

# FSP Tracking System—FSP Review Checklist



Item	Notes
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**FSP/Amendment:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date submitted to FSPTS:** \_\_\_\_\_

**Elapsed days<sup>1</sup>:** \_\_\_\_\_

## FSP300—Information

- Confirm all districts are selected (if multi-district).  
\_\_\_\_\_
- Confirm all agreement holders are listed (if multi-licensee/BCTS FSP).  
\_\_\_\_\_
- If Transitional FSP, check for an acknowledgement letter under DDM Decision section of Attachments tab.  
\_\_\_\_\_
- Check amendment description matches the information in the amendment (e.g., new stocking standards, areas declared).  
\_\_\_\_\_
- Check effective/expiry dates on FSP300 matches effective/expiry dates in DDM approval letter  
\_\_\_\_\_

## FSP400—Attachments

- Ensure legal document, map files, supporting documents and decision letter are all loaded.  
\_\_\_\_\_
- Verify effective date for FSP and amendments are correct based on DDM decision letter or FSP legal document.  
\_\_\_\_\_
- Confirm any files attached under FDU, *FRPA* Section 196(1), *FRPA* Section 196(2) and declared areas have been loaded into the LRDW.  
\_\_\_\_\_
- Ensure supporting documents are relevant to amendment (e.g., automatically brought forward from previous FSP but do not apply).  
\_\_\_\_\_
- Ensure the Consolidated flag is turned on if the FSP legal document (for amendment) is a consolidated version.  
\_\_\_\_\_

<sup>1</sup> How long has the submission been in the FSPTS at its current status?

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Ministry of Forests and Range



- Confirm a DDM decision letter is present for FSP and all amendments requiring approval. Confirm a DDM decision letter is not present for amendments not requiring approval.

## FSP500—Stocking Standards

- Check effective date of stocking standards matches effective date of FSP.
- Check client(s) of stocking standards match client(s) of FSP.
- Check org units (districts) of FSP match org units of stocking standards.
- Check all standards entered and match the FSP.

## FSP600—FDU/Map

- Add licence numbers for FDU if missing.
- Confirm licence numbers are associated with correct FDU (and current).
- Confirm FDU boundaries loaded into LRDW match FDUs in legal document (view in Mapview).

## FSP650—Identified Areas/Map

- Confirm boundaries for all declared areas and *FRPA* section 196 areas are loaded into LRDW. Check attachments tab for files submitted but not loaded into the LRDW (view in Mapview).

## FSP700—Workflow

- Confirm submission and effective dates for FSP and amendments match dates in approval letter.

## Notes/Completed by: