

Self-Inspection Form Instructions

IMPORTANT: Exiting the survey before submission will not save the answers to any previously completed questions.

You will still be able to access the link at any time, but you will be required to start over from the beginning.

Accessing the Self-Inspection Form

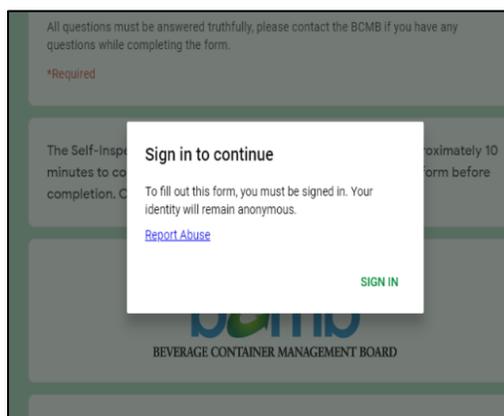
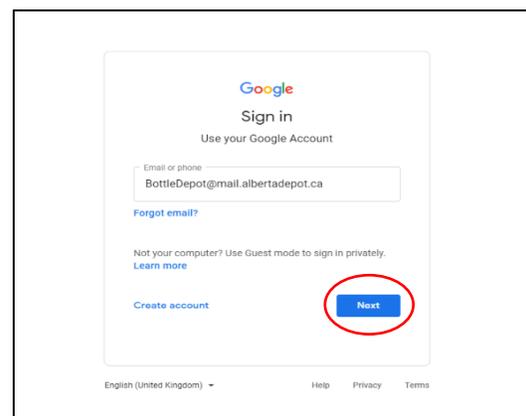
The link provided to you via e-mail can be accessed on any internet-enabled device (Phone, Computer, Tablet, etc). The link will remain active and accessible on multiple devices until a response is submitted.

Accessing from your computer:



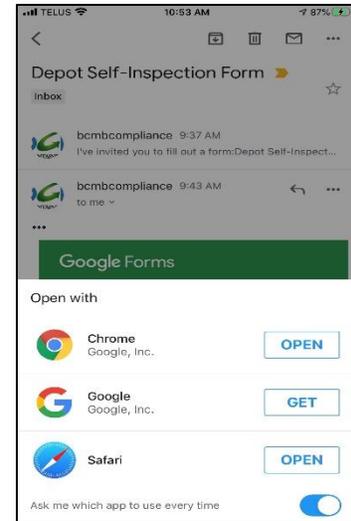
1) If you are accessing the e-mail from your industry e-mail address, you will be brought directly to the form once the link is clicked.

2) If your industry e-mails are forwarded to another account, you will be prompted to sign-in to a Google account before beginning the form. **You must sign in using your '@mail.albertadepot.ca' industry e-mail address.**

Accessing from your Mobile Device:

- 1) Once the link is clicked from your e-mail you will be prompted to select which internet browser to open the form. Select your preference, as the link will work the same in any browser.
- 2) Repeat Step 2 above if you are prompted to sign in



Filling out the Self-Inspection Form

- 1) All questions marked with a red asterisk are mandatory and must be answered before you can navigate to the next section of the form.

I am the Permit Holder or have been authorized by the Permit Holder (Depot Manager) to complete a Self-Inspection on behalf of this Depot *

Yes, I am authorized to complete a Self-Inspection

- 2) Click on 'Your answer' to begin inserting text into a question field.

Depot Name *

Your answer

- 3) Pay close attention to the subtitles of Questions to ensure you are answering correctly.

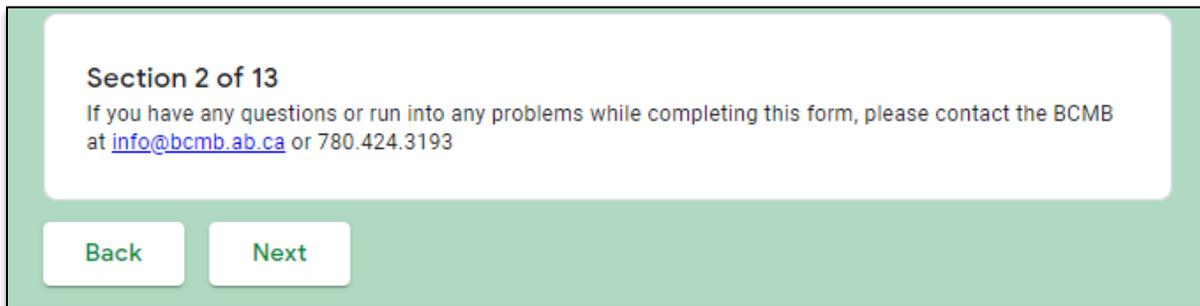
Name and job-title of Self-Inspector *

Include First & Last Name, job-title

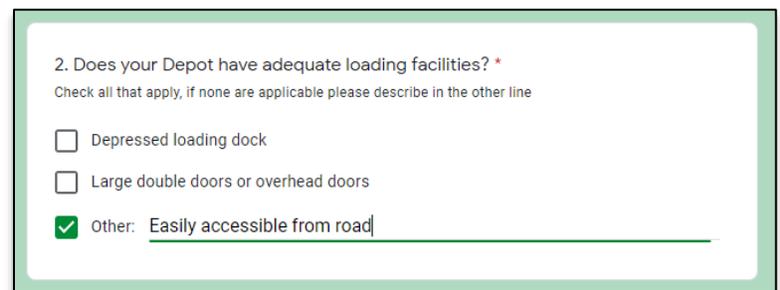
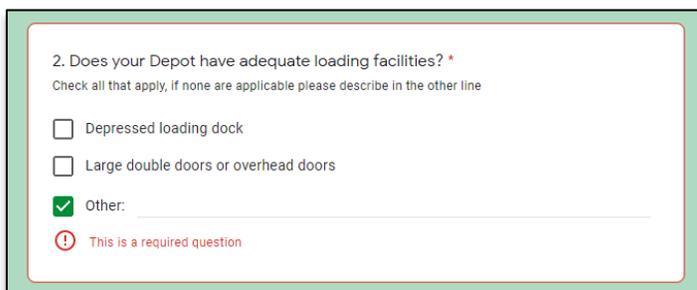
John Smith, Depot Manager|

- 4) Click 'Next' to proceed to the next section of the form, note that you will not be able to select this option until all mandatory questions are complete.

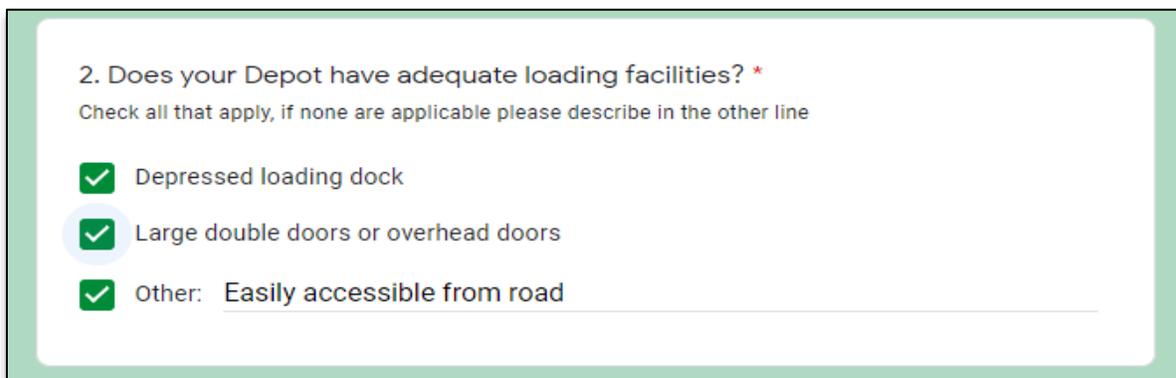
To navigate back to the previous section, click 'Back'. Any completed answers will not be lost by going back to a previous section.



- 5) When 'Other:' is selected, you must add text to complete the question. There is no character limit in the 'Other:' line and multiple items can be listed here.



- 6) For any question with a checkbox option, be sure to select all that apply.



Submitting the Self-Inspection Form

Section 13 of 13

If you have any questions or run into any problems while completing this form, please contact the BCMB at info@bcmb.ab.ca or 780.424.3193

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Submit

Before submitting please note the following:

- 1) Only one response may be submitted per survey link
- 2) Responses can not be edited after they are submitted.

IMPORTANT: Self-inspections are to be completed within 30 days following receipt by the Depot.

If a completed inspection is not received by the deadline, a BCMB Compliance Officer will schedule an inspection.