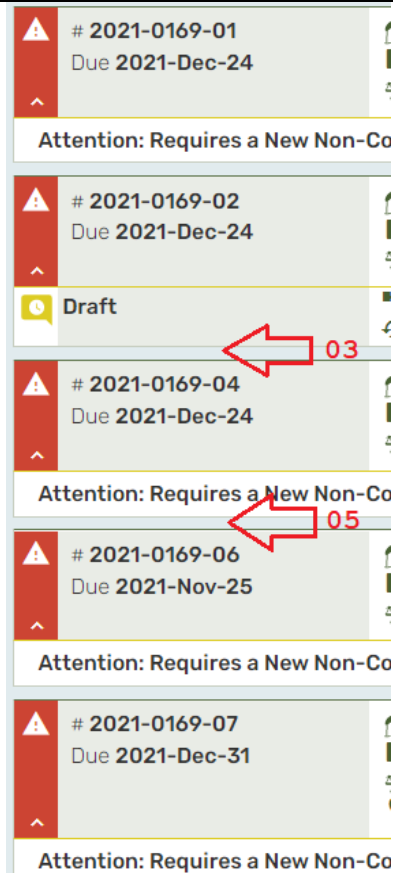
VERSION 2.2: July 2023

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6.6 Viewing a 'Completed' Non-Compliance

Once a Non-Compliance has been 'Completed', regardless of the OUTCOME of the Non-Compliance (including if the Non-Compliance was escalated for enforcement), the Non-Compliance will 'fall-off' the dashboard and will no longer be displayed.

'Completed' Non-Compliances do not display on the dashboard as there is no need to perform any actions on these items. Consequently, there will be gaps in the numbering sequence where these Non-Compliances would reside.



However, the 'Completed' Non-Compliances are still visible, when viewing the Non-Compliance Notice.

	# -01	 Pipeline #000006644  Water Quality  Environmental Protect
	# -02	 STWU #0005260  Applications  Oil and Gas Road Regu
	# -03	 Road #02683  Well Control Equipmen  Drilling and Production
	# -04	 Order #98-16-003 / A  Permit Required  Oil and Gas Activities /
	# -05	 Facility #00026229 -  Submissions before Co  Liquefied Natural Gas  DLS: 02-11-080-16
	# -06	 CIAS #0002083  Aquifers  Environmental Protec
	# -07	 Well #26474 - TOURMA  Venting and Fugitive E  Drilling and Production  A08-15-080-18

6.7 Viewing an ‘Inspection’ Non-Compliance

For a Non-Compliance Notice with Discovery Method of ‘Inspection’, the user is presented with additional navigation tabs that allow one to navigate to the Completed Inspection Details, Inventory, Notebook, and Gallery. Please see [Chapter 8: Viewing a Completed Inspection](#).

Inspection #2022-0112: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]


Details	Inventory	Notebook	Gallery	Non-Compliance
<div> <div>2</div> <div> Notice # 2022-0167 PETRONAS Energy Canada Ltd. </div> </div> <div> <div>-01</div> <div> Well #00620 - PETRONAS ET AL W BEG A- 079-F/094-G-01 Order Conditions Oil and Gas Activities Act - 21(a)(ii) NTS: A- 079-F/094-G-01 </div> </div> <div> <div>-02</div> <div> Facility #00018430 - PETRONAS BEGWEST A-079-F/094-G-01 001 Permit Conditions Oil and Gas Activities Act - 21(b)(ii) NTS: A- 079-F/094-G-01 </div> </div>		<div> Notice #2022-0167 [Issued] PERMIT HOLDER PETRONAS Energy Canada Ltd. </div> <div> DISCOVERY METHOD Inspection </div> <div> DISCOVERY DATE 2022-Aug-03 </div> <div> ISSUED DATE 2022-Aug-03 </div> <div> ASSIGNED TO Darin Leong </div> <div> NOTICE COMMENT None </div>		


Chapter 7: Non-Compliance Submissions: Communicating with the BCER


Non-Compliance Submissions provide a process whereby a Permit Holder representative can ask questions, request an extension, or respond to a Non-Compliance.


7.1 Creating a Non-Compliance Submission

There are three types of Non-Compliance Submissions available to Permit Holder representatives, which facilitate communicating with the BCER regarding individual Non-Compliances.

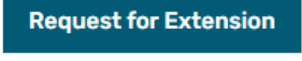
A rectangular button with a dark teal background and white text that reads "Request for Clarification". The button has a thin white border and a slight drop shadow.

Use the  button to ask questions of the BCER regarding the content of the Non-Compliance

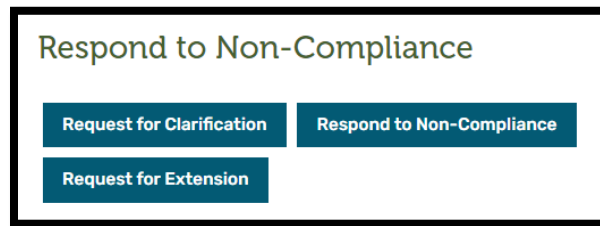
A rectangular button with a dark teal background and white text that reads "Respond to Non-Compliance". The button has a thin white border and a slight drop shadow.

Use the  button to resolve the Non-Compliance.

A rectangular button with a dark teal background and white text that reads "Request for Extension". The button has a thin white border and a slight drop shadow.



Use the  button to ask the BCER for additional time to address the Non-Compliance.

Access the Non-Compliance Submission options by clicking on the Non-Compliance, from the Non-Compliance Notices dashboard, or from the Non-Compliance from within the Non-Compliance Notice screen.



7.1.1 Request for Clarification

Add information to support the 'Request for Clarification' into the NON-COMPLIANCE SUBMISSION MESSAGE field.

Save the contents of the message by selecting the  icon, then select the  button.

Once the BCER receives the 'Request for Clarification', they will provide 'Provide Information' in the way of a NON-COMPLIANCE SUBMISSION ANSWER. Once the BCER has sent the answer back to the Permit Holder, the Non-Compliance Submission will appear as follows:

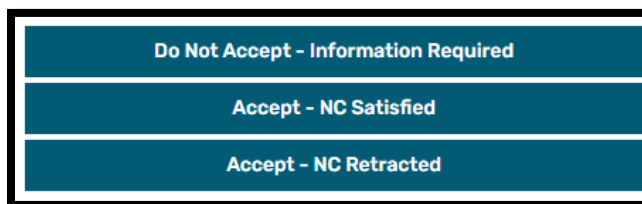


Click on the Submission to read the answer that the BCER has provided.

7.1.2 Respond to Non-Compliance

Add information to support the 'Respond to Non-Compliance' into the NON-COMPLIANCE SUBMISSION MESSAGE field.

Once the BCER receives the 'Respond to Non-Compliance', they will provide a NON-COMPLIANCE SUBMISSION ANSWER, along with one of the following responses:



Once the BCER has replied to the Permit Holder, using one of the above responses, the Non-Compliance Submission will appear as follows:

-07 FACILITY #00018727 - CREW KOBES C-020-H/094-B-09 001
 WELL CONTROL EQUIPMENT
 DRILLING AND PRODUCTION REGULATION - 10(1)(a)
 NTS: C- 020-H/094-B-09

-001	Respond to Non-Compliance	Completed - Not Accepted - Information Required
-002	Request for Clarification	Completed - Information Provided
-003	Respond to Non-Compliance	Completed - Accepted - Satisfied NC

Optionally, the BCER may also decide that the Non-Compliance is no longer required and therefore may 'retract' the Non-Compliance. If the BCER 'retracts' a Non-Compliance, the Non-Compliance Submission will appear as follows:

-06 ORDER #98-16-003
 PERMIT REQUIRED
 OIL AND GAS ACTIVITIES ACT - 21(a)(i)

-001	Respond to Non-Compliance	Completed - Accepted - Retracted NC
------	---------------------------	-------------------------------------


Click on the Non-Compliance Submission to read the answer that the BCER has provided.

7.1.3 Request for Extension





Add information to support the 'Request for Extension' into the NON-COMPLIANCE SUBMISSION MESSAGE field.

Click on the  icon to select a date for the REQUESTED EXTENSION DATE.

Request for Extension

SENT BY: _____ SENT DATE: _____ CURRENT CORRECTION DUE DATE: 2021-Dec-31 REQUESTED EXTENSION DATE: 

NON-COMPLIANCE SUBMISSION MESSAGE

B I U    

Can you provide more time?

26 / 4000

Once the BCER receives the 'Request for Extension', they will provide a NON-COMPLIANCE SUBMISSION ANSWER, along with one of the following responses:

Grant
Deny

Once the BCER has replied to the Permit Holder, using one of the above responses, the Non-Compliance Submission will appear as follows:

# -05	CIAS #0006080
	WATER QUALITY
	ENVIRONMENTAL PROTECTION AND MANAGEMENT REGULATION - 20(2)(b)
-001	Request for Extension Completed - Denied
-002	Request for Extension Completed - Granted

Click on the Non-Compliance Submission to read the answer that the BCER has provided.

7.1.4 Non-Compliance Submission Message Field

The maximum number of characters that can be entered into the NON-COMPLIANCE SUBMISSION MESSAGE field is 4000. If exceeded, the character counter will turn red, and the error message 'The maximum length has been reached, please enter a shorter value' will be displayed.

NON-COMPLIANCE SUBMISSION MESSAGE

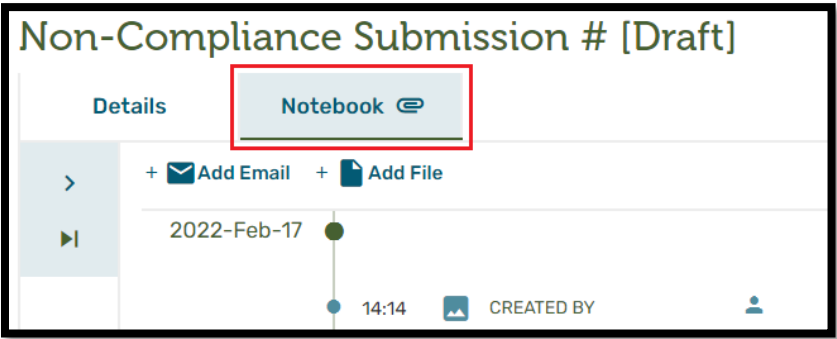
B I U
Link
List
Decrease indent
Increase indent
Image
Text



Okay, this seems reasonable. We have addressed all the identified issues. See picture


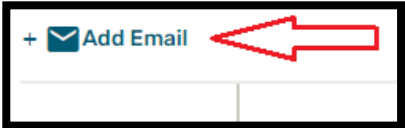
The maximum length has been reached, please enter a shorter value
4001 / 4000

7.1.5 Managing Attachments on a Non-Compliance Submission Notebook



Files and emails can be added to the Non-Compliance Submission Notebook to support the Submission while it is in Draft Status.



From the Notebook tab on any Draft Non-Compliance Submission, select  **Add File** button or  **Add Email** button to add any of the types of files listed below:

	
<p>The following file types can be attached to a Non-Compliance Submission:</p> <ul style="list-style-type: none">• Microsoft Word Documents .doc, .docx• Microsoft Excel Documents .xls, .xlsx, .csv, .xlsm• Microsoft Power Point Documents .ppt, .pptx• Text Documents .txt, .rtf, .csv	<p>The following file types can be attached to a Non-Compliance Submission:</p> <ul style="list-style-type: none">• .msg• .eml

- | | |
|--|--|
| <ul style="list-style-type: none"> • Video Documents .avi, .mov, .m4v, .svi, .wmv, .mp4, .mpg, .mpeg, .mkv • Picture Documents .gif, .bmp, .jpg, .jpeg, .png, .svg, .tif • Portable Document Files .pdf • Archive Files .zip | |
|--|--|

After selecting  **Add File** or  **Add Email** button, files can be attached to the Non-Compliance Submission using one of the following methods:

- Drag & Drop
- Browse

Please Note:

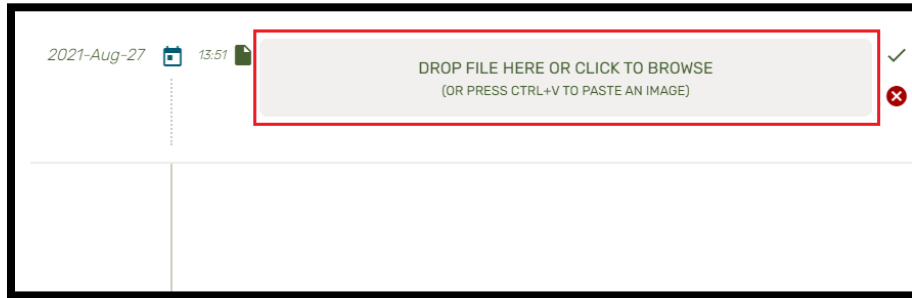
The maximum file size that can be uploaded to the application is 450 Mb. However, depending on network, or internet conditions, the ability to upload a file of this size may be compromised. Errors or warnings may occur if the file size exceeds these limits.



7.1.5.1 Adding a File

Drag & Drop Method

To use the drag & drop method for attaching a file to a Non-Compliance Submission, open Window Explorer and navigate to the location of the file that will be attached to the Non-Compliance Submission.



Select the required file and drag, then drop in the area marked as 'DROP FILE HERE OR CLICK TO BROWSE'



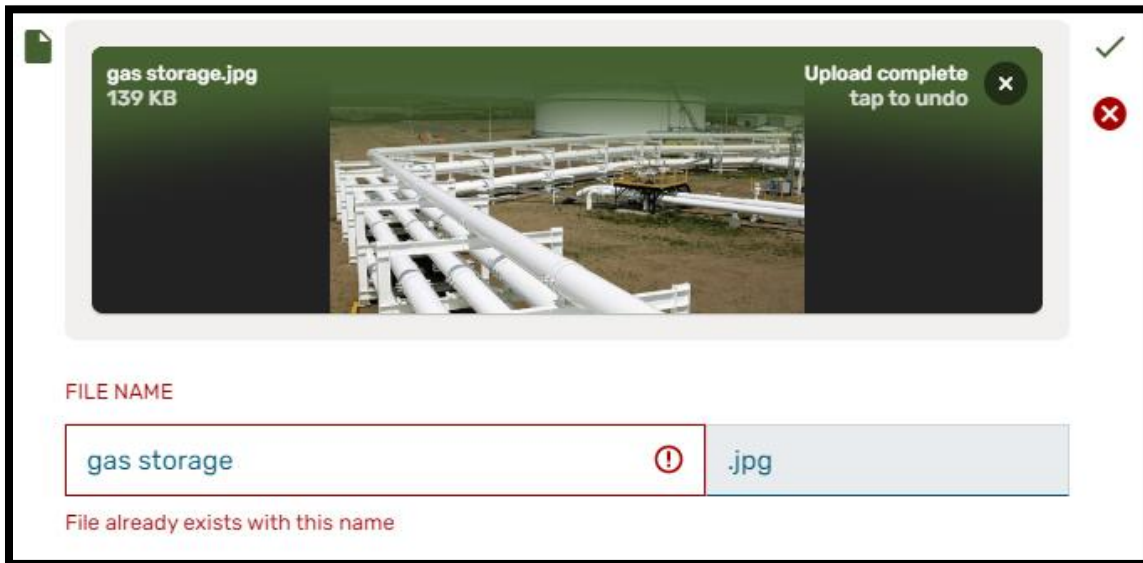
When the 'Upload Complete' message is displayed, select the  icon to save, optionally change the name of the file, or select the  icon to cancel.



If required, change the name of the file.

Once a file has been added it is possible to further annotate the file by selecting   **Add Annotation** button. See Annotating Files.

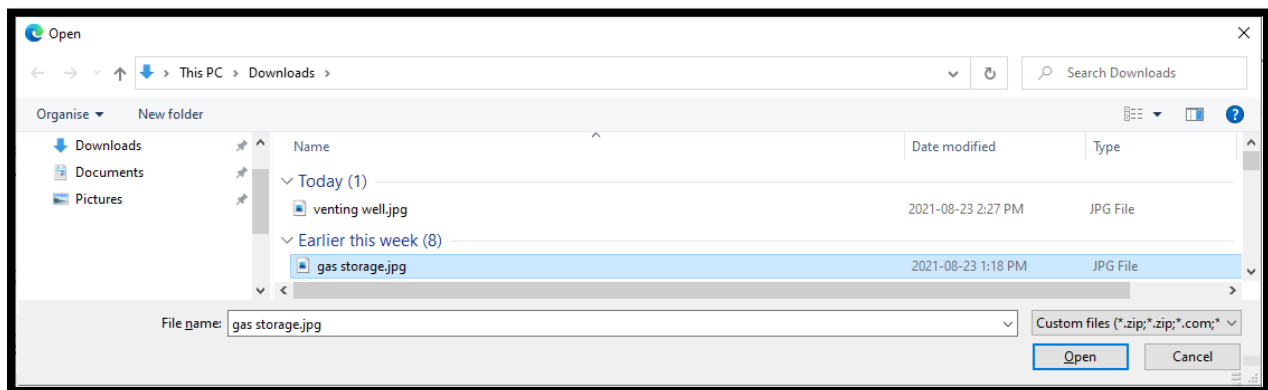
If a file already exists with the same file name, the system will provide the following warning 'File already exists with this name'





Browse Method

To use the browse method for attaching a file to a Non-Compliance Submission, click on the file landing spot (DROP FILE HERE OR CLICK TO BROWSE), Windows Explorer window will open.

With Windows Explorer open, select the required file, and click open to begin the process.



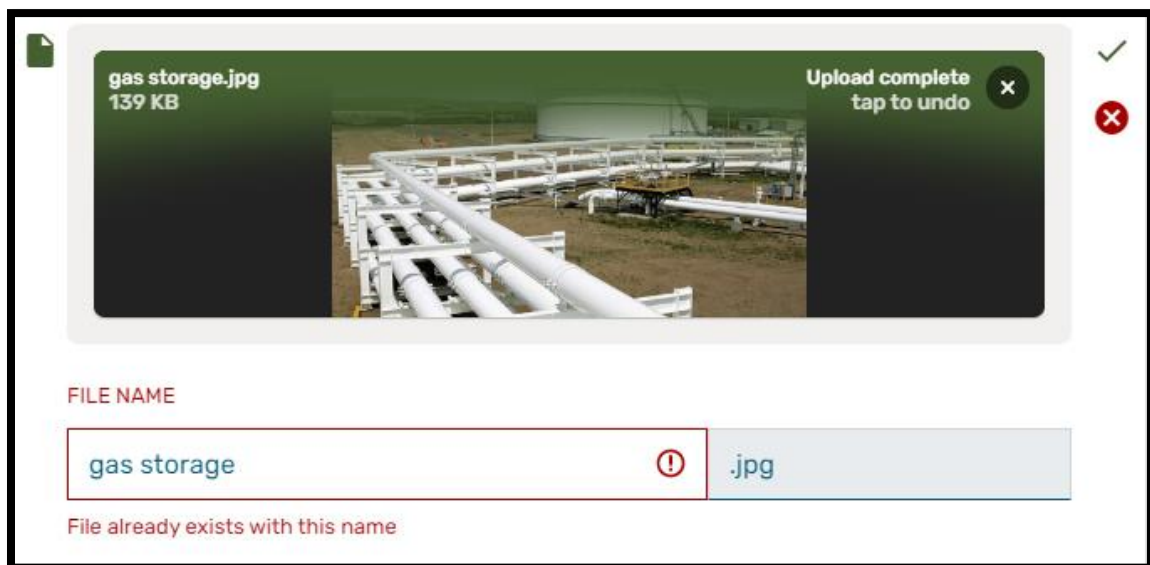
When the 'Upload Complete' message is displayed, select the  icon to save, optionally change the name of the file, or select the  icon to cancel.



If required, change the name of the file.

Once a file has been added it is possible to further annotate the file by selecting [+ Add Annotation](#) button. See Annotating Files.



If a file already exists with the same file name, the system will provide the following warning 'File already exists with this name'

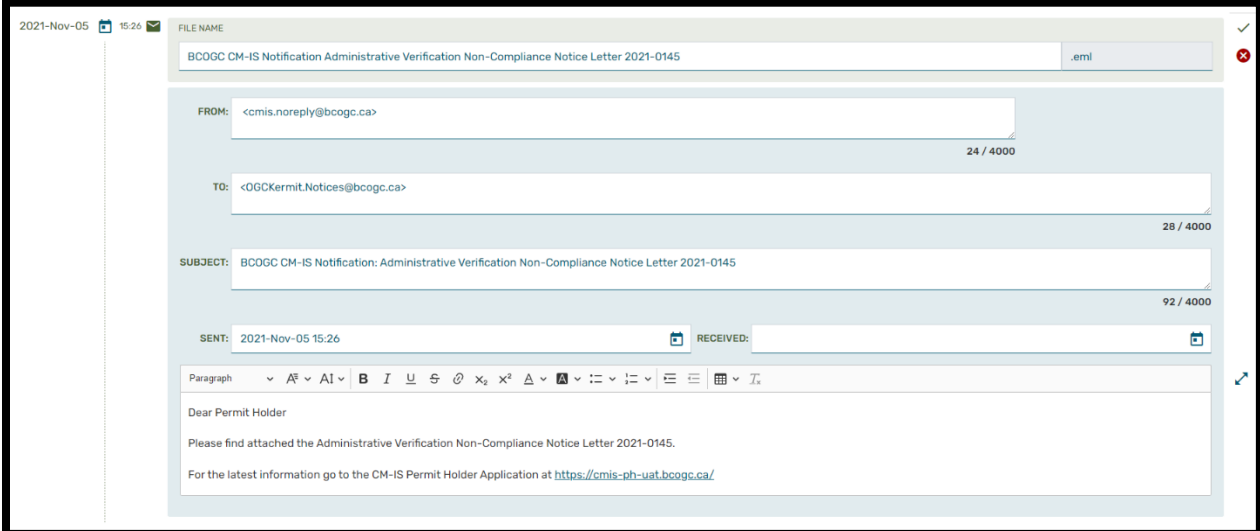


7.1.5.2 Adding an Email

After using either the Drag & Drop, or the Windows Explorer method of adding an Email to the Non-Compliance Submission Notebook, it is possible to modify the email information taken directly from the email file, including the following:

- File Name
- From
- To
- Subject
- Sent
- Received
- Body of the email

Select the  icon to save, optionally change the email information, or select the  icon to cancel.



2021-Nov-05 15:26

FILE NAME: BCOGC CM-IS Notification Administrative Verification Non-Compliance Notice Letter 2021-0145 .eml

FROM: <cmis.noreply@bcogc.ca> 24 / 4000

TO: <OGCKermiNotices@bcogc.ca> 28 / 4000

SUBJECT: BCOGC CM-IS Notification: Administrative Verification Non-Compliance Notice Letter 2021-0145 92 / 4000

SENT: 2021-Nov-05 15:26 RECEIVED:



Paragraph

Dear Permit Holder

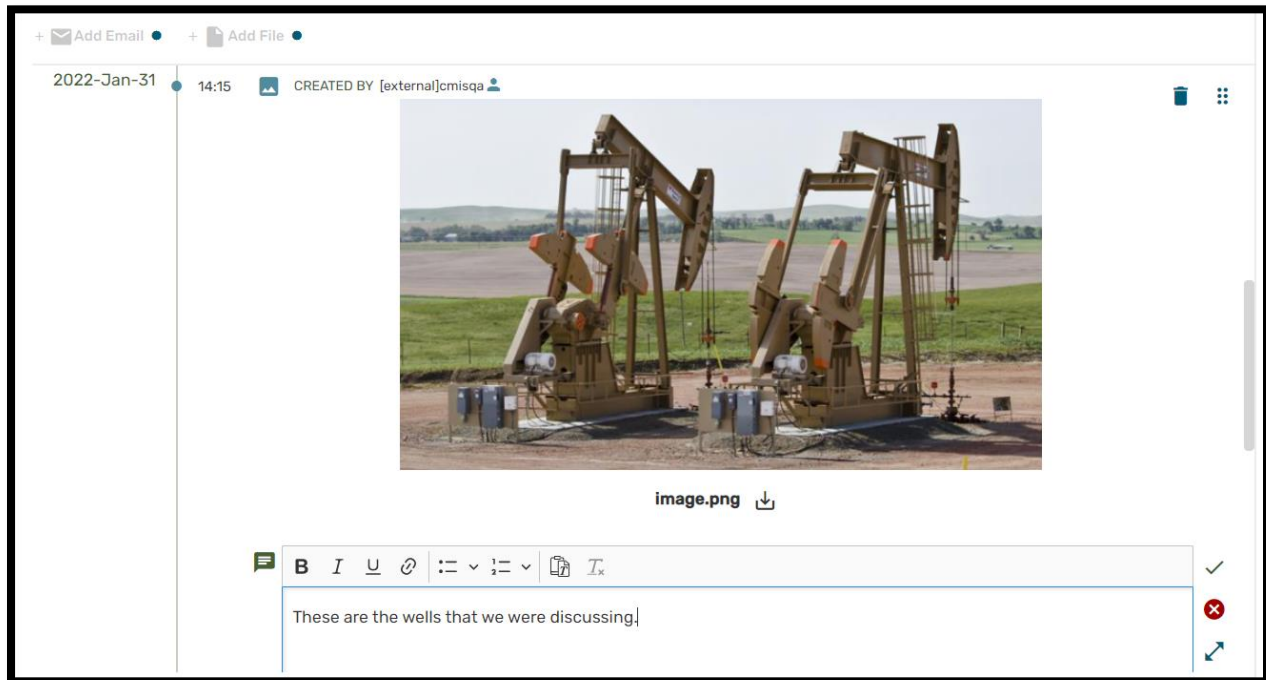
Please find attached the Administrative Verification Non-Compliance Notice Letter 2021-0145.

For the latest information go to the CM-IS Permit Holder Application at <https://cmis-ph-uat.bcogc.ca/>

7.1.5.3 Annotating Files and Emails



When adding either a file, or an email to a Non-Compliance Submission, the file or email can be further described by adding annotation. Hover over the  icon, then select  **Add Annotation**






The content of the annotation can be up to 4000 characters in length, and can include rich-text formatting such as:

- Bolding
- Italics
- Underling
- Bullets
- Numbering


Click the  icon to save the annotation, or the  to cancel.

7.1.5.4 Downloading a File or an Email

All files and emails that have been attached to a Non-Compliance, either directly, or on a Non-Compliance Submission can be downloaded.


Clicking the  icon, will start the associated file to be downloaded.

File

Select the download icon  located beside the name of the file.



Email


Select the download icon  located at the top right corner of the email.

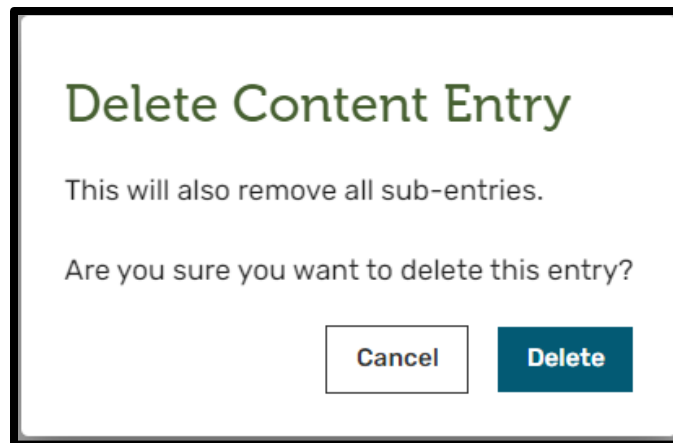




7.1.5.5 Deleting a File or Email

Files and emails that have been attached to a Non-Compliance Submission while in Draft Status can be deleted before the Non-Compliance Submission is sent.




Select the trashcan icon  located at the top right corner of the Non-Compliance Submission Notebook entry.



Select Remove button  to delete the image from the Non-Compliance Submission Notebook or Cancel button  to remove it from the Non-Compliance Submission Notebook.

7.1.5.6 Moving a Non-Compliance Submission Notebook Entry

Entries in the Non-Compliance Submission Notebook can be reordered by selecting the  icon located at the top right corner of the Non-Compliance Submission Notebook entry with the mouse and dragging it to the desired location.



7.2 Submitting a Non-Compliance Submission

Once the required information for the Non-Compliance Submission is provided, submit the request to the BCER.

Please Note:

While a Non-Compliance Submission has a STATUS of 'Draft', the BCER may 'Retract' the Non-Compliance. If this occurs, any Non-Compliance Submissions that have a status of 'Draft' will be removed from the Non-Compliance, removing any attachments and annotations, along with the Non-Compliance Submission.

The Non-Compliance Submission will now have a Status of 'Pending BCER Answer', waiting for an answer from the BCER.

Returning to the dashboard, the Non-Compliance Submission will appear in the Non-Compliance Submission panel of the Non-Compliance.

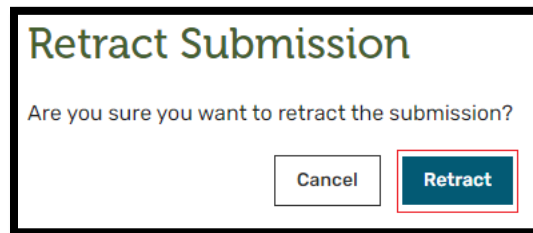
7.3 Retract a Non-Compliance Submission

At any time after a Non-Compliance Submission has been made to BCER, but prior to the BCER response, the Non-Compliance Submission can be retracted.

To retract a Non-Compliance Submission, navigate to the Non-Compliance Submission, and

select the  button.

Complete the retraction when prompted or cancel.



Once confirmed, the Non-Compliance Submission will be identified as 'Completed – Retracted'. Any information associated with the Non-Compliance Submission will still be viewable, but not changeable. The BCER will also be able to view the information associated with the Non-Compliance Submission.

Chapter 8: Using the Inspections Dashboard

The Inspections Dashboard allows the Permit Holder to view all their Inspections in Completed Status that have a Non-Compliance Notice in Issued Status for their organization.

Inspections with Issued Non-Compliances 6

<p>Inspection # 2022-0205 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-13</p>	<p>Notice # 2022-0307 </p> <p>Issued Date 2022-Oct-13</p> <p>Discovery Method</p> <p>Inspection</p>	<p>#2022-0307-01 AOGA #00200289</p> <p>#2022-0307-02 Pipeline #000025379</p>
<p>Inspection # 2022-0204 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-11</p>	<p>Notice # 2022-0306 </p> <p>Issued Date 2022-Oct-12</p> <p>Discovery Method</p> <p>Inspection</p>	<p>#2022-0306-01 Pipeline #000025379</p>

The user is provided a summary count of all their Inspections with Non-Compliances at the top of the dashboard. In the above illustration, the user is informed that they have 6 Inspections with issued Non-Compliances.

Users are also able to search for a specific Inspection and export a CSV file containing all Permit Holder's Non-Compliances (see Chapter 11 for exporting Inspections and any associated Non-Compliances).


8.1 Expand/Collapse Inspection Non-Compliances

To display the Issued Non-Compliances for an Inspection, click on the to expand and expose the details.

Inspections with Issued Non-Compliances

6

6	Inspection # 2022-0205 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-13	Notice # 2022-0307 Issued Date 2022-Oct-13 Discovery Method Inspection	<div>#2022-0307-01</div> <div>AOGA #00200289</div>
			<div>#2022-0307-02</div> <div>Pipeline #000025379</div>
3	Inspection # 2022-0204 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-11	Notice # 2022-0306 Issued Date 2022-Oct-12 Discovery Method Inspection	<div>#2022-0306-01</div> <div>Pipeline #000025379</div>

Click on the  to collapse the details and revert back to only displaying the summary view for all the Issued Non-Compliances associated to the Inspection.

6	Inspection # 2022-0205 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-13	Notice # 2022-0307 Issued Date 2022-Oct-13 Discovery Method Inspection	<div>#2022-0307-01</div> <div>Due 2022-Oct-14</div> <div>Assigned To Charles Webster</div> <div>AOGA #00200289</div> <div>Permit Required</div> <div>Oil and Gas Activities Act - 21(a)(i)</div> <div>#2022-0307-02</div> <div>Due 2022-Oct-27</div> <div>Assigned To Charles Webster</div> <div>Pipeline #000025379</div> <div>Pipeline Crossings</div> <div>Oil and Gas Activities Act - 76(1)(a)(i)</div>
3	Inspection # 2022-0204 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-11	Notice # 2022-0306 Issued Date 2022-Oct-12 Discovery Method Inspection	<div>#2022-0306-01</div> <div>Pipeline #000025379</div>


8.2 Dashboard Sort Order

Inspections with Issued Non-Compliances are displayed from the oldest to the newest based on the Inspection #.

8.3 The Rondel

🏠 < [PETRONAS Energy Canada Ltd.](#) < Dashboard

Issued Non-Compliances 8

 4 Rondel	Inspection # 2022-0088 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Jun-23	Non-Compliance Notice # 2022-0116 Issued Date 2022-Jul-08 Discovery Method Inspection	#2022-0116-01 Due 2022-Jul-09 Assigned To Charles Webster	Road #00320 Emergency Shutdown Devices Drilling and Production Regulation - 49(1)(a)
			#2022-0116-02 Due 2022-Jul-09 Assigned To Charles Webster	GEO #2002-142 Emergency Shutdown Devices Drilling and Production Regulation - 49(1)(c)




There is a colour coded rondel located on the left-hand side of each Inspection. The red section of the rondel denotes the proportion of Inspected Inventory Items with one or more Non-Compliances, while the green section is the proportion of Inspected Inventory Items that are now In Compliance (the Non-Compliances were resolved). The number in the middle of the rondel is the total number of Inspected Inventory Items for the Inspection.

8.4 Inspection Details and Non-Compliance Navigation

If a user clicks on the Inspection Panel,

🏠 < [PETRONAS Energy Canada Ltd.](#) < Dashboard

Issued Non-Compliances 8

 4 This is the Inspection Panel	Inspection # 2022-0088 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Jun-23	Non-Compliance Notice # 2022-0116 Issued Date 2022-Jul-08 Discovery Method Inspection	#2022-0116-01 Due 2022-Jul-09 Assigned To Charles Webster	Road #00320 Emergency Shutdown Devices Drilling and Production Regulation - 49(1)(a)
			#2022-0116-02 Due 2022-Jul-09 Assigned To Charles Webster	GEO #2002-142 Emergency Shutdown Devices Drilling and Production Regulation - 49(1)(c)

The user will be taken to the Inspection Details for the Inspection.

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Inspection 2022-0088

Inspection #2022-0088: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]

Details	Notebook	Gallery	Non-Compliance
---------	----------	---------	----------------

INSPECTION DATE
2022-Jun-23

ASSIGNED TO
Charles Webster

INSPECTION COMMENT

The user can select the Non-Compliance tab on the Inspection to view the details of the Non-Compliances associated with the Inspection and respond to any Non-Compliance through a Non-Compliance Submission. Refer to [Chapter 7: Non-Compliance Submissions: Communicating with the BCER](#) for more information on managing Non-Compliance Submissions.

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Notice # 2022-0299

Inspection #2022-0190: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]

Details	Notebook	Gallery	Non-Compliance
---------	----------	---------	----------------

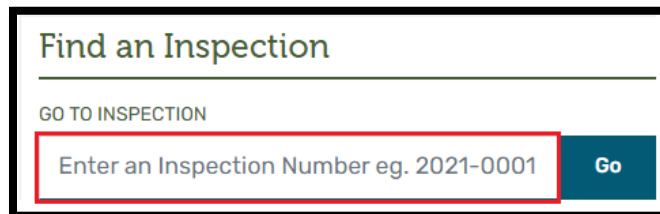
<div>1</div> <div> Notice # 2022-0299 PETRONAS Energy Canada Ltd. </div> <div> <div>-01</div> <div> Pipeline #000025379 Pipeline Crossings Oil and Gas Activities Act - 76(1)(a)(iii) </div> </div>	<div> Notice #2022-0299 [Issued] PERMIT HOLDER PETRONAS Energy Canada Ltd. </div> <div> DISCOVERY METHOD Inspection </div> <div> DISCOVERY DATE 2022-Oct-07 </div> <div> ISSUED DATE 2022-Oct-07 </div> <div> ASSIGNED TO </div> <div> NOTICE COMMENT None </div>
--	--

Chapter 9: Searching for an Inspection

9.1 Searching for an Inspection

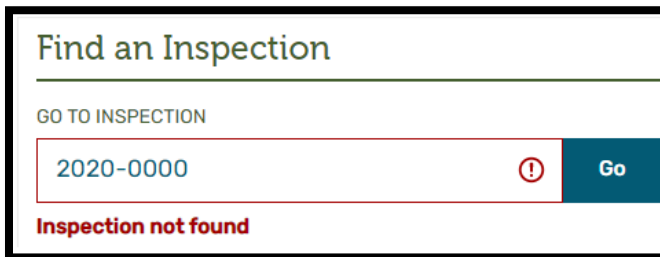
To find a specific Inspection, enter the corresponding number into the GO TO INSPECTION field under the 'Find an Inspection' banner.

- To find an Inspection, enter its number, for example 2022-0092



The screenshot shows a form titled "Find an Inspection". Below the title is a horizontal line. Underneath the line is the text "GO TO INSPECTION". Below that is a text input field containing the placeholder text "Enter an Inspection Number eg. 2021-0001". To the right of the input field is a blue button labeled "Go". The input field and the "Go" button are highlighted with a red border.

If the number cannot be found, an error message will appear:



The screenshot shows the same "Find an Inspection" form. The input field now contains the text "2020-0000". To the right of the input field is a red circle with a white exclamation mark icon. To the right of the icon is a blue button labeled "Go". Below the input field and the icon is a red error message that reads "Inspection not found".

9.2 Using the Advanced Search Inspections Screen


For more search options, click on 'Search Inspections'.




Find an Inspection

GO TO INSPECTION

Search

[Search Inspections](#)

Inspections with ongoing, not-yet-resolved Non-Compliances are indicated with the  icon.

INSPECTION # ▼	INSPECTION DATE ▼	ASSIGNED TO ▼	OUTCOME ▼	NON-COMPLIANCES ▼
2022-0210	2022-Oct-19	Sergey Kiselev	Non-Compliance(s) Found	
2022-0205	2022-Oct-13	Charles Webster	Non-Compliance(s) Found	
2022-0212	2022-Oct-12	Roberta Press	Non-Compliance(s) Found	

Please Note

By default, the search results table will display all Inspections with Issued Non-Compliance Notices. To view Inspections that were In Compliance, change the Status drop-down filter to either 'Any Outcome' or 'In Compliance'.

9.2.1 Column Header Definitions

The Inspections search screen presents rows of Inspection results, with each row containing the following:

INSPECTION #: The unique number assigned to an Inspection after it has been 'Issued', presented in the format of YYYY-NNNN.

INSPECTION DATE: The date of the Inspection.

ASSIGNED TO: Identifies the BCER user that the Inspection is currently assigned to.

OUTCOME: Indicates whether the outcome of the Inspection was In Compliance or Non-Compliance(s) Found.

NON-COMPLIANCES: Indicates if there is one or more currently issued (not yet resolved) Non-Compliances as a result of the Inspection.

9.2.2 Search Features

The Inspection Search screen offers the flexibility to either find one specific Inspection, or a group of Inspections, depending on the selected search criteria.

Each column of data on the search screen is equipped with a search icon. When selected, a search box will be displayed. Every column of information is represented by a unique type of search box, tailored for the information contained in that column. There are three types of search boxes:

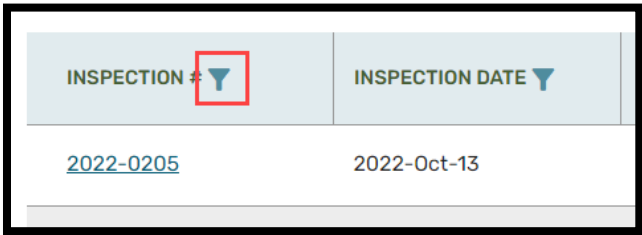
Type-ahead Search Box

The type-ahead search boxes are used to either find a specific value, or groups of value, when only partial search information is known.

The following fields have type-ahead search boxes:

- INSPECTION #
- ASSIGNED TO

To search for a specific Inspection, select the  icon, situated to the right of the column header.




Once the type-ahead search box opens, enter any numerical value that matches the Inspection that is the target of the search.

--	--

INSPECTION #	INSPECTION DATE
2022-0205	
2022-0204	2022-Oct-11

INSPECTION #	INSPECTION DATE
2022-0177	

The results of the search will be displayed. To remove the type-ahead search box, either click the  icon again, or click anywhere on the screen.


INSPECTION #	INSPECTION DATE
2022-0177	2022-Sep-30

Drop-Down List Search Box

The drop-down list search box is used when there is a limited list of values that can be selected.

The following fields have type-ahead search boxes:

- OUTCOME

To search for Inspections that meet specific criteria, first start by selecting the  icon, situated to the right of the column header.

ASSIGNED TO	OUTCOME
	Non-Compliance(s) Found
	Non-Compliance(s) Found

Select one of values presented in the drop-down list.



The list of Inspections will match with the selected value.

OUTCOME	NON-COMPLIANCES
Non-Compliance(s) Found	
Non-Compliance(s) Found	
Non-Compliance(s) Found	

Date Search

The date search box allows the user to select Inspections within a specified date range.

The following fields have date filters:


- INSPECTION DATE

Start by selecting the icon.

INSPECTION # ▼	INSPECTION DATE ▼
2022-0205	2022-Oct-13

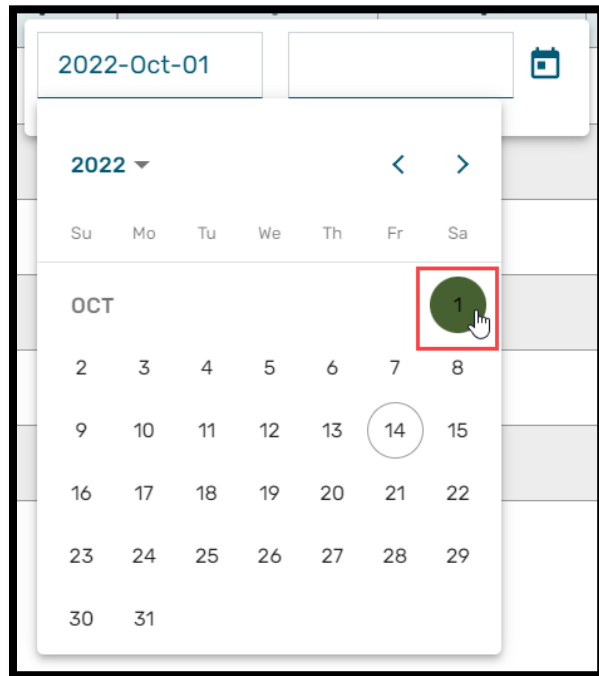
Click on either the Start or End date field to select it.


INSPECTION DATE ▼	ASSIGNED TO ▼	STATUS ▼
2022-Oct-13	Start	End
2022-Oct-11	Roberta Press	Completed

Use the  icon to select a date.

Start	End
<div> <div>2022 ▼</div> <div> <div><</div> <div>></div> </div> <div> <div>Su</div> <div>Mo</div> <div>Tu</div> <div>We</div> <div>Th</div> <div>Fr</div> <div>Sa</div> </div> <div> <div>OCT</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div> </div>	<div> <div> <div><</div> <div>></div> </div> <div> <div>Su</div> <div>Mo</div> <div>Tu</div> <div>We</div> <div>Th</div> <div>Fr</div> <div>Sa</div> </div> <div> <div>OCT</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div> </div>

In this example, the Start Date selected will be Oct. 1, 2022.



The results of the search will be displayed. To remove the date selection box, either click the  icon again, or click anywhere on the screen.

Note:

If the user has only entered a Start Date, the End Date of the search will be today's date.

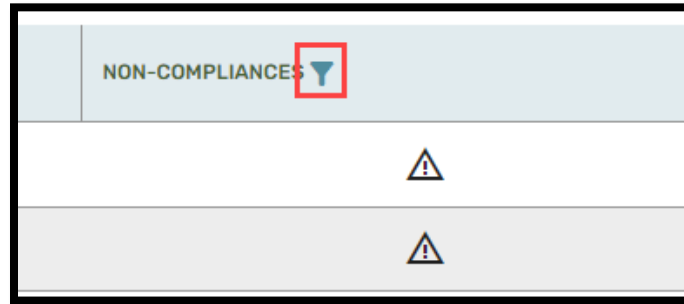
Toggle (Checkbox) Search

The checkbox search box is a quick way to toggle on and off specific search parameters.

The following fields have toggle checkboxes:

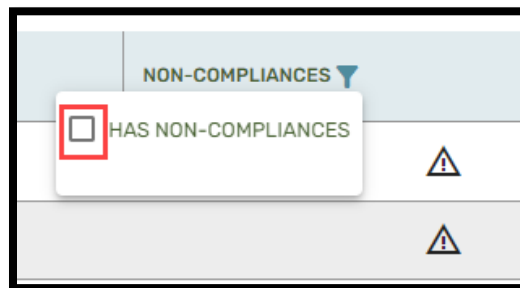
- NON-COMPLIANCES

Start by selecting the  icon.




To search for Inspections that have Issued (current unresolved) Non-Compliances, select the

To toggle search functionality to view only Non-Compliances that are being enforced against a PERMIT, select the ☐ HAS NON-COMPLIANCES checkbox.




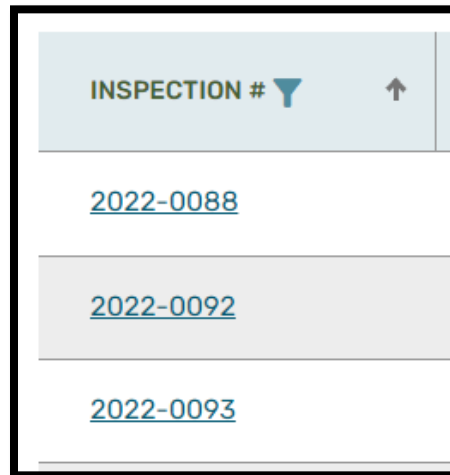
9.2.3 Sort Features



Each of the columns in the Inspection search screen can be sorted, either ascending (lowest to highest), or descending (highest to lowest), based on the values that are currently in the column. The default sort order is ascending.

There are two options to sort any column: Sort using the  icons, or sort using the column header.

Sort by Sort Icon



Sort by clicking the sort icon , which is located at the far right of the column header. In the example below, the INSPECTION # column is being sorted in ascending order (lowest to highest).



INSPECTION #  
2022-0088
2022-0092
2022-0093

To change the order to descending, click the sort icon again to trigger the descending sort .

Sort by Column Header

Columns of data can also be sorted by clicking the column header. Notice that when clicking the column header, the sort icon will change direction, indicating if the sort is ascending , or descending .

9.2.4 Using the Search Criteria Menu

The Criteria Menu is a single source collection of all searchable data elements for the Inspections Search Screen.

Open the Criteria Menu by selecting the  button from the Inspections Search Screen.

Criteria

INSPECTION #
Type an Inspection # to search

ASSIGNED TO
Type a Name to search

☐ INSPECTION HAS NON-COMPLIANCES

INSPECTION DATE
Start End

INSPECTION OUTCOME
Non-Compliance(s) Found

Cancel Reset Apply

Criteria Definitions

Just like the Non-Compliance search screen, the Criteria menu has the same set of data fields that can be used to change the search criteria.

INSPECTION #: The unique number assigned to an Inspection after it has been 'Issued', presented in the format of YYYY-NNNN.

INSPECTION DATE: The date of the Inspection.

ASSIGNED TO: Identifies the BCER user that the Inspection is currently assigned to.


INSPECTION OUTCOME: Indicates whether the outcome of the Inspection was In Compliance or Non-Compliance(s) Found.

INSPECTION HAS NON-COMPLIANCES: Indicates whether there are one or more current issued (not yet resolved) Non-Compliances as a result of the Inspection.

Searching by Inspection

Inspection # is a search box that can be used to either find a specific Inspection or a group of Inspections that match part of the number.

Inspection # is always in the format of YYYY-NNNN, for example 2022-0020.

Enter the number, or partial number, and click .

INSPECTION #

1234

Searching by Inspection Date


The date search boxes allow the user to select Inspections within a specified date range.

Click on either the Start or End date field to select it.

INSPECTION DATE

Start


End



Then use the  icon to select a date.

INSPECTION DATE

2022-Oct-01



2022

< >

Su Mo Tu We Th Fr Sa

OCT

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

In this example, the Start Date selected will be Oct. 1, 2022.

Please note:

The user may enter either a Start Date, or an End Date, or both.

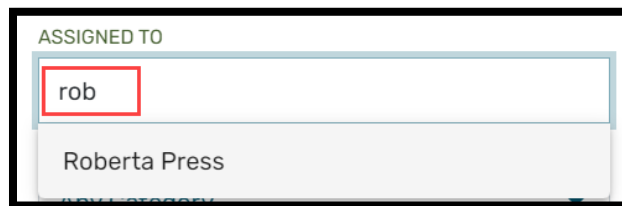
If only entered a Start Date is entered, the End Date of the search will be today's date.

If only an End Date is entered, the Start Date will be from the earliest Inspection that meets the other search criteria.

Searching by Assigned To

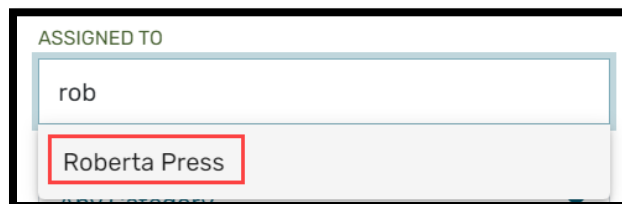
Assigned To is a type ahead search box that can be used to search for Inspections that are currently assigned to a particular person at the BCER.

Begin typing some letters from the individual's name. The system will automatically begin providing a list of people with those letters in their name.



A screenshot of a web application interface. At the top, the text 'ASSIGNED TO' is displayed in a small, light blue font. Below it is a search input field containing the text 'rob'. A red rectangular box highlights the input field. Below the input field, a dropdown menu is open, showing a list of names. The first name, 'Roberta Press', is highlighted with a light blue background. A red rectangular box also highlights this name. The rest of the list is blurred.

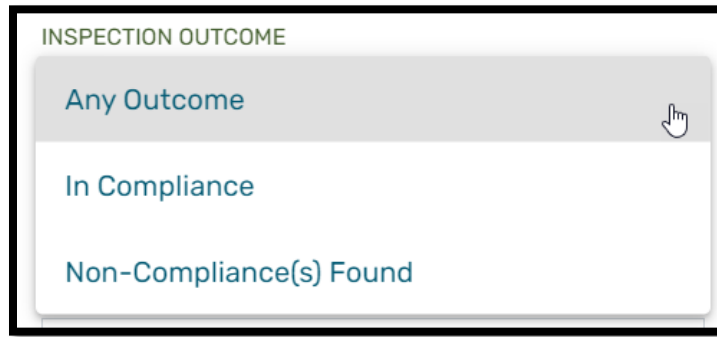
Select a name from list to populate the field.



A screenshot of the same web application interface. The 'ASSIGNED TO' search box now shows 'rob' in the input field. The dropdown menu is still open, and 'Roberta Press' is now selected, indicated by a red rectangular box around the name. The rest of the list remains blurred.

Searching by Inspection Outcome

The user can select 'Any Outcome' and the search will return all Inspections with an outcome of In Compliance' or 'Non-Compliances Found'. If the user searches by a specific outcome, the search will only return Inspections with that Outcome.



Inspection Has Non-Compliances Toggle (Checkbox)

The 'Inspection Has Non-Compliances' checkbox is a quick way to toggle off and on the filter to display only Inspections with Issued (unresolved) Non-Compliance(s).


To toggle the search to view only Inspections with Issued Non-Compliance(s), select the ☐ INSPECTION HAS NON-COMPLIANCES checkbox.





To view all Inspections again, un-select the ☐ INSPECTION HAS NON-COMPLIANCES checkbox.



Cancel, Reset, or Apply

To apply the current search parameters, after making selections select the  button.

To cancel the current operation, and close the menu, select the  button.

To reset the search parameters to the default settings of displaying only Non-Compliances 'Issued' to the currently selected Permit Holder, select the  button.

Chapter 10: Viewing a Completed Inspection

10.1 Opening an Inspection for Viewing

There are multiple ways to open an Inspection for viewing.

Inspections Dashboard

Click on any Inspection in the dashboard to open it.

Inspections with Issued Non-Compliances

<p>Inspection # 2022-0205 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-13</p>	<p>Notice # 2022-0307 Issued Date 2022-Oct-13 Discovery Method Inspection</p>	<p>#2022-0307-01 AOGA #00200289 #2022-0307-02 Pipeline #000025379</p>
<p>Inspection # 2022-0204 Permit Holder PETRONAS Energy Canada Ltd. Inspection Date 2022-Oct-11</p>	<p>Notice # 2022-0306 Issued Date 2022-Oct-12 Discovery Method Inspection</p>	<p>#2022-0306-01 Pipeline #000025379</p>

Find an Inspection

Search for any Completed Inspection belonging to the currently selected Permit Holder.

See Section 9.1 Searching for an Inspection for more details.

Find an Inspection

GO TO INSPECTION

Enter an Inspection Number eg. 202 **Go**

Advanced Search Inspections Screen

Click on any Inspection in the search results table to open it.

See Section 9.2 Using the Advanced Search Inspections Screen for more details.

INSPECTION #	INSPECTION DATE	ASSIGNED TO	STATUS	OUTCOME	CATEGORY	ACCESS METHOD	INSPECTION AREA	NON-COMPLIANCES
2022-0205	2022-Oct-13		Completed	Non-Compliance(s) Found	Planned Inspection Program	Truck	North	
2022-0204	2022-Oct-11		Completed	Non-Compliance(s) Found	Drilling Rig	Truck	South	
2022-0190	2022-Oct-07		Completed	Non-Compliance(s) Found	Drilling Rig	Helicopter	North	

10.2 Viewing the Inspection

On the Inspection, the user can navigate to the following tabs:

1.	Details	Basic details of the Inspection including the date, the BCER user assigned to the Inspection, and any comments entered by the BCER
2.	Notebook	Additional documentation including the Inspection report, other documents, images, emails, and annotations
3.	Gallery	Quick view of all images uploaded to the Inspection
4.	Non-Compliance	View and address Non-Compliances that came out of the Inspection

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Inspection 2022-0220

Inspection #2022-0220: PETRONAS Energy Canada Ltd. [Completed - Non-Compliance(s) Found]

Details

Notebook

Gallery

Non-Compliance

INSPECTION DATE

2022-Sep-23

ASSIGNED TO

INSPECTION COMMENT

None

10.3 Details Tab

[Home](#) < [PETRONAS Energy Canada Ltd.](#) < [Dashboard](#) < Inspection 2022-0165

Inspection #2022-0165: PETRONAS Energy Canada Ltd. [Completed]

Details	Notebook	Gallery	Non-Compliance
INSPECTION DATE	ASSIGNED TO		
2022-Sep-21			
INSPECTION COMMENT			
Inspection comments			

The Inspection Details include the following information:

INSPECTION DATE: The date that the Inspection was conducted

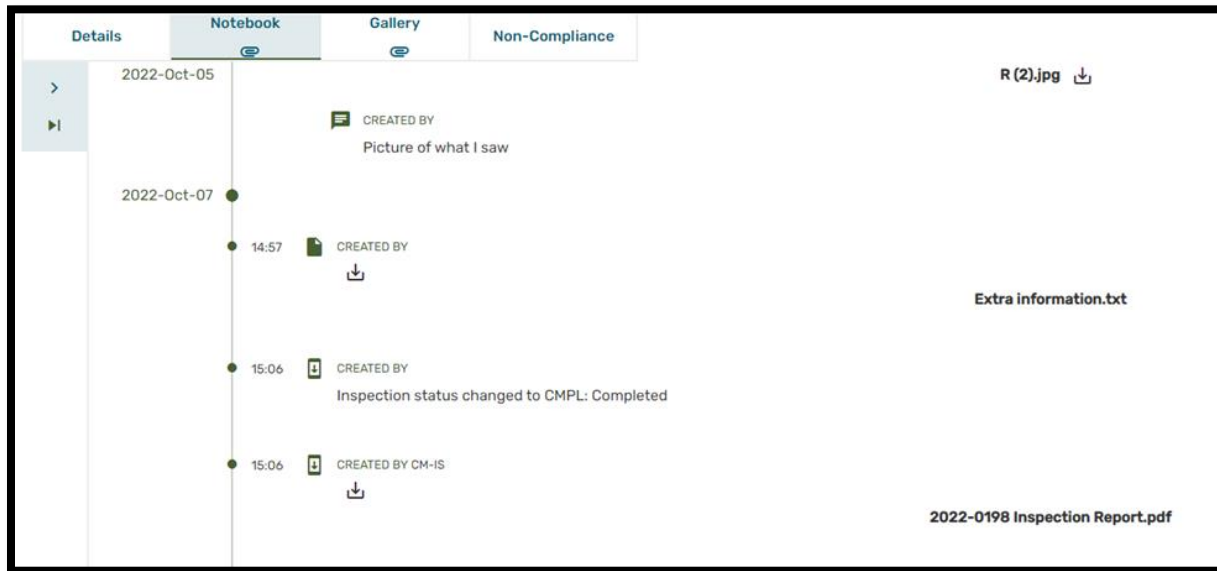
ASSIGNED TO: The person that recorded the Inspection information and conducted the Inspection.

INSPECTION COMMENT: Any relevant comments that the C&E Officer would like to relay to the Permit Holder regarding the Inspection.

10.4 Notebook Tab

The Notebook provides copies of any Inspection Notifications or Reports sent to the Permit Holder as well as email correspondence and images that the BCER deems relevant to assist the Permit Holder in understanding the results of the Inspection.


Please note that the Inspection itself has a Notebook, and each associated Non-Compliance also has its own separate Notebook. Please see [Chapter 5: Working with the Non-Compliance Notice](#)



Notebook Content

The following items can be found in the Notebook:

- Uploaded files, including images
- Uploaded emails
- Copies of the system-generated emails
- Inspection reports
- Inspection status changes
- Inspection or Non-Compliance reassignments


There will be a  icon displayed on the Notebook tab when additional information is available to view.

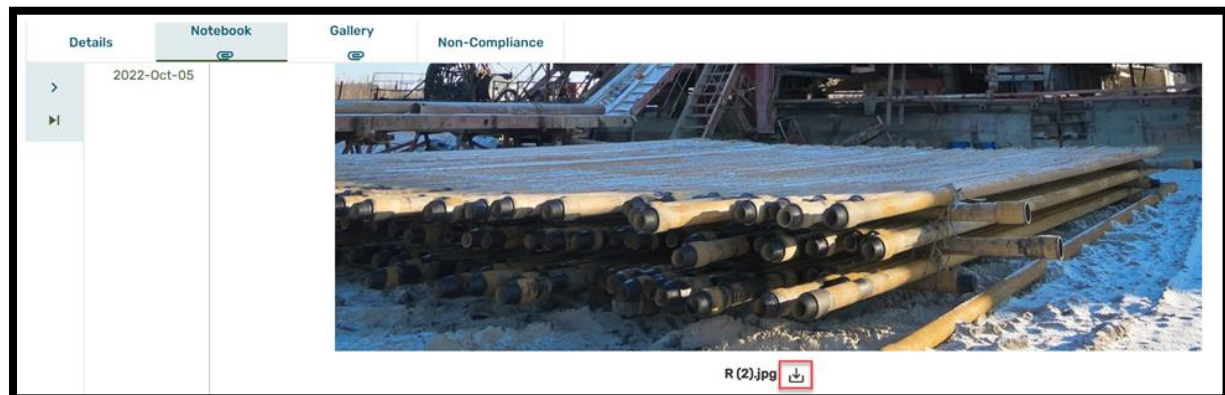
Inspection #2022-0165:

Details	Notebook	Gallery	Non-Compliance
INSPECTION DATE	ASSIGNED TO		
2022-Sep-21			
INSPECTION COMMENT			
Inspection comments			

Viewing and Downloading and Image


Images that were uploaded to the Inspection will be visible in the Notebook.

To download an image, click on the  icon at the bottom of the image. Once the image has been downloaded, select the picture file and open it in a desktop viewer.




Downloading a Document or File

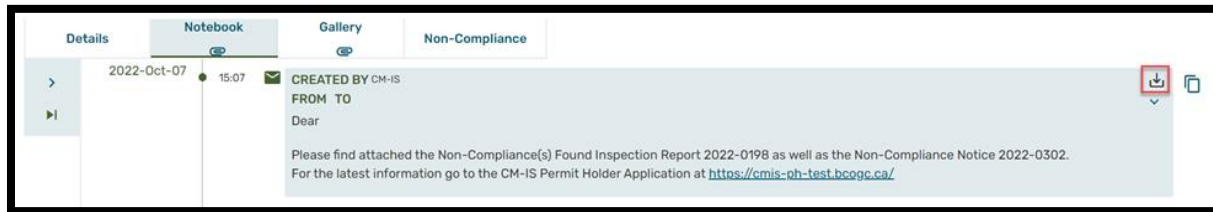
Any documents attached to the Inspection, including the Inspection Report, will be available in the Notebook.

To download a document for viewing, click on the  icon. Once the file has been downloaded, select the file and open it in a desktop application.



Downloading an Email

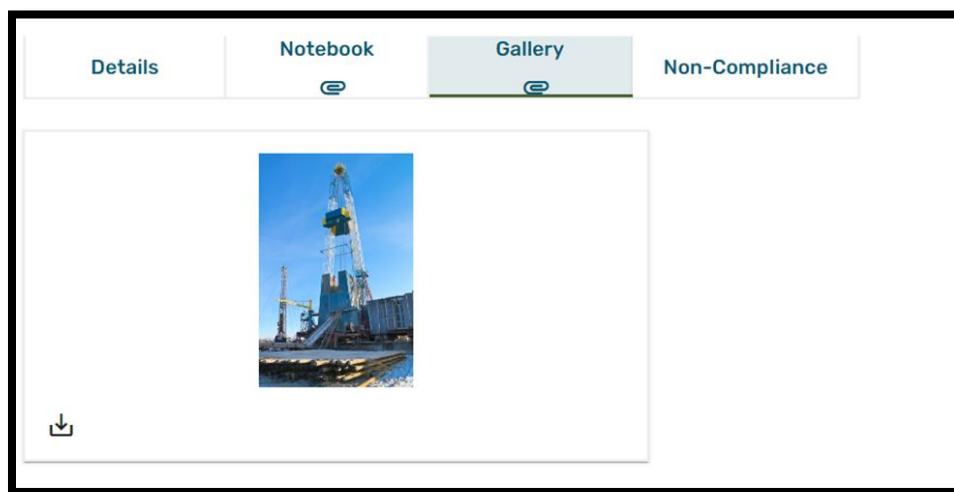
To download an email, click on the  icon. Once the email has been downloaded, select the file and open it in a desktop email application (ex. Outlook).



Please note that some emails may be manually entered and cannot be downloaded.

10.5 Gallery Tab

The Gallery displays a consolidated list of all images attached on the Notebook in a thumbnail format. The Permit Holder can navigate and view the full-sized images as well as download the individual images.



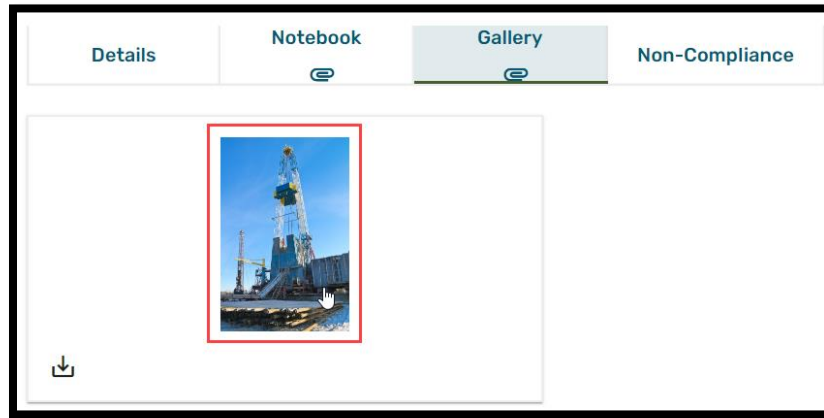
There will be a  icon displayed on the Gallery tab when there are images available to view.



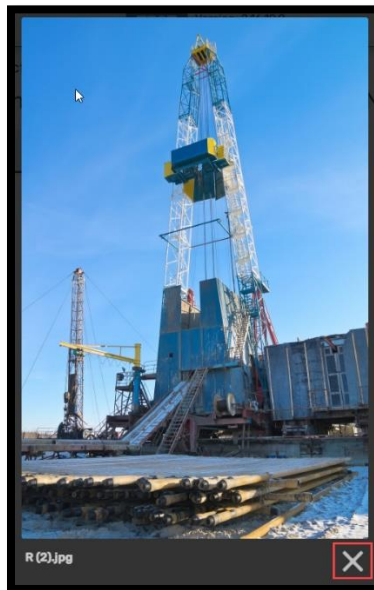
Viewing Images

Images that were uploaded to the Inspection will be visible in the Gallery Tab in thumbnail format.


Click on any thumbnail for an expanded view of the image.

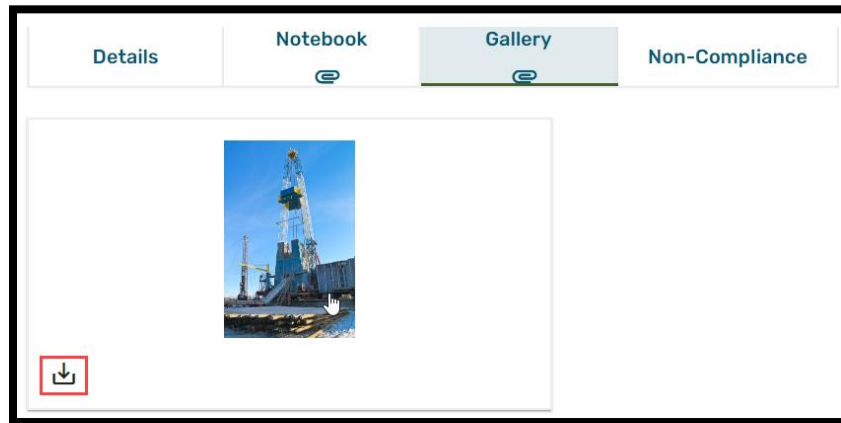


Click on the  to close the image.



Downloading Images

To download an image, click on the  icon. Once the image has been downloaded, select the picture file and open it in a desktop viewer.



10.6 Non-Compliance Tab

The Non-Compliance tab is only available for Inspections that were completed with Non-Compliance(s) Found. Clicking on this tab navigates to the Non-Compliance Notice associated with the Inspection.

Please see [Chapter 5: Working with the Non-Compliance Notice](#)

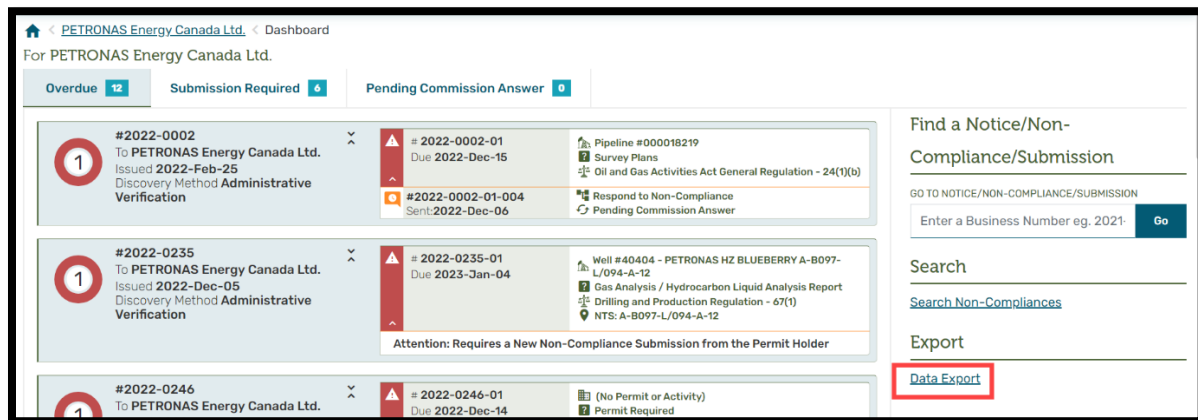
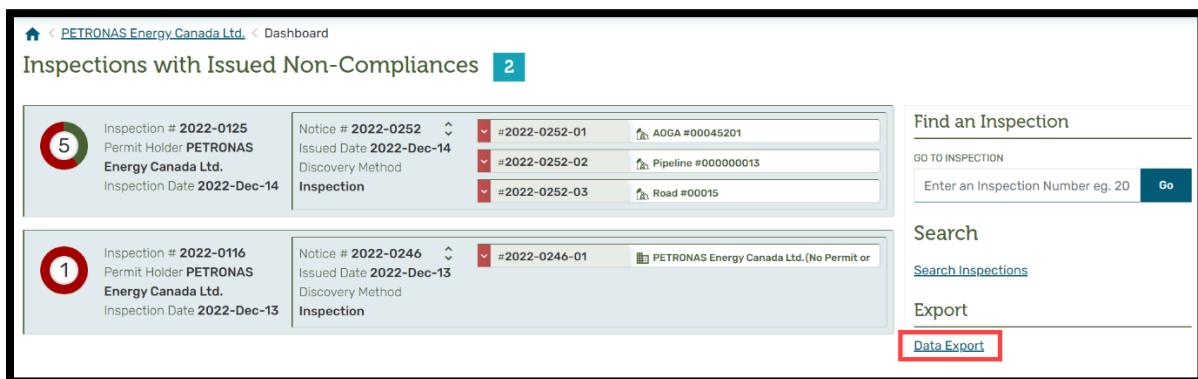
Details	Notebook	Gallery	Non-Compliance
<div> <div>1</div> <div>Notice # 2022-0302</div> </div> <div> <div>-01</div> <div> <div>Pipeline #000025379</div> <div>Pipeline Crossings</div> <div>Oil and Gas Activities Act - 76(1)(a)(i)</div> </div> </div>			<div>Notice #2022-0302 [Issued]</div> <div>PERMIT HOLDER</div> <hr/> <div>DISCOVERY METHOD</div> <div>Inspection</div> <hr/> <div>DISCOVERY DATE</div> <div>2022-Sep-22</div> <hr/> <div>ISSUED DATE</div> <div>2022-Oct-07</div> <hr/> <div>ASSIGNED TO</div> <hr/> <div>NOTICE COMMENT</div> <div>None</div>

Chapter 11: Data Exports

11.1 Exporting Data for Inspections and Non-Compliances for the Permit Holder

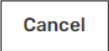
The Permit Holder can export a CSV file of all their Inspections and Non-Compliances.

The Data Export can be found on both the Inspections dashboard and the Non-Compliances dashboard.



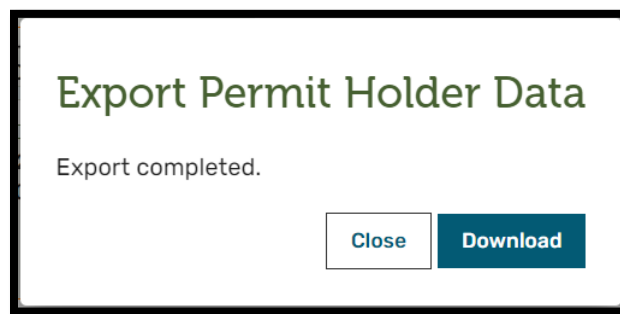
The Data Export will only include data that the user has permission to view. To view all data the user will need both Administrative Non-Compliance Representative and Inspection Representative user roles. If the user only has one of these roles, only the data available to that user role will be included in the Data Export.


The file will contain all the information available for the Inspection, Non-Compliance Notice, and individual Non-Compliances as seen on their details screens except for the Attachments and Notebook entries.

Clicking on the [Data Export](#) link will create the file. While CM-IS is composing the information, the user will see a dialogue progress box. The user can select the  button if they wish to abandon the process and not create the file, or wait until the process completes.



















When the file is ready, the user is presented with the following dialogue box.

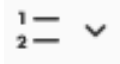

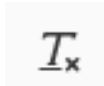















The user can select the  button to allow the browser to download the export file or Close to exit without getting a copy of the file. The name of the file defaults to 'Data Export.csv'.












Appendix A: Icons and Symbols

Symbol or Icon	Description
	Clicking the red circle with an 'X' in the centre, will cancel the current operation.
	Clicking the 'checkmark' will save the information in the current operation.
	Clicking the outward pointing, double-ended arrow will expand and pop out a text box.
	Clicking the inward pointing, double-ended arrows will collapse the popped-out text box.
	Clicking the pencil will allow editing of the information.
	Clicking the right-handed chevron will expand the panel to the right.
	Clicking the left-handed chevron will collapse the panel to the left.
	Clicking the down arrow in a box, will start the associated file to be downloaded.

Symbol or Icon	Description
	Clicking the garbage can will perform a delete action on the associated file or information.
	Clicking on the six-dot panel will allow a block of information to be drag & dropped to a new location.
	Clicking on the copy icon allows a block of information to be pasted to the desktop clipboard
	Clicking on this rich-text editor icon will format all highlighted text as bold.
	Clicking on this rich-text editor icon will format all highlighted text as italicized.
	Clicking on this rich-text editor icon will format all highlighted text as underlined.
	Clicking on this rich-text editor icon will insert a bulleted list. Clicking the down arrow displays style options. 

Symbol or Icon	Description
	Clicking on this rich-text editor icon will insert a numbered list. Clicking the down arrow displays style options.
	Clicking on this rich-text editor icon will toggle removing any formatting of pasted text.
	Clicking on this rich-text editor icon will remove any formatting from the highlighted text.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against an Oil & Gas Activity or Special Project Order, rather than a Permit or the Permit Holder.
	Non-Compliance Information Icon: Indicates the reason the Non-Compliance was created.
	Non-Compliance Information Icon: Indicates the Legislation that is being enforced against the Non-Compliance.
	Non-Compliance Information Icon: Indicates the location of the Non-Compliance.

Symbol or Icon	Description
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against a Permit, rather than an Activity, Special Project Order, or the Permit Holder.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is against the Permit Holder, rather than an Activity, Permit, or Special Project Order.
	Non-Compliance Information Icon: Indicates that the Non-Compliance is Overdue
	Non-Compliance Information Icon: Indicates that the Non-Compliance is due within 7 days
	Non-Compliance Information Icon: Indicates that the Non-Compliance is due more than 6 days out
	Non-Compliance Information Icon: Indicates that the Non-Compliance is Complete
	Non-Compliance Submission Information Icon: Indicates the presence of a Non-Compliance Submission when a Non-Compliance Submission has been created.
	Non-Compliance Submission Information Icon: Indicates the type of Non-Compliance Submission that has been created.
	Non-Compliance Submission Information Icon: Indicates that a Non-Compliance Submission is pending an answer from the BCER.

Symbol or Icon	Description
	Non-Compliance Search Screen: Clicking on the Filter icon allows for entering information to filter the contents of the column.
	Non-Compliance Search Screen: Clicking on this sort icon will sort the information in the column in ascending (smallest to largest) order.
	Non-Compliance Search Screen: Clicking on this sort icon will sort the information in the column in descending (largest to smallest) order.
	Non-Compliance and Submission Notebook tabs indicating that there are attachments.
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is a File attachment entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is an email attachment entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is an annotation entry
	Non-Compliance and Submission Notebook Information Icon: Indicates that there is a status change entry
	Inspection Inventory Icon: Indicates Non-Compliances on the Inspection Inventory Item
	Inspection Inventory Icon: Indicates to display all information for each Inspection Inventory Item in the Activity Type.
	Inspection Inventory Icon: Indicates to display minimal information for each Inspection Inventory Item in the Activity Type.

Appendix B: Notifications with PDF Letter Attachments

The Permit Holder can potentially receive five types of generic email notifications with PDF attachments. The emails have the following subject lines and PDF attachments:

- Non-Compliance emails:
 - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Issued <Permit Holder Name>
 - <Non-Compliance Notice Number> Non-Compliance Notice Issued.pdf
 - BCER CM-IS Notification: Non-Compliance <Non-Compliance Number> Reminder <Permit Holder Name>
 - <Non-Compliance Notice Number> Non-Compliance Notice Reminder.pdf
 - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Completed <Permit Holder Name>
 - <Non-Compliance Notice Number> Non-Compliance Notice Completed.pdf
 - BCER CM-IS Notification: Non-Compliance Notice <Notice Number> Escalated <Permit Holder Name>
 - <Non-Compliance Notice Number> Non-Compliance Notice Escalated.pdf
 -
- Inspection emails:
 - BCER CM-IS Notification: In Compliance Inspection Report <Inspection Number> - <Permit Holder Name>
 - <Inspection Number> Inspection Report.pdf
 - BCER CM-IS Notification: Inspection Report <Inspection Number> & Non-Compliance Notice <Non-Compliance Notice Number> Issued - <Permit Holder Name>
 - <Inspection Number> Inspection Report.pdf
 - <Non-Compliance Notice Number> Non-Compliance Notice Issued.pdf

The Permit Holder can also login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance Notice or Inspection information to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive these notifications are:

- A Non-Compliance Notice has been Issued to the Permit Holder
- The Permit Holder has a Non-Compliance that has exceeded the Correction Due Date for the first-time.
- The BCER is satisfied that a Non-Compliance has been addressed
- The BCER has escalated a Non-Compliance for enforcement actions

- An Inspection has been Completed for the Permit Holder

Appendix C: Notifications without PDF Attachments

The Permit Holder can potentially receive two types of generic email notifications:

- Non-Compliance update
- Non-Compliance Submission update

Non-Compliance Update

Whenever there is an important update to a Non-Compliance, the Permit Holder will receive a generic email notification with the subject line:

- BCER CM-IS Notification: Non-Compliance <Non-Compliance Number> - <Permit Holder Name>

E.g., BCER CM-IS Notification: Non-Compliance 2022-0123-01 – Canadian Oil Company

The Permit Holder needs to login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive a Non-Compliance notification are:

- The BCER has made a decision to retract an issued Non-Compliance.
- The BCER has answered the 'Respond to Non-Compliance' and is satisfied that the Non-Compliance has been corrected

Submission Update

Whenever there is an important update to a Non-Compliance Submission, the Permit Holder will receive a generic email notification with the subject line:

- BCER CM-IS Notification: Non-Compliance Submission <Non-Compliance Submission Number>

E.g., BCER CM-IS Notification: Non-Compliance Submission 2022-0123-01-001

The Permit Holder needs to login to the CM-IS Permit Holder Application (link is provided in the email) and review the Non-Compliance Submission to determine any follow-up actions needed.

The reasons that the Permit Holder could potentially receive a Non-Compliance Submission notification are:

- The BCER has provided an answer for a 'Request for Clarification'
- The BCER has either 'Granted' or 'Denied' a 'Request for Extension'

- The BCER answered the 'Respond to Non-Compliance' and concluded that it requires additional information before it can mark a Non-Compliance as 'Satisfied'