

FSP Tracking System—FSP Review Checklist



Item	Notes
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FSP/Amendment: _____

Date: _____

Date submitted to FSPTS: _____

Elapsed days¹: _____

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.

¹ 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: