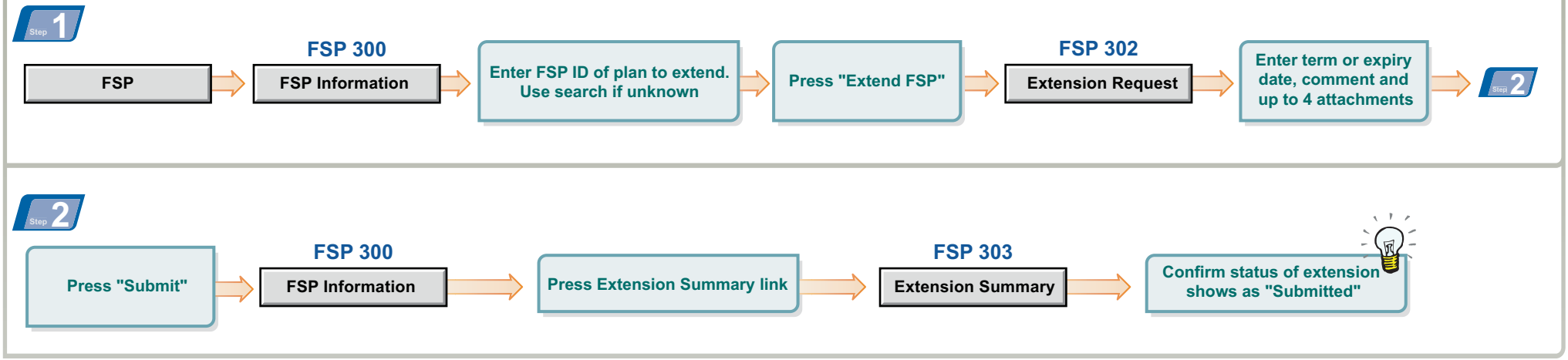
FSP Forest Stewardship Plan Tracking System

FSP Task Extending an FSP

Extending an approved FSP via FSP Tracking System



Purpose of this Card

This card provides licensees/BCTS and MFLNRO staff with the basic steps for submitting and approving or rejecting a Forest Stewardship Plan (FSP) extension request in the FSP Tracking System.

For more information on these steps and tasks, see the FSP Tracking System training and on-line help in the FSP Tracking System application at:
http://www.for.gov.bc.ca/his/fsp

Contact Information

If you have additional questions contact:

Ministry of Forests, Lands and Natural Resource Operations (MFLNRO)
Natural Resource Sector Service Desk

Email: NRS.ServiceDesk@gov.bc.ca
Phone: 250-952-6801 or 1-866-952-6801

They are available Monday to Fridays 8:00am to 4:30pm except over the lunch hour (12:00-1:00pm).

FSP Task Extending an FSP

MFLNRO Reviewing and Approving or Rejecting an FSP Extension

Find FSP to Approve/Reject (Extension)

Step 1

InBox → FSP 200 Inbox (or search menu) → Enter search criteria to find FSP. Select corresponding FSP ID

Step 2

Approve/Reject FSP Extension Request

Step 2

Select Workflow Tab → FSP 700 Workflow → Press on the attachments button for Extension Approval or Extension Rejected → FSP 302 Extension Request

Step 3

Approve/Reject FSP Extension Request (cont.)

Step 3

Attach DDM Decision Letter → Press the "Back" button → FSP 700 Workflow → Indicate if Extension is approved or rejected and enter dates and comment. Press Save

Step 4

Approve/Reject FSP Extension Request (cont.)

Step 4

FSP 300 FSP Information → Press Extension Summary link → FSP 303 Extension Summary → Confirm status of FSP extension is "Approved" or "Rejected"