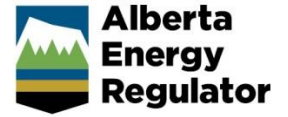


# Assessments – Pre-Assessment Documentation Requests



» Intended User: Industry

## Overview

In OneStop, assessments are a universal term for Audits, Inspections, and Investigations. Operators should use the Assessment section in OneStop to view information requests from the AER regarding detailed operational inspections and to submit the requested information before the inspection.

**Note:** Refer to *Bulletin 2018-05: Tour Reports and Some Notifications Moving to OneStop*.

## Log In to OneStop

1. Open the AER website: <http://aer.ca>.
2. Select **Systems & Tools**.
3. Click **OneStop: Application Tool** to open the panel.
4. Select the **Access the OneStop Application Tool** hyperlink.  
A new tab opens to the OneStop page.
5. Click **ONESTOP APPLICATION TOOL**.
6. Log in to OneStop using your Digital Data Submission (DDS) system username and password.

7. Click **I Agree** to accept the disclaimer. You *must* accept it to proceed.

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## Pre-Assessment Documentation Requests

1. Under the **Recent Activity** panel, click **Assessment**.
2. Under **Recent Assessments**, select the radial button for the appropriate authorization number.
 

Authorization Number	Assessment Category	Submission Status	Assessment Status
<input type="radio"/>	Oil Facility	PENDING	INITIATED
<input checked="" type="radio"/>	Gas Facility	PENDING	INITIATED
3. Click **View**.
 

SuperUser ALL

The **Assessment** window opens, providing details about the assessment, including assessment ID; authorization; status; assessment type, category, and method; licensee; coordinator; lead assessor; and field centre.

Assessment ID	Authorization(s)	Status	Assessment Type	Assessment Category
1291	31214	INITIATED	Operational Assessment (Primary)	Gas Facility

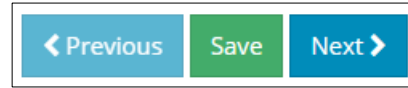
Pre-Assessment	Pre-Assessment - Contact & Dates
<ul style="list-style-type: none"> <li>▶ Contact &amp; Dates</li> <li>Add Related Authorizations</li> </ul>	Primary AER Contact Lead Reviewer SuperUser

The **Pre-Assessment** wizard (in the navigation pane) displays the **Pre-Assessment – Contact & Dates** window.

Pre-Assessment
<ul style="list-style-type: none"> <li>▶ Contact &amp; Dates</li> <li>Add Related Authorizations</li> <li>Documentation</li> <li>Review</li> </ul>

Pre-Assessment - Contact & Dates	
Primary AER Contact	
Lead Reviewer	SuperUser ALL
Field Centre Phone Number	
Field Centre Email	
Important Dates	
Proposed Assessment Date(s)	
From Date	04/24/2018
To Date	04/25/2018
Documents Due By	04/16/2018
Company Contact Information	
First Name	Last Name
Luc	Picard
<< < 1 > >>	
< Previous Save Next >	

- Move to the next step using either of the following:
  - Click **Next**.



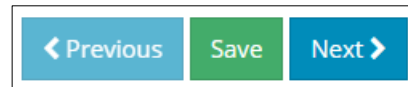
- Under the **Pre-Assessment** wizard, select **Add Related Authorizations**.

Pre-Assessment
<ul style="list-style-type: none"> <li>Contact &amp; Dates</li> <li>▶ Add Related Authorizations</li> <li>Documentation</li> <li>Review</li> </ul>

The **Add Related Authorization(s)** panel opens, with the primary authorization listed.

Add Related Authorization(s)		
Authorization Number	Type	Location
	Facility License	
<< < 1 > >>		

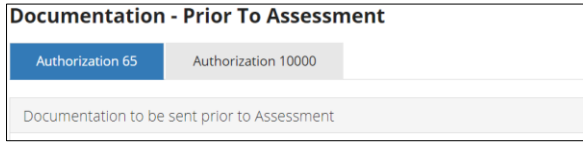
- Move to the next step using either of the following:
  - Click **Next**.



- Under the **Pre-Assessment** wizard, select **Documentation**.

Pre-Assessment
<ul style="list-style-type: none"> <li>Documentation</li> <li>▶ Prior To Assessment</li> <li>On-Site</li> <li>Review</li> </ul>

The **Documentation - Prior To Assessment** panel opens, with a tab for each attached authorization.



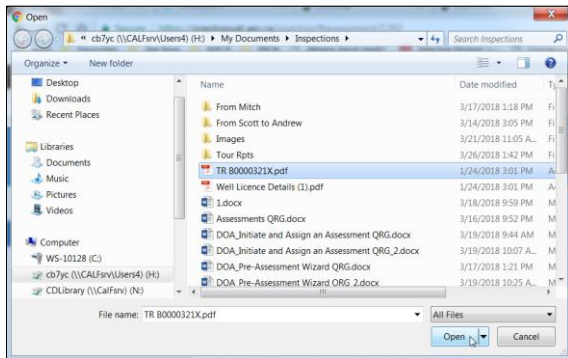
6. Respond to each documentation request by either providing a file or checking **N/A** and adding a comment:

Follow these steps to provide a file:

a) Click **Attach File**.

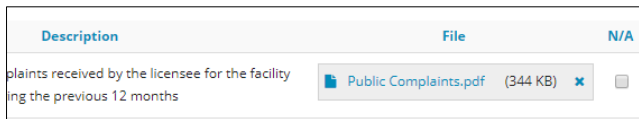


b) Select the document.



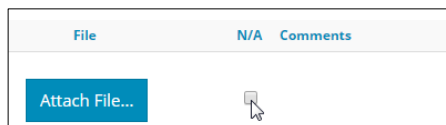
c) Click **Open**.

The File column displays the file information (name, type, and size), along with an **X**, which can be used to remove the file.

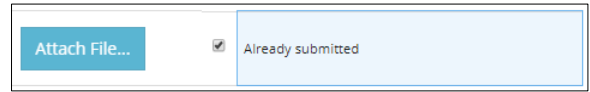


Follow these steps if the request is not applicable:

a) Select the **N/A** check box.

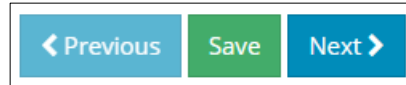


b) In the **Comments** field, enter the reason for not attaching the requested documentation.

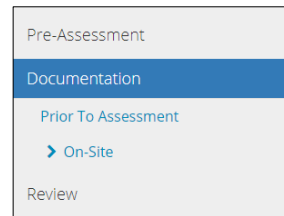


7. Move to the next step using either of the following:

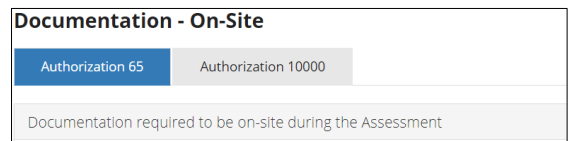
a) Click **Next**.



b) Under the **Pre-Assessment** wizard, click **On-Site**.



The **Documentation - On-Site** panel opens, with a tab for each attached authorization. This panel identifies the documentation *required to be on-site* during the assessment but *not* needed before the assessment.



8. Respond to each request for on-site documentation using either of the following:

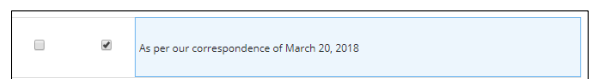
a) Select the **Acknowledge** check box.



Or:

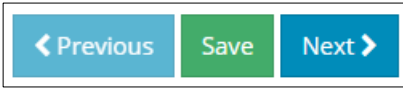
a) Select the **N/A** check box.

b) Enter the reason that the requested document will not be onsite.

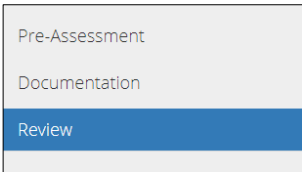


9. Move to the next step using either of the following:

a) Click **Next**.



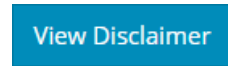
b) Under the **Pre-Assessment** wizard, click **Review**.



The **Review** panel opens. This panel displays the documents requested prior to assessment, as well as the documents that need to be onsite during the assessment.

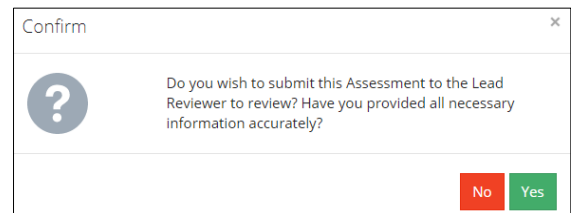
Authorization Number	Short Name	Description	File	N/A
	Public Complaints Last 12 mths	Record of public complaints received by the licensee for the facility during the previous 12 months	No Attachments	<input checked="" type="checkbox"/>
	Flaring and venting logs	Flaring log maintained for the past 12 months together with the evaluation status of the solution gas flare (if applicable) as outlined in Directive 060, Section 2.	<a href="#">Flaring Log.pdf</a>	<input type="checkbox"/>

The **Accept Disclaimer** button is replaced with a **View Disclaimer** button.



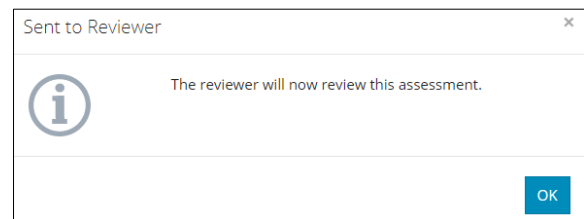
3. Click **Submit to Reviewer**.

The **Confirm** dialog box appears.



4. Click **Yes**.

The **Sent to Reviewer** dialog box appears.



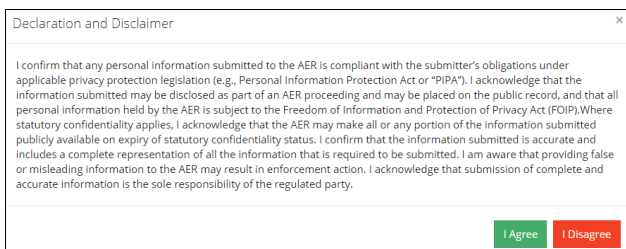
5. Click **OK**.

## Submit Pre-Assessment Information

1. Click **Accept Disclaimer**.



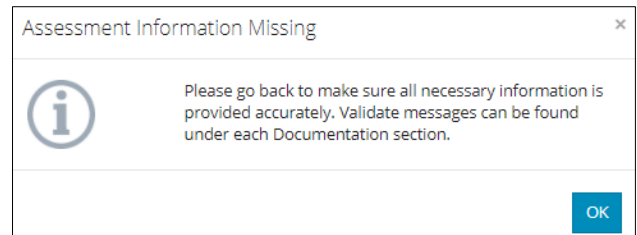
You *must* accept it to proceed.



2. Click **I Agree**.

## Assessment Information Missing

The **Assessment Information Missing** dialog box may appear after you click **Submit to Reviewer**.



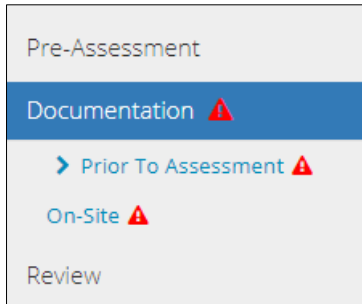
This indicates that one or more of the **Documentation** sections is incomplete because of the following:

- The required file hasn't been attached.
- The **Acknowledge** check box hasn't been selected.

- Both a selected **N/A** check box and a comment haven't been included (if you chose not to attach a file or to select the **Acknowledge** check box).

1. In the **Documentation – Prior To Assessment** section or the **Documentation – On-Site** section, click **Validate**.

If there are errors, the wizard displays a symbol, and an error message appears at the bottom of the window.



**⚠ Please Attach the document (or) select 'Not Applicable' with Comments Authorization Number = 11199 and Document Short Name = Reportable r**

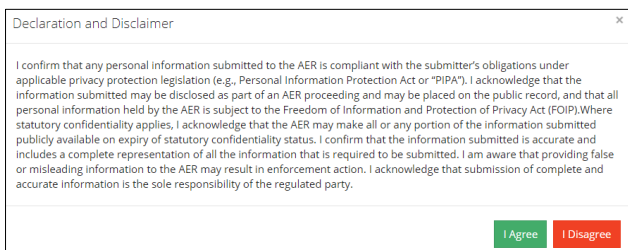
2. In each applicable section, fix the errors.

3. In each applicable section, click **Validate**.

4. When information is no longer missing, click **Accept Disclaimer**.

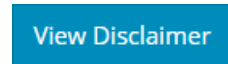


You *must* accept it to proceed.



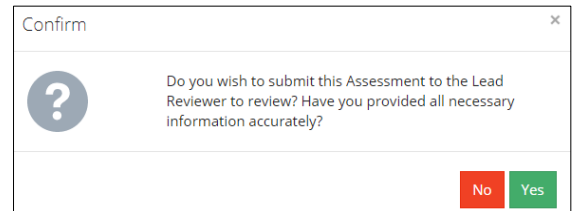
5. Click **I Agree**.

The **Accept Disclaimer** button is replaced with a **View Disclaimer** button.



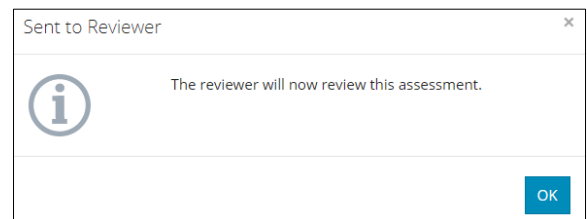
6. Click **Submit to Reviewer**.

The **Confirm** dialog box appears.



7. Click **Yes**.

The **Sent to Reviewer** dialog box appears.



8. Click **OK**.

For more information, contact the AER's Customer Contact Centre at 1-855-297-8311.