

<b>Required when:</b>	A Compulsory Inspection (CI) report is required when a hunter takes or kills certain species in specified areas. Please refer to the <a href="#">Hunting and Trapping Regulations Synopsis</a> for the most up to date information on CI requirements.
<b>Who is eligible to submit?</b>	Only Compulsory Inspectors, certified and recognized by the province, with a Compulsory Inspector credential on their profile will be able to submit an electronic Compulsory Inspection report.

Fish and Wildlife Profile
▶ Edit

<p><b>PERSONAL</b></p> <p><b>Name:</b> Joe Inspector</p> <p><b>FWID Status:</b> Active</p> <p><b>FWID:</b> 558 910 811 </p> <p><b>Gender:</b> Male</p> <p><b>Date of Birth:</b> Feb 29, 1988</p>	<p><b>CONTACT</b></p> <p><b>Main Phone Number:</b> 250-555-4321</p> <p><b>Cell Number:</b> - -</p> <p><b>Email:</b> Joe.Inspector@email.com</p> <p><b>Address:</b> 123 Anywhere Rd Victoria BC H0H 0H0</p> <p><b>Preferred Method of Contact:</b> Email</p>	<p><b>CREDENTIALS</b></p> <ul style="list-style-type: none"> <li>• Compulsory Inspector (Active) Expires: Mar 29, 2024</li> </ul>
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## Getting Started

Before you create a CI report, make sure you have:

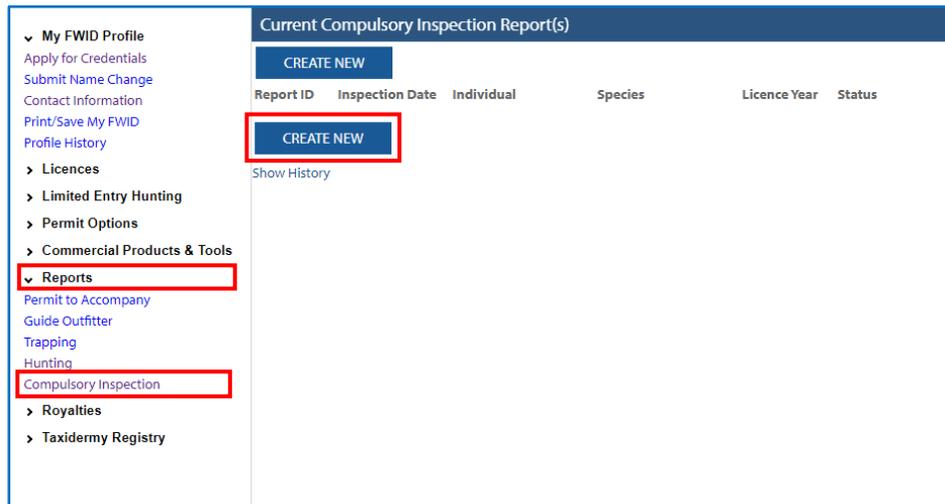
1. An active Fish and Wildlife ID (FWID) with verified user status
2. An active Compulsory Inspector credential on your profile
3. A Basic BCeID username and Password

Log in to your Fish and Wildlife profile from the Hunting in B.C. homepage at [www.gov.bc.ca/hunting](http://www.gov.bc.ca/hunting)

### Additional Information:

1. *Electronic Compulsory Inspection reports will be available for online submission for the 2022/2023 licence year onward*
2. *A Compulsory Inspection report can be submitted for a Hunting, Trapping or Species licence, or a non-licensed kill*

## Create a New Report



### Left-hand menu

1. Click on the Reports menu
  - a. Compulsory Inspection link
  - b. CREATE NEW button to start a new report

### **Information for steps throughout this report:**

1. *If you do not have an active Compulsory Inspector credential, or the credential has expired*
  - a. *you will not see the Compulsory Inspection link under Reports*
  - b. *you will not have access to any previously created or submitted reports*
2. *Current Compulsory Inspection Report(s) – this page displays CI reports in all statuses for the current licence year*
3. *Show History link – Compulsory Inspection Report History – displays all CI reports, all licence years, all statuses*

## Step 1 – Report Information

Home / Compulsory Inspection Report / **Step 1 - Report Information**

### Compulsory Inspection Report

The accurate completion of a compulsory inspection report is the legal responsibility of the contracted inspector, and is required by the Wildlife Act of British Columbia. For more information, [click here](#).

#### Report Information

**\*Inspection Date:**  

**\*Inspection Location:**

**\*Is this inspection associated to a licence?**  Yes  No

**\*Species, Hunting or Trapping Licence:** 6068060315  Licence Number Validated

FWID	Licence Holder	Licence Year	Licence Type
102 601 311	John Hunter	2022/23	Moose

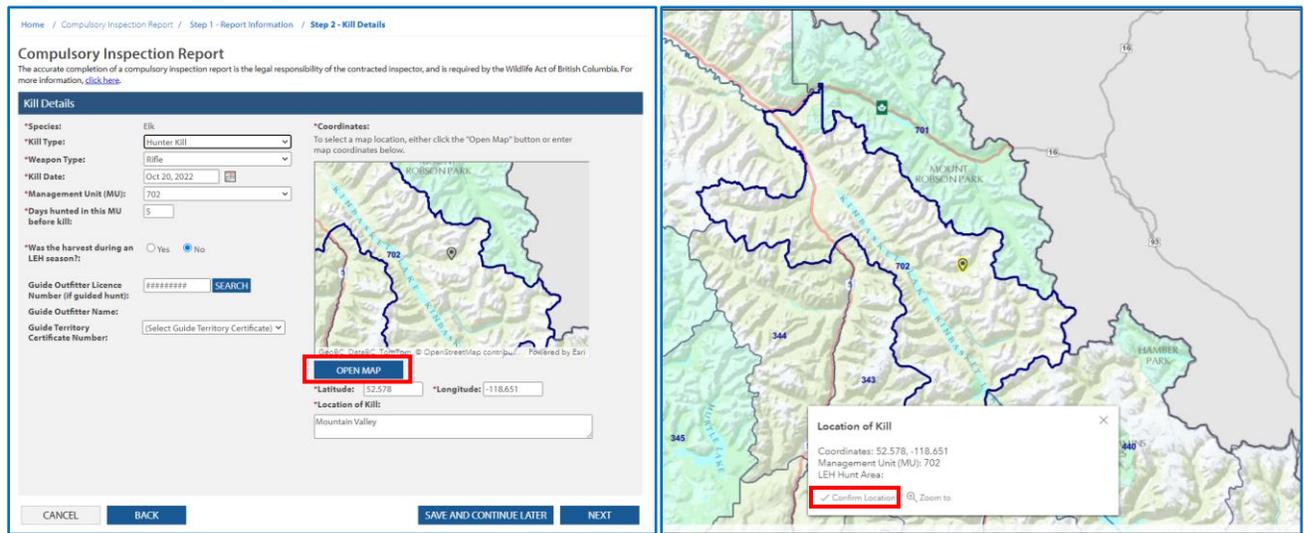
**\*Is the person transporting the animal for inspection different from the hunter/trapper?**  Yes  No

1. Mandatory fields (\*) must be completed to go to the NEXT step or save this new report
2. The Inspection Location is auto populated per the compulsory inspector credential information – this field is editable

#### **Additional Information:**

1. *If the report is not associated with a licence - additional questions and fields are required*
2. *Species licences in a status of Void cannot be reported on*
3. *If the person transporting the animal is different from the hunter – additional information is required*
4. *Button functionality (bottom of page)*
  - a. *CANCEL – changes made are not saved*
  - b. *BACK – not displayed on the above screenshots, is displayed on the next pages*
    - i. *When BACK is clicked, edits are saved and you are navigated back to the previous page*
  - c. *SAVE AND CONTINUE LATER – saves edits and navigates you to your home page, you can continue with this report at a later time*
  - d. *NEXT – saves edits and navigates to next page*
    - i. *SUBMIT – Replaces the NEXT button on the final page of the report*

## Step 2 – Kill Details



1. The Species is auto populated per the species licence
2. Coordinates – you can enter the latitude and longitude, or click on the OPEN MAP button and click on the location where the kill occurred
  - a. Confirm Location saves the Latitude and Longitude and closes the map

### Additional Information:

1. If the kill is not associated with a species licence in Report Information page – you will need to identify the species before moving to the NEXT step
2. If the Kill Type is Trapper Kill - additional questions and fields are required
3. If the hunt was guided, enter the Guide Outfitter Licence Number, and click SEARCH. The associated Guide Territory Certificate Number will be auto populated, or you may need to select one from the dropdown list
4. The system will warn you if there is a mismatch between the MU and coordinates (and LEH Hunt area if applicable). Confirm the location of kill with the hunter, and correct if necessary
5. Mandatory fields (\*) are required to submit this report without a Conservation Officer review
6. If Conservation Officer review is required, you will have the ability to indicate this by checking the appropriate box on the review page of the report
7. If any mandatory fields have been left blank, you will receive a warning message, and the report will be sent for Conservation Officer Review upon submission
  - a. Review the information and fill in all mandatory fields, or check the box to show that you have intentionally left mandatory fields blank

## Step 3A – Animal Details: Elk, Moose, Deer, or Caribou

Home / Compulsory Inspection Report / Step 1 - Report Information / Step 2 - Kill Details / **Step 3 - Animal Details**

### Compulsory Inspection Report

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#### Animal Details

**Species:** Elk **Sub Species:** Rocky Mountain

**\*Animal Class:** 3-5 point bull

**Tag Type:** Ear

**Tag Number:** 5451

#### ANTLERS

**Tine Points Left:** 4 **Tine Points Right:** 4 **Tip Spread (mm):** 150

#### SAMPLES AND AGE METHODS

If you are collecting samples, ensure you write the Compulsory Inspection Report ID on the sample envelope. This Compulsory Inspection Report ID is **682 647 680**. ← **Report ID number**

* Aging Method or Sample Type	Envelope Serial Number	Age (yrs)
Tooth - I2	123456789	5

**ADD SAMPLE/AGE METHOD**

**CANCEL** **BACK** **SAVE AND CONTINUE LATER** **NEXT**

1. The Species is auto populated based on the previous steps
  - a. Sub Species will be determined by the system for Elk and Mountain Sheep based on location data entered
2. Click on ADD SAMPLE/AGE METHOD button to include information about samples collected or aging, and repeat for all samples or aging methods
  - a. Include the Serial Number on the Sample Envelope provided to you by the Fish and Wildlife Branch

#### Additional Information:

1. *Animal details will differ based on species*
2. *Refer to the list of required sample types provided by your BC Government contact to determine your region's sample requirement for the kill species*

## Step 3B – Animal Details: Mountain Goat or Mountain Sheep

Home / Compulsory Inspection Report / Step 1 - Report Information / Step 2 - Kill Details / **Step 3 - Animal Details**

### Compulsory Inspection Report

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**Animal Details**

**Species:** Mountain Sheep      **Sub Species:** Unknown

**\*Animal Class:**

**Tag Type:**

**Tag Number:**

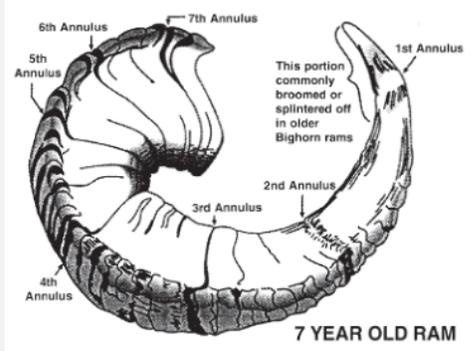
**HORN DETAILS**

**\*Sheep Horn Pinned:**       **\*Sheep Horn Pin Number:**

**Measurements (mm)**

Type	Left	Right
Horn Base (circumference)	98	100
Tip to 1st annulus	5	6
Tip to 2nd annulus	15	16
Tip to 3rd annulus	12	13
Tip to 4th annulus	14	13
Tip to 5th annulus	9	7
Total Horn Length	55	55

ADD MEASUREMENT



**SAMPLES AND AGE METHODS**

If you are collecting samples, ensure you write the Compulsory Inspection Report ID on the sample envelope. This Compulsory Inspection Report ID is **682 660 265**.

ADD SAMPLE/AGE METHOD

CANCEL
BACK
SAVE AND CONTINUE LATER
NEXT

1. Click ADD MEASUREMENT button and select the appropriate measurement type, repeat for all measurements required to complete the inspection
2. Click on ADD SAMPLE/AGE METHOD button to include information about samples collected or aging, and repeat for all samples or aging methods
  - a. Include the Serial Number on the Sample Envelope provided to you by the Fish and Wildlife Branch

**Additional Information:**

1. Animal details will differ based on species
2. Refer to the list of required sample types provided by your BC Government contact to determine your region's sample requirement for the kill species

## Step 3C – Animal Details: Fur Bearing Species and Carnivores

Home / Compulsory Inspection Report / Step 1 - Report Information / Step 2 - Kill Details / **Step 3 - Animal Details**

### Compulsory Inspection Report

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#### Animal Details

**Species:** Cougar

**\*Animal Class:** Adult female

**Tag Type:** Collar

**Tag Number:** 2165

**SKULL (NOT TO INCLUDE LOWER JAW)**

**Skull Condition:** Skinned

**Maximum Length (mm):** 750

**Maximum Width (mm):** 75

**Pelt Length (mm):** 2050

**Pelt Width (mm):** 850

**SAMPLES AND AGE METHODS**

If you are collecting samples, ensure you write the Compulsory Inspection Report ID on the sample envelope. This Compulsory Inspection Report ID is **682 652 911**.

* Aging Method or Sample Type	Envelope Serial Number	Age (yrs)
Hide	987654321	7

**ADD SAMPLE/AGE METHOD**

**CANCEL** **BACK** **SAVE AND CONTINUE LATER** **NEXT**

1. Click on ADD SAMPLE/AGE METHOD button to include information about samples collected or aging, and repeat for all samples or aging methods
  - a. Include the Serial Number on the Sample Envelope provided to you by the Fish and Wildlife Branch

#### Additional Information:

1. Animal details will differ based on species
2. Refer to the list of required sample types provided by your BC Government contact to determine your region's sample requirement for the kill species
3. If one of the following fields are entered, all three fields are mandatory – skull condition, maximum length, maximum width

## Step 4 – Supporting Notes and Photos

Home / Compulsory Inspection Report / Step 1 - Report Information / Step 2 - Kill Details / Step 3 - Animal Details / **Step 4 - Supporting Notes and Photos**

### Compulsory Inspection Report

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#### Additional Notes and Details

Add your notes here...

#### Upload Documents and Photos

* Description	File Name
5-point Elk Rack	bull_elk.jpg

**UPLOAD DOCUMENT**

CANCEL BACK SAVE AND CONTINUE LATER NEXT

To upload a document:  
Click on Browse  
Select the document to be uploaded from your computing device  
Provide a description (e.g., Driver's licence) in the Description field  
Click Upload

NOTE: Only the following file types/extensions can be uploaded:  
.bmp, .dbf, .doc, .docx, .gif, .jpeg, .jpg, .log, .msg, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .prj, .rtf, .sbn, .sbx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip

\* File Name: **Choose File** bull\_elk.jpg  
\* Description: 5-point Elk Rack

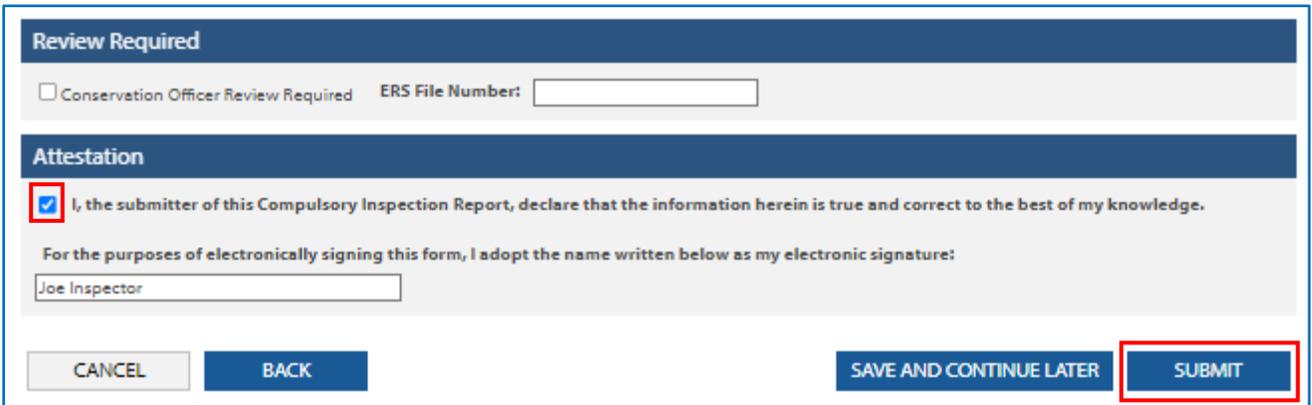
UPLOAD

1. Add any additional notes or details from the inspection in the text box provided
2. Click the **UPLOAD DOCUMENT** button to add additional documents or photos to the report

### Additional Information:

1. Refer to the list of required sample photo types provided by your BC Government contact to determine your region's requirement for the kill species
2. The WILD system will only accept specific file types (outlined in the "To upload a document" instructions). Ensure that the file you are attempting to upload meets these criteria
3. Uploaded documents and photos will be identified on the report, however you will not be able to view them from the report, so keep a copy if needed
4. If a Conservation Officer Review is required, please provide adequate details in the notes section

## Step 5 – Review & Submit



**Review Required**

Conservation Officer Review Required    ERS File Number:

**Attestation**

I, the submitter of this Compulsory Inspection Report, declare that the information herein is true and correct to the best of my knowledge.

For the purposes of electronically signing this form, I adopt the name written below as my electronic signature:

1. Review report details and information
  - a. To make changes to any step of the report, click the Edit button to the right of the respective category or click the BACK button
2. If a Conservation Officer Review is **not** required
  - a. Confirm the Attestation
  - b. Provide your full legal name for the Electronic Signature
3. If a Conservation Officer Review **is** required (mandatory fields not entered or the report requires a review), click the “Conservation Officer Review Required” checkbox
  - a. if you checked the checkbox that you intentionally left mandatory fields blank (Step 2 or 3), this checkbox will be auto populated
  - b. Provide the ERS File Number if available
  - c. The electronic signature field will not be displayed
4. Click the SUBMIT button to submit the report

### **Additional Information:**

1. *Once the report is submitted, you will be unable to edit the Compulsory Inspection report*

## Confirmation

[Home](#) / [Compulsory Inspection Report Submitted](#) / [Step 1 - Report Information](#) / [Step 2 - Kill Details](#) / [Step 3 - Animal Details](#) / [Step 4 - Supporting Notes and Photos](#) / [Step 5 - Review and Submit](#) / **Confirmation**

### Compulsory Inspection Report Submitted

You have successfully submitted your Compulsory Inspection Report.

To view the completed report, click on the **Report ID** link below.

If the **Report ID** link is not available, please click the refresh button on your browser as it may take up to 10 seconds to produce the report.

You may also view the report by selecting the **Reports > Compulsory Inspection** link on the left navigation menu from your **Fish and Wildlife Profile Home Page**.

[Report ID: 682661712](#)

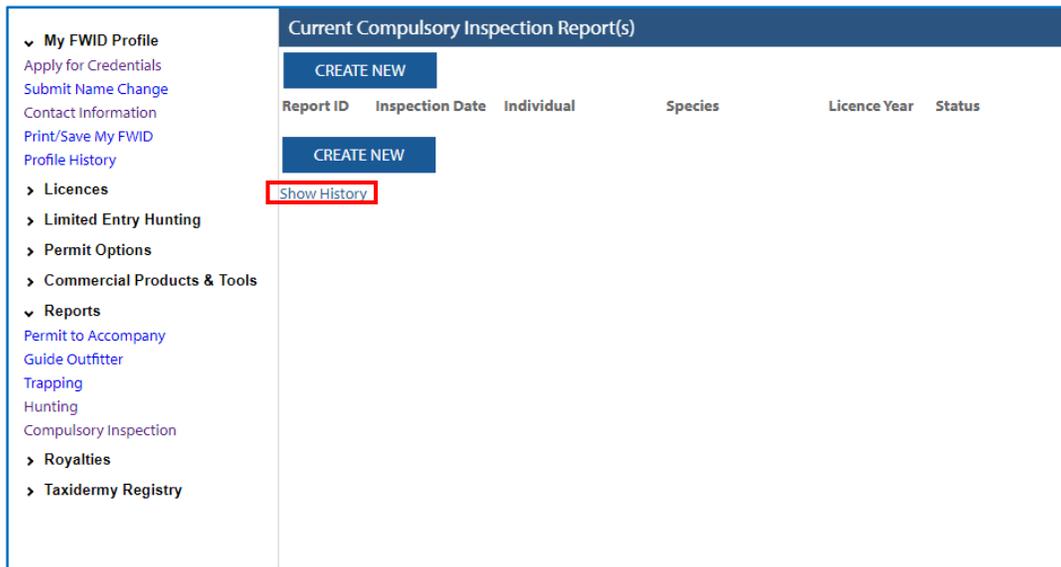
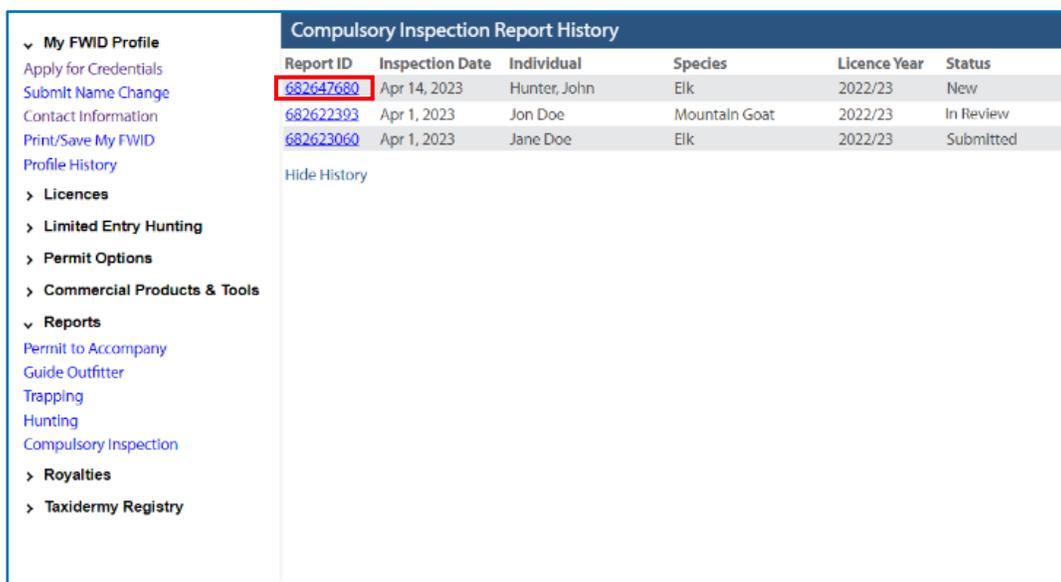
[RETURN TO PROFILE](#)

1. Your report has been successfully submitted
  - a. You can view or print the report by clicking on the Report ID link
  - b. You can Return to Profile to review your report or start another report if required

### **Additional Information:**

1. *Once completed and reviewed by a Conservation Officer (if necessary), the full report can be viewed by the hunter whose FWID is associated with the kill through the WILD system*

## Viewing and Returning to Previous Reports

Report ID	Inspection Date	Individual	Species	Licence Year	Status
682647680	Apr 14, 2023	Hunter, John	Elk	2022/23	New
682622393	Apr 1, 2023	Jon Doe	Mountain Goat	2022/23	In Review
682623060	Apr 1, 2023	Jane Doe	Elk	2022/23	Submitted

1. On the Compulsory Inspection page click on the Show History link to reveal previously created reports for all licence years
2. To view a Compulsory Inspection report in the status of In Review or Submitted, click on the Report ID number
3. To continue editing a Compulsory Inspection report in the status of New, click on the Report ID link

### Additional Information:

1. Report statuses: as seen in the right-most column on the Compulsory Inspection Report History page
  - a. New – report has been started and saved but has not been submitted
  - b. In Review – report has been submitted, requires Conservation Officer Review
  - c. Submitted – report has been submitted
  - d. Void – report has been deleted (only available on request)
2. For questions or clarification please contact the Regional Government Staff member and primary contact for the Compulsory Inspection contract you hold