

Inspection Module Business Rules - Simplified

For additional information on data entry including business processes and more business rules, visit the CIWQS intranet page at <http://waternet.waterboards.ca.gov/oima/ciwqs/index.shtml>.

The following is a summary of the business rules for the inspection module. To read the extended version, including definitions, examples, and explanations, see the [“Inspection Module – Business Rules – Detailed.”](#)

Inspection Type^{*} - This field describes the kind of inspection that was performed or is planned. It is a required field.

Lead Inspector Type^{*} – This field identifies the Inspector (Lead)’s organization type. This field is required and defaults to “State.” Link other staff with the role of “Inspector.”

Status^{*} – The status of the inspection must be indicated in this field. It is a required field.

Inspection Dates (Planned)[#] – The start and end dates must be entered for planned inspections. If the inspection was not planned, leave these dates blank.

Inspection Dates (Actual)[#] – The start and end dates must be entered for inspections that were completed. If the record contains actual dates, the status must be “Performed.”

Link a Regulatory Measure^{*} – Link the regulatory measure that the inspection is checking compliance with. If the regulatory measure is an enrollee, you must link the enrollee record, not the general order regulatory measure. If there are no preexisting regulatory measures, create an unregulated regulatory measure and link it here. Except for Pre-requirement Inspections, the inspection date should be after the effective date of the regulatory measure. If during one site visit, compliance with multiple regulatory measures was evaluated, create multiple inspection records.

Link an Inspection – If the inspection is a follow-up inspection to a previous inspection, the two inspections should be linked.

Program^{*} – The inspection must be linked to one program.

^{*} Required field

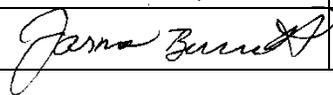
[#] Conditionally required

Summary* – This field describes the most important findings of an inspection and displays in reports.

Related Parties- Inspector (Lead)# – For performed inspections, one and only one related party link must be made with this role.

Alleged Inspection Violations# – All violations that were discovered during the inspection must be linked on this tab, except for violations of self-monitoring reports.

Attachments – The completed inspection report must be uploaded to this tab in Portable Document Format PDF).

APPROVAL SECTION			
Approver	Printed Name	Signature	Date
Business Rules Team	Committee Members Present	Approved as Meeting Agenda Item	5/7/13
CIWQS Quality Assurance Lead	Eric Maag		5/7/13
Statewide CIWQS Coordinator	Jarma Bennett		5/7/13

Summary of Changes

Version	Summary of Major Changes	Date
1	Original version controlled document	2/9/09
2	<ul style="list-style-type: none"> ▪ Added text box regarding data entry documentation page ▪ Reviewed for consistency of required/conditionally required fields with data entry screens based on audit results ▪ Clarified actual start and end dates are required for planned inspections 	6/19/12
3	<ul style="list-style-type: none"> ▪ Replace “should” with “must” in regards to uploading the inspection report 	1/10/13
4	<ul style="list-style-type: none"> ▪ Added requirement between actual dates and status ▪ Specified that only one regulatory measure could be linked to an inspection 	5/7/13