

Field Inspections - WellSTAR



Quick Reference Guide

Schedule an Inspection or Test

1. From the Home page, click on **Online Forms**.
2. Select the form named **Schedule Test or Inspection**.
3. Enter the Organization, subject, and Description in Section **Form Information**.
4. Enter Contact Information in Section **Operator Information**.
5. Enter schedule information and associate the subjects in Section **Schedule Details**.
6. Finalize and acknowledge the Schedule Test or Inspection submission in Section **Form Submit**.
7. A confirmation message is emailed and displayed on WellSTAR.

1. Form Information	
2. Operator Information	✓
3. Schedule Details	
4. Form Submit	
5. Confirmation	

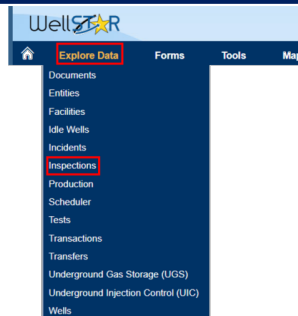
Helpful Hints

Comments:

- There is no review for scheduling tests or inspections. Once the form is submitted the test or inspection is scheduled.
- Scheduled tests or inspections can be edited by locating them and clicking on the "Actions" button from the detail page.

View Inspection Details

1. Click on **Explore Data** and select **Inspections**.
2. Select an option from the **Search Category** dropdown and enter a **Search Value**.
3. Some inspection details can be viewed and filtered in the table view.
4. Click the hyperlinked Inspection ID for the desired Inspection.
5. Inspection details can be viewed including the inspected subjects, documents, comments, violations, associated complaints, incidents, and tests.
6. Under the inspected subjects section, click on **View Details** to view specific details on the Inspection.



Subject ID	Subject Name	Subject Type	Subject Status	Form Name	View Details
0411104445	Hartman 9	Well	Plugged & Abandoned	Blowout Prevention Equipment	View Details

7. The details entered into the dynamic form for that specific inspection in FI can be viewed.

Useful Information:

- The Inspection Summary will replace the T-Reports and Inspection Letter.
- Once synced, Inspections cannot be modified.
- Grayed-out fields are read-only.
- More than one test or inspection can be scheduled, however they will all be scheduled for the same date/time.
- Tests or inspections can be associated to Facilities, Facility Components, Leases, Projects, or Wells.

Inspections Processing

1. After syncing, WellSTAR will:
 - Create an Inspection Record and assign a unique identifier.
 - Save and associate any uploaded files to the record.
 - Associate the Inspection Record to Incident or Complaint IDs.
 - If new Facility or Violation data are entered new records are created and tasks are created.
 - Create the Inspection Summary pdf.

Schedule a Test or Inspection Form Section guide:

Form Section	Key Information
Form Information	<ul style="list-style-type: none"> •Input Organization. •Select the subject. •Description (recommended to add a unique description).
Operator Information	<ul style="list-style-type: none"> •Will be pre-populated if the form was opened from the Operators Detail page. •Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.
Schedule Details	<ul style="list-style-type: none"> •Select the subject(s) that the test or inspection will be associated to. •Enter schedule details (i.e. date and time, type of test or inspection, notes).
Form Submit	<ul style="list-style-type: none"> •Review final submission. •Associate other forms, add comments, check acknowledgment.
Confirmation	<ul style="list-style-type: none"> •Confirmation that submittal was successful or not.