KP EPA UAT user guide

Simple role-by-role user guide

Establishment proof, case numbers and rescheduling — 25 October 2026

When creating an **Already established** project, upload **Legal establishment proof** with the establishment date, proof type and reference. A certificate, electricity bill or other evidence of establishment/operation is acceptable for upload (PDF, Word, JPG or PNG). The file is mandatory for already-established projects; proposed projects do not need it. Upload acceptance does not mean EPA has verified the claim. Wait for a clean security scan before submitting the intake form. Use **Establishment proof** on the case page to view scan results or upload a replacement while the case is in draft or returned for clarification. Earlier versions remain retained. Previously created cases are not retroactively blocked.

Classified EIA, IEE and GEA case numbers now begin with **EPA-**, for example **EPA-EIA-MAN-2026-00005**. This applies to existing and new classified cases. Existing numbers remain searchable and old links continue to work; previously issued documents retain their original numbers and bytes. The category, district, year and sequence retain their meaning.

For an open presentation appointment, proponents and case-authorized EPA staff can open **Presentation rescheduling**, propose a new date/time and venue, and explain the reason. Only one request may await a decision for the current appointment. The current review manager sees the pending request in their attention list and can approve or decline it with a reason. The original appointment remains effective until approval. Approval records a successor appointment; decline keeps the current appointment and allows another request. A request against an appointment that has changed or closed cannot change the replacement appointment. Requests and decisions remain in the case history. Rescheduling does not change assessment approval authority or create a new statutory period.

Review committee changes — 24 October 2026

For a held review committee meeting, upload the **Signed attendance sheet**. This is mandatory; manual participant entry has been removed. Record the actual meeting date, venue, draft minutes and outcome. The attendance file must pass its security scan before Director approval. Earlier participant records remain in history. A returned meeting record requires a successor submission.

For technical and public-hearing observation replies, the Case Reviewer selects **Recommend satisfactory** or **Recommend unsatisfactory** and records a reason. This sends the reply to the current technical-lead Director. The Director selects **Approve reply — satisfactory** or **Return reply — unsatisfactory**, with a reason. Only the Director's decision closes or returns the reply. A returned reply needs a corrected applicant submission, a fresh reviewer assessment and a new Director decision. Each assessment pins the reply revision it considered. Earlier completed observations keep their historical evidence.

Supporting reply attachments are optional. Submit the written reply without uploading a file when no attachment is needed. If choosing **Upload for security check**, select a file first. Preliminary EIA evidence can be **Accepted** or **Returned for further information** with a reason; this is separate from the final environmental-approval decision. Field-evidence return is labelled **Revisit/Review**; inspection-role eligibility has not changed.

Open **Technical review → GIS, legal and laboratory referrals** for optional specialist work. GIS is optional until assigned. An assigned GIS review must be completed before decision readiness and retains its existing technical-review timing. Legal/laboratory referral deadlines continue to apply to those referrals. Hearing venue and police-information autofill are deferred.

When the proponent records **construction completion**, the portal shows the operational-approval next step and queues a proponent email. Email delivery depends on the configured provider. The completion submission already creates the initial compliance request: follow the inspection and Director decision in **Compliance / Post-approval**. The notice does not authorize operation.

Transfer an NOC after sale

1. The current proponent opens **Compliance → NOC holder and transfers**. The new proponent must already be registered; obtain its exact registered name and registration reference.
2. In the post-approval evidence upload, choose **NOC ownership proof**, upload proof of ownership and wait until it is clean. Open **NOC holder and transfers**, enter the new proponent's name, registration reference, actual sale date and transfer details, and select the proof.
3. Select **Submit transfer request**. The existing NOC issuing authority for that case reviews the proof and selects **Approve transfer** or **Return for further information**, records a reason and confirms its password. A returned request may be followed by a new request.
4. Approval changes the current NOC holder. The new holder uses **Compliance** for post-approval work; the former holder can no longer submit new post-approval actions. The original NOC, conditions, original applicant record and transfer history are retained. This does not rewrite the original project or facility registry record.

New applicant registration temporarily activates your account immediately. Submit the registration form and supporting PDF, then select **Log in** on the **Registration successful** page and use your registered email and password. EPA account approval is not required in this mode. Consultant case work still needs the proponent's delegation. The supporting PDF remains protected during its scan. Historical pending/rejected requests retain their review/correction route; the reviewer exercises below apply only when the coordinator has explicitly restored review for an isolated test.

Before choosing **Establishment status**, **Next form** says **Schedule-I or Appendix-I**. You must choose a status before creating the case: **Proposed / not yet established** uses **Schedule-I**; **Already established** uses **Appendix-I**. The next-form label, draft, review, submission and EPA screening screens follow that choice. The proposed-project examples below use Schedule-I; established cases show Appendix-I in the corresponding steps. EPA still determines the applicable regulatory route during screening.

Production sign-in: **https://deams.epakp.gov.pk/**. Use your production account. The development/evaluation address and accounts remain separate.

Optional legal and environmental laboratory comments

The technical lead or DG can open **Technical review → GIS, legal and laboratory referrals** and choose either review when advice is needed. Both are optional; leaving them unused adds no task. The system shows the correct section and its currently posted officers. Select **Send to officer**, enter **Advice / comments requested**, then send the request. If no officer is available, ask Administration to post the appropriate Legal Reviewer or Laboratory Officer to that section.

Jurisdiction	Laboratory	Legal advice
DG / Headquarters; Central Directorate; DD Mardan; AD Khyber	Peshawar Laboratory	Peshawar Legal Section
Southern Directorate / Director South (DI Khan); DD Bannu, DD Kohat and DD Orakzai	South Laboratory	Southern Legal Section
All Malakand Division districts	Malakand Laboratory	Malakand Legal Section
All Hazara Division districts	Abbottabad Laboratory	Abbottabad Legal Section

The assigned specialist opens **My work → Open specialist referrals**, reads the case file and selects **Submit comments**. Only that assigned officer, using the current section role and posting, may respond. These are internal EPA comments; the applicant does not respond here.

Response deadline: three working days. The request displays the exact due date and time. Monday–Friday count; Saturday and Sunday do not. A Friday request is due the following Wednesday at the same time. Once the period ends, the response closes and the scheduled monitor returns the referral to the referring officer/office. The referring office's current technical lead or DG opens **Withdraw request**, records why, and selects **Withdraw with reason**. The automatic return can take up to the next five-minute scan; it does not extend the response period.

Technical review waits until comments arrive or the referral is withdrawn with a reason. An overdue request is never silently waived. The questions, comments, due date, return and reason remain visible. A correction or further question uses a new linked follow-up request. These comments do not change assessment approval powers or replace laboratory sampling/results work.

EPA feedback changes for applicants and staff

The shared sign-in page explicitly includes **Proponent/Consultant login**. A consultant still needs the proponent's current delegation for the selected case and action. Open **Account → My profile** to see your name, email, mobile number and current working roles. Contact the administrator or organization access manager for verified corrections; **Switch working role** changes the workspace without combining permissions.

In **My cases**, search by **company/project name or case reference**. The four added stage cards show **Screening**, **Filing and scrutiny**, **Assessment review** and **Decision preparation**. Counts and results follow your selected role and search. They are stage views within the existing Total/Drafts/Active/Completed groups, so do not add their counts to the summary totals.

In technical and EIA hearing observation screens, choose **Awaiting reply**, **Responded — awaiting EPA assessment**, **Satisfactory**, or **Waived**. A submitted reply remains Responded until EPA assesses it; an unsatisfactory return moves it back to Awaiting reply. **All observations** restores the complete item list, with earlier replies and assessments retained.

Screens call the appointment **Review committee meeting/presentation**. Meeting minutes and issued technical observations remain separate records: the reviewer submits the minutes, the responsible Director accepts them, and observations are issued through their own action. Changing the label does not appoint a committee or change authority. For payment proof, enter the **Deposit slip/payment receipt number** and use **Attach deposit slip/payment receipt**. The generated challan remains a separate payment demand. Native calendar input order follows browser/device regional settings; case dates remain unambiguous and appointments show their time zone.

See the numbered EPA response for already implemented items, source corrections and proposals that require a workflow decision.

Complete Workflow diagram

Select **Workflow** on the main page or in the application navigation to open one connected, vertical flowchart. The diagram starts **Applicant/Consultant login → Create Case and intake form**, then continues through screening, filing, review, EIA hearing, decision, construction, operation and monitoring. Correction loops, non-response closure/reopening, environmental audit and Section 18 appear in the same diagram.

Use **+ / −**, **Fit width** or **Readable size**; scroll in both directions and use the section buttons to reach a stage. **Open full diagram** shows the complete chart; **Download diagram** keeps it as one scalable SVG page. **Read the same workflow as linked text** provides every box and next-step connection. The diagram and text remain available without browser scripting.

Green shows regular work, amber shows corrections/exceptions, purple requires separate activated controls, and red identifies unavailable paths. Every correction preserves earlier evidence. The 1 October 2026 configuration record documents an approved audit-procedure/Appendix VII successor; older audit UAT scripts below keep their evaluation provenance. That successor does not supply missing audit intake/classification controls. The chart is guidance, not permission to perform an action blocked by role, scope, evidence or configuration.

Using tabs on long screens

Select a task tab on a wide screen, or use **Section** on a phone or narrow screen. The current case status, important warnings and available actions remain part of the same page. Only sections available to your working role are offered. Short forms, case lists and the focused applicant case overview keep their simple layout; the GIS workspace keeps its existing tool tabs.

Switching tabs keeps typed answers, choices, selected files and map edits in the page. It does not save, upload or submit anything. Use the existing **Save draft**, **Save** or submit button before leaving or refreshing. A long single form still saves its sections together; where the page contains several forms, save each one separately. **Unsaved changes** links identify edited sections, including ones you have hidden by opening another tab.

On forms with several sections, use **Continue to** and **Back to** to work through them. The final save, review or submit button appears in the last section. **Save draft** remains available from any section on Schedule-I/Appendix-I, Schedule VI and decision preparation. Continuing keeps your entries and selected files without submitting. You can also open a section directly using its tab or **Section**. Complete every required section before the final action. Forms contained within one tab keep their own save or submit button.

A field error opens its section; selecting an error-summary link also opens the relevant tab. Existing section links, browser Back/Forward, and Left/Right/Home/End keyboard navigation work. Printing includes every section. Without browser scripting, all sections remain visible.

Workspace	Where to find the work
New application and registration	Identity/project details, location and remaining account or declaration sections
Schedule-I and Schedule VI	Complete the form sections, then review from the last section; Save draft stays available throughout
Filing and applicant replies	Documents, payment/originals, observations, review committee meeting/presentation and revised reports where applicable
Staff screening and decisions	Submitted evidence, classification decision, project details, conditions and decision records
Public hearing and specialist review	Schedule, notices, evidence, replies; GIS map/findings; field package/files/findings
Post-approval	Summary, Documents, Construction and compliance, Reports and extensions, Conditions and History; only applicable action sections appear
Office and operations setup	Separate account, posting, authority, configuration and history sections where present

Tabs organize the same permitted actions and evidence. They do not change the assessment category, required documents, deadlines, assignments, approval authority or completed records.

Role notifications

Every signed-in role has a bell in the top bar. Its badge counts pending work for the selected role. Select it to open the work list. Switch roles to see that role’s work; the badge updates when a page is opened or refreshed. It is a pending-work count, not an unread-message count.

Choose the map background

On a browser map, use **Map layer** to choose **OpenStreetMap**, **Google Maps** for roads, **Google Satellite** for satellite imagery, or **Google Hybrid** for imagery with roads and labels. The selector appears on the project-location forms, project KMZ map, GIS review map and GIS workspace. In the GIS workspace, open **Map tools → Layers** to find the **Map layer** dropdown under **Map background**. Google choices are disabled until configured.

In the GIS workspace, open **Map tools → Analysis**. Enter the **Buffer radius** with `m` or `km`, for example `500m`, `5km` or `1.5km`. Select **Place buffer**, then select its centre on the map. Invalid or oversized values show a correction message before placement.

Changing the background keeps the project marker, boundary and other displayed layers in place. It does not save or move the project location. Continue to use **Save draft** or the form's submit button after editing the location. If Google cannot load, a message says that OpenStreetMap is shown instead; your entered coordinates and boundaries remain available.

The background helps you find the site. The filed project boundary and approved GIS evidence remain the records used for review. The Environmental Approval PDF keeps its retained project map; changing the browser background does not change that PDF.

Case lists for every role

Applicant and staff case lists use the same columns: **Case**, **Project**, **Category**, **Stage** and **Last Updated**. This includes staff task dashboards, **My work queue** and filtered **Casework** lists. Management dashboards show performance cards and charts instead of case rows. The stage badge has **Pending: Proponent** or **Pending: EPA** underneath when work is outstanding. The pending party follows current case work, including replies and post-approval steps. A closed or rejected case has no pending badge.

Select the case number to open the case page. A task-specific link may appear below it, and GIS reviewers also see their review status. In **Work queue**, expand **Work details and action links** for handoffs and assignees. In a filtered **Casework** list, expand **Work details and recorded deadlines** for current assignments and deadlines. Each role still sees only its authorized cases.

My cases and case numbers

On **My cases**, select **Total cases**, **Drafts and corrections**, **Active** or **Completed** to show the matching cases. Search stays applied when switching cards. Open the case number to continue. **Last Updated** shows the latest case update. The **Pending: Proponent** or **Pending: EPA** chip shows who has the next required step. Issued approvals may still have post-approval work; **Completed** means the approval decision was issued or the case was closed.

A new case keeps its temporary `KP-EPA-...` number until EPA records its assessment category. The classified number uses **Category-District-Year-Sequence**, for example **EIA-PSH-2026-00001**: EIA, Peshawar, case creation year 2026, sequence 00001 in that category/district/year group. **MRD** means Mardan and **MAN** means Mansehra. Existing classified cases receive this format too. Their earlier numbers remain searchable and old links still open the same case. The assigned number stays stable; read the separate category field for the current assessment category.

On **Create a new case**, complete **Project and establishment**, then select **Continue to location and map**. Select **Division**, then **District**, and enter the remaining site details. Choose **Create case and continue** at the end of that section. **Back to project details** keeps your location selections. Moving between sections does not create a case; without JavaScript, both sections appear together.

Create a new case and **Schedule-I** use full-width light-green forms. Enter the project and location details directly. Schedule-I remains one form, now grouped into four section tabs, with the existing **Save draft** and **Review and submit** buttons. The proponent and location details still appear above the fields. On an applicant case page, use **View Case Record** to read the case history.

A simple role-by-role walkthrough with realistic fictional cases

This guide lets EPA staff see and test the full environmental-approval journey—from controlled setup and applicant registration to review, hearing, decision and post-decision follow-up. It is written for non-technical users. Follow the steps in order and record what the system actually does.

> **UAT only — production use is not authorized.** Every person, company, project, payment, document and decision in this guide is fictional and must be used only as synthetic test data. A UAT decision is not a legal EPA decision and must never be sent to a real applicant.

UAT information	Value
Address	Open the EPA UAT platform
Guide revision	25 October 2026 (PKT) — establishment proof, EPA case-number prefix and presentation reschedule requests; Word revision 57. Earlier guidance and publication history remain in the publication manifest.
Release under test	Record the release name and commit supplied by the coordinator at the start of the session
Passwords	Supplied privately by the UAT coordinator; never write them in this guide or screenshots
Browser safety	The public UAT IP uses a publicly trusted short-lived certificate. Never click through a certificate, privacy or unsafe-site warning; report any warning to EPA IT/the UAT coordinator

1. How to use this guide

Work as a group. One participant signs in for a step, completes the action, signs out, and hands the case to the next participant. Do not share an account between people. One person with several roles uses their own account and switches the working role; combined duties still need explicit authority. The coordinator records the case reference, result and evidence after every handoff.

Use one of these results:

- **PASS** — the screen, authority, state, evidence and next-role handoff match EPA's expectation.
- **CHANGE** — the path works, but EPA wants different wording, fields, rules, forms or behavior.
- **BLOCK** — the test cannot safely continue because an approval, source, account, provider, configuration or implementation is missing.

A deliberately unavailable path is a **PASS** when the system clearly blocks it and identifies the missing EPA approval or implementation. Do not bypass a block through Django Admin, direct database changes or a system-administrator account.

For a proposed workflow, begin by walking the whole implemented journey. EPA does not need to settle every policy answer before participants can evaluate the next screen: record **PASS** for acceptable behavior, **CHANGE** for a controlled successor EPA wants, or **BLOCK** when that branch cannot continue safely. A CHANGE or BLOCK is a useful result, not permission to invent an answer or treat a UAT proposal as production authority.

For every step, answer four questions:

1. Could only the correct role perform the action?
2. Did the system retain the submitted facts, document revision, reasons and time?
3. Did the correct next role receive the case in the expected state?
4. Does EPA accept the legal/process meaning, or is a CHANGE/BLOCK required?

Every numbered step follows the same reading pattern:

- **Context** explains why the step exists and what part of the case it controls.
- **What to do** lists the actions the named user should perform on screen.
- **Expected response** explains what the user should see after a successful action. It is the response to compare with the actual screen before recording PASS, CHANGE or BLOCK.
- **EPA validation** asks the business or regulatory question that software cannot decide by itself. **Handoff** identifies the next user when the step is complete.

Navigation and screen space

On desktop, select **Hide sidebar** in the top bar to give forms, tables and maps more space. Select **Show sidebar** to restore the menus. This preference is remembered in the same browser when storage is available. On phones and narrow screens, use the menu icon to open navigation; close it with the close button, outside the menu, or Escape. Hiding navigation does not change your working role or access.

Use **Account** at the top right (the avatar on a narrow screen) for **Change password**, **Switch working role** or **Log out**, even when the sidebar is collapsed. Password change requires your current password and a matching new password. Password requirements appear as a list below the new password field. The header shows **HTTP connection** for HTTP access and **Secure session** for HTTPS access. Logout ends the signed-in session. Save any unfinished form before leaving it.

Entering repeated and structured information

Use **Add** and **Remove** on repeated sections such as participants, observations, invitations, conditions, attendance, submissions, evidence references and severity factors. Each row contains ordinary text, date, checkbox, document or dropdown controls. The system builds the immutable structured snapshot internally.

Dropdown values that come from a pinned rule, checklist, recipient directory, condition record or available controlled document are loaded from that record. Future approved versions therefore change the available browser choices without a browser-code release. Where EPA has not yet approved a fixed vocabulary—currently the Section 18 severity level and compliance-inspection status—the page uses a clearly labelled text field and identifies the production dependency. Do not turn an unapproved example into a permanent dropdown.

Some dropdowns depend on an earlier choice. Select them from left to right: **sector → subsector**, **division → district → tehsil**, and—when staff access is being allocated—**organization/division/district/directorate → case**. A later list shows only matching configured choices and resets when its parent changes. “No matching options are configured” means the governed reference version has no valid child choice; do not choose an unrelated value to make the form continue. If an older approved geography version has no complete division layer, the form shows district first until EPA activates a complete successor hierarchy.

Production lookup note, 24 September 2026: the initial production catalogue provides seven divisions, 35 districts, 128 tehsils, four directorate choices, 13 sectors and 114 subsectors. Use the same parent-first selections described here. These labels do not assign a legal category or grant casework powers; case workflow configuration and staff assignments are separate.

On **Create a new case**, **Sector** and **Sub-sector** are searchable: type a word, then select the matching result. Sub-sector options show only the activity name, and search stays within the selected sector. Division, district and tehsil options show only their own names; select them in that order to see the matching locations at each level. The map zooms to your selected district or tehsil; where a separate tehsil extent is unavailable, it shows the district with a notice. Use **Full screen** to enlarge the map and **Exit full screen** or **Escape** to return. Zooming preserves your project point and boundary; place them at the actual site before saving. After drawing a polygon, open **Boundary coordinates** below the map to review its latitude, longitude vertex list. The list updates when you draw, edit or delete a boundary. You can edit the list and apply it to the map; separate multiple boundaries with a blank line. The current UAT catalogue has 13 sectors and 114 sub-sectors. Enter the supporting activity and capacity details in Schedule-I; EPA determines the legal category during screening.

Copy actual case/document/correspondence references from the UAT screen; an example in this guide is not connected to the test case. If EPA requires different fixed fields, formats, choices or attachments, record **CHANGE** rather than inventing them during the session.

Dashboard: agency performance

For Director General and management accounts, **Dashboard** shows agency performance; **Casework** opens the working overview. Confirm **Working as** first. DG sees the province through the current province-wide DG role. Regional heads see the records permitted by their current office authority; a designation alone does not grant access. Private unsubmitted applicant drafts remain excluded.

The five category cards show **All submitted cases**, **EIA**, **IEE**, **GEA** and **Environmental Audit**, each with **Pending** and **Completed** totals. Select a total or either number to open its matching case list. Cases awaiting classification have their own link and are included in the overall total. The figures come from current records, not the illustrative numbers in a screenshot. Completed assessments include issued approvals, issued rejections, withdrawals and non-response closures; approval conditions and compliance work can continue after a decision.

Below the cards, seven performance sections bring together **Case portfolio**, **Intake trends**, **Geographic coverage**, **Workload & deadlines**, **Review turnaround**, **Fee status** and **Post-approval monitoring**. Expand a section or use its jump link. Select a chart group or data-table figure to open the underlying cases and source details; **Explore full report** opens its analytical report. Charts identify whether they count cases, tasks, fee demands or conditions. Shared officer assignments can overlap. Missing dates, unavailable figures and differing currencies stay explicit; fee demand is not reconciled revenue and elapsed review time is not a statutory compliance score.

Use **Filter performance** to narrow the cohort by category, stage, location, search or case-creation dates. The dates select cases created during that period; charts describe those cases' current records. Figures are not a reconstruction of the Agency at a past date. Every drill-down stays within the selected working role and opens a focused list without repeating the dashboard cards.

Casework: Overview of Casework

Select **Casework** for **Overview of Casework**. Choose **All categories**, **EIA**, **IEE**, **GEA** or **Environmental Audit** from the compact category tabs. **Awaiting classification** appears when there are unclassified cases or that category is selected. Three equal summary cards show **All submitted cases** in blue, **Pending cases** in amber and **Completed assessments** in green for the selected category. Each has a label, count and **View cases** link; select it to open the matching cases.

The separate **Follow-up** panel shows **Escalated pending cases** in rose, **Assignment gaps** in amber and **Awaiting applicant** in violet. Zero counts are neutral grey. These subsets can overlap; do not add them to the summary totals. In **All categories**, the visible **Pending by case type** list shows pending EIA, IEE, GEA and Environmental Audit counts, with awaiting- classification work kept separate. Select a count to open that pending case list. These panels sit beside the workflow on desktop and below it on smaller screens. The list contains case rows and filters; the summary stays on the overview. Use **Back to Casework overview** to return, or **My work queue** for your task queue.

Workflow progress follows the compact summary. The all-category view shows cases by their current workflow state. A selected category shows its own compact workflow steps: step number, title and case count. Blue highlights steps with cases; grey steps have no cases. Zero-count steps remain visible. The colors show counts, not timing status. Select the step or its count to open the cases currently needing that work. EIA retains its public hearing steps; IEE/GEA show their applicable assessment steps, and audit has its committee, resubmission, Appendix VII and undertaking path. Parallel review work can overlap, so do not add all detailed step counts as if each case appeared only once. The case workspace still enforces all authority, evidence and timing checks before an action.

Open **Directorate workload** for a table across the available page width. It includes all cases, pending, completed, awaiting applicant, assignment gaps and **Escalated pending cases**. Select a directorate such as Northern Directorate to see that directorate's current officers and case list. Select an officer to narrow the list to their current assignments. Officers are shown within the chosen directorate rather than in a separate Agency-wide assignment table. Shared assignments may count the same case for more than one officer.

Escalated pending cases means a pending assessment with an unresolved recorded escalation in its current cycle. A missed deadline alone is not a recorded escalation. **Count definitions** explains these distinctions. An overdue alert or escalation does not by itself establish officer fault. Open **Work details and recorded deadlines** on a filtered case list for named task owners, recorded deadlines and clocks; select a case reference for its evidence, history and authorized actions. Refine the list by category, workflow state or step, directorate, district, current assigned officer, pending activity, monitoring view, post-approval stage, search or case-creation dates. Invalid or out-of-scope choices show errors and no results. All counts and lists use the same selected-role scope; this overview grants no additional authority.

2. The fictional UAT story

The main story follows **Northern Valley Green Energy (Pvt.) Ltd**, a fictional applicant. Its fictional consultant is **Frontier Environmental Consultants**. Use only the synthetic files and accounts supplied by the UAT coordinator.

Case	Fictional example	Candidate route supplied by the UAT dataset	Purpose
EIA-01	Northern Valley Hydropower Project, proposed 300 MW run-of-river project in Mansehra District, Balakot Tehsil	`EIA-A01`, Schedule II A.1	Full approval path, including public hearing and a returned decision revision
IEE-01	Swat Community Hydropower Project, proposed 25 MW run-of-river project in Swat District, Babuzai Tehsil	`IEE-A01`, Schedule III A.1	Filing return and final rejection branch
GEA-01	Mardan Solar Facility, proposed 750 kW solar generation facility in Mardan District, Mardan Tehsil	`GEA-A03`, Schedule IV A.3	Shorter direct-review route without an EIA hearing

These category examples reproduce the controlled UAT dataset. They are not general legal advice. The Screening Officer must select only an active source-pinned rule, and EPA must validate the rule, threshold, source and facts during UAT. If the classification is disputed or ambiguous, record **CHANGE** or **BLOCK**; do not force the case forward.

Assessment office workflow — effective 24 September 2026

EPA's revised office delegation covers the complete assessment process and post-Environmental Approval compliance. For office-routed cases, use the responsible office and named action authority shown on the case; a designation or an older directorate demo account does not establish that authority.

Category / office	Processing and review responsibility	Final Environmental Approval authority
EIA, throughout KP	Provincial headquarters; Director Headquarters manages the assigned review work	Director General
IEE/GEA, Hazara, D. I. Khan, Peshawar and Malakand	Respective divisional office headed by a Director	Named Director or expressly DG-authorized officer
IEE/GEA, Mardan, Kohat and Bannu	Respective divisional office headed by a Deputy Director	Named Deputy Director or expressly DG-authorized officer
IEE/GEA, Orakzai and Kurrum	Shared district setup headed by one Deputy Director; record each additional-charge scope and dates explicitly	Named Deputy Director or expressly DG-authorized replacement
IEE/GEA, Khyber	District office headed by an Assistant Director	Named Assistant Director or expressly DG-authorized replacement

The latest Orakzai/Kurrum Deputy Director instruction supersedes the earlier Assistant Director example. District routes take precedence where an approved district office covers the project. A divisional officer may receive **View case and monitor progress** authority for a district case, but cannot approve, countersign, transfer or issue it through that monitoring grant. Post-Environmental Approval compliance stays with the responsible office and its action-authorized staff.

Review manager below means the officer granted the required management/review actions at that office. **Competent issuer** means DG for EIA and the named, currently authorized officer for IEE/GEA. These may be different people. Retained screens or older records may still show **Concerned Director** for a review task; follow the recorded office and exact action authority.

Each person keeps one private account and may hold several working roles. Switch **Working as** before the next task. DG must explicitly permit combined review duties when required; permission to prepare and finally authorize the same decision is a separate, unchecked-by-default control. An Inspector may act only with the exact recorded DG authority, not merely because of the title. No such exception is inferred from the sample Environmental Approval or from a staffing shortage.

The guarded demo seeder includes synthetic Director Headquarters, Deputy Director and Assistant Director test accounts only when an operator explicitly runs it. Those identities create no real staff appointments, approved offices, action grants, case routes or policy activation.

The policy date and software activation are separate records. This release does not invent staff appointments, district allocations, orders or a production launch. Prepare and check the supplied roster and jurisdiction first. Explicitly routing a case places it under the new authority checks; activation can cover new intake while earlier cases remain on their existing workflow until DG selects them. If all-case activation is chosen, applicable unrouted cases require DG routing. Existing decisions and signed evidence are retained. Revoke/replace authority and transfer pending cases through recorded DG actions; there is no automatic divisional fallback.

Set up offices, appointments and case handovers

1. The System Administrator opens **Administration → Offices**, records the office, then opens its workspace. This is the starting point for its coverage, staff and responsibilities.
2. From that office, select **Prepare office coverage**. Record the office level, districts, source and effective dates. A different person working as DG reviews and approves the version. Office location and jurisdiction are separate; an address never determines the districts served.
3. Add an existing staff member or create a staff account from the office workspace. Record the exact working role, designation, posting dates, source and any additional charge. Activate a new account through staff administration; its initial password must be changed before casework. A person has one account and may have several postings or roles. Record Orakzai and Kurrum additional-charge capacities separately for the same Deputy Director.

4. DG uses **Grant assessment authority** for the approved jurisdiction and posted working role. Select the categories, permitted functions, order and dates. Posting a person does not itself authorize screening, preparation or approval. Divisional observers of exclusive district cases receive monitoring only. Combined duties and self-authorization remain separate explicit choices.
5. Record the policy and independently activate **New cases** after checking office coverage and staff responsibilities. Cases created from the actual activation time follow the office workflow. Earlier cases keep their existing handling until DG selects them. The alternative **All cases** also blocks staff actions on earlier un-routed assessment cases, so review its impact first.
6. For a selected existing case, DG uses **Route or transfer cases**, records its responsible office, source and reason, then selects **Preview routing → Apply reviewed routing**. Unclassified intake goes to the local office; EIA classification moves processing to HQ; IEE/GEA retains the responsible district or divisional route. Missing or conflicting coverage stops the handoff for correction.
7. End a staff posting when the person leaves that office. History remains and its bound authority stops. Post and authorize a replacement explicitly. **Revoke** stops an action grant; **Replace** creates a successor grant. Neither operation silently changes existing task ownership.
8. **DG selects each case to hand over; there is no bulk transfer of pending cases.** Use **Hand over decision work** to preview and transfer pending preparation, management or final-approval work. Previous assignments, submissions, completed work and issued Environmental Approvals remain preserved. A changed signer can require a new controlled rendering and signed copy.

For office casework, confirm both the role and office under **Working as**. The office screening queue is available only to staff with a current posting and the required authority. Applicant organization scope is a different restriction and must not be used to represent an employing office.

The office evaluation accounts use `office.<office>.<function>@demo.invalid`. Offices are `hq`, `hazara`, `dera-ismail-khan`, `peshawar`, `malakand`, `mardan`, `kohat`, `bannu`, `orakzai`, `kurrum` and `khyber`; functions are `head`, `screening`, `reviewer`, `gis`, `inspector` and `finance`. The shared Orakzai/Kurrum head uses `office.orakzai.head@demo.invalid` and switches the office role. DG continues to use `director.general@demo.invalid`. New staff must replace the initial password at first login. These accounts are synthetic evaluation staff, not EPA appointments.

For KP-EPA-0000007, use `office.mardan.screening@demo.invalid` and the Mardan Screening Officer role after the selected handover. The older `screening.officer@demo.invalid` remains limited to its legacy Northern/Mansehra scope. The general demo accounts listed elsewhere in this guide continue to serve earlier cases and fixtures; use the office account for office-routed work.

3. Who does what

A role title is not an account name. Sign in with the listed email, then confirm the exact code and scope under **Working as**. A new applicant registered during this walkthrough uses its newly activated email; the fixed Proponent Owner account is for existing synthetic fixtures.

Screen label	Exact working role or access	UAT sign-in	Main responsibility in this guide
Proponent Owner	`PROPONENT_OWNER`	`proponent.owner@demo.invalid`	Registers the organization; submits applicant records, replies and acknowledgements
Consultant	`CONSULTANT` plus a current delegation	`consultant@demo.invalid`	Prepares delegated applicant work only within recorded powers and expiry
Registration Reviewer	`REGISTRATION_REVIEWER`	`registration.reviewer@demo.invalid`	Rejects or approves an applicant organization registration
Screening Officer	`SCREENING_OFFICER`	`screening.officer@demo.invalid`	Records the source-pinned EIA, IEE or GEA classification
Finance Officer	`FINANCE_OFFICER`	`finance.officer@demo.invalid`	Verifies uploaded assessment-fee proof independently of filing submission; handles provider reconciliation, payment exceptions and accepted-penalty payment controls
Case Reviewer	`CASE_REVIEWER`	`reviewer@demo.invalid`	Performs scrutiny/review/hearing work, initiates decision making, prepares Schedule VII/VIII/IX and uploads the competent issuer’s signed scan
GIS Reviewer	`GIS_REVIEWER`	`gis.reviewer@demo.invalid`	Records findings against pinned geometry and GIS layers
Concerned Director	`CONCERNED_DIRECTOR` with the matching directorate scope	`director@demo.invalid`, `director.south@demo.invalid`, `director.malakand@demo.invalid`, `director.center@demo.invalid`	Legacy directorate UAT role; new office management and IEE/GEA issuance need an exact DG grant; EIA final approval is DG-only
Deputy Director EIA	`DEPUTY_DIRECTOR_EIA`	`deputy.director.eia@demo.invalid`	Tests scoped role provisioning only; this designation alone grants no workflow mutation; use an exact DG assessment grant
Director Headquarters	`DIRECTOR_HQ`	`director.hq@demo.invalid`	Provincial EIA review management under an exact DG grant; no EIA final approval
Deputy Director	`DEPUTY_DIRECTOR`	`deputy.director@demo.invalid`	IEE/GEA office duties only under the exact current DG grant
Assistant Director	`ASSISTANT_DIRECTOR`	`assistant.director@demo.invalid`	IEE/GEA district duties only under the exact current DG grant
Inspector	`INSPECTOR` plus the exact case assignment	`inspector@demo.invalid`	Captures and submits assigned field-visit evidence

Screen label	Exact working role or access	UAT sign-in	Main responsibility in this guide
Decision Maker	DECISION_MAKER	decision.maker@demo.invalid	Historical default role; new office duties require an exact DG grant and assignment
Legal Reviewer	LEGAL_REVIEWER	legal.reviewer@demo.invalid	Historical default role; new office duties require an exact DG grant and assignment
Competent Authority	COMPETENT_AUTHORITY	competent.authority@demo.invalid	Historical assessment-decision records only; separately governed actions keep their named authority
Director General	DIRECTOR_GENERAL	director.general@demo.invalid	EIA final approval and office policy/delegation management; separately governed audit, extension and enforcement actions where active
Delegated Penalty Officer	DELEGATED_PENALTY_OFFICER plus a current written delegation	delegated.penalty.officer@demo.invalid	Exercises only Section 18 actions covered by a current DG delegation instrument
Auditor	AUDITOR	auditor@demo.invalid	Reads scoped history and evidence without changing it
System Administrator	SYSTEM_ADMINISTRATOR	system.administrator@demo.invalid	Manages users, offices, lookup data and settings; case actions require the selected casework role
EPA Headquarters Administrator	EPA_HEADQUARTERS_ADMINISTRATOR	headquarters.administrator@demo.invalid	Reviews scoped headquarters facility, monitoring, incident and GIS operations
Laboratory Officer	LABORATORY_OFFICER	laboratory.officer@demo.invalid	Receives samples and records or verifies authorized analytical results
District Officer	DISTRICT_OFFICER	district.officer@demo.invalid	Reviews facility and incident work within the selected district scope
Data Entry Officer	DATA_ENTRY_OFFICER	data.entry.officer@demo.invalid	Enters authorized operational records without acquiring legal case-transition authority
Settings Maker	SYSTEM_ADMINISTRATOR plus controlled-setting prepare permissions	settings.maker@demo.invalid	Maintains settings directly when using the administrator role
Settings Checker	SYSTEM_ADMINISTRATOR plus controlled-setting approve permissions	settings.checker@demo.invalid	An additional administrator identity; no second approval is required

4. Before the session: coordinator and IT setup

Step 4.1 — Confirm the safe UAT environment

Role: UAT Coordinator with EPA IT

Context: This opening check makes sure the exercise cannot affect real applicants, money, messages or legal records. It also gives every screenshot and finding a release and run reference.

What to do:

1. Open the UAT address and confirm the header shows the compact **Evaluation** environment marker. No additional environment-warning banner is expected.
2. Record the release name and commit supplied by the coordinator for this session.
3. Confirm only synthetic organizations, projects, documents, payments and contact details will be used.
4. Confirm real email/SMS delivery, real payment collection and legal dispatch are disabled or safely redirected to approved UAT adapters.
5. Confirm each participant has an individual account and only the role/scope needed for the test.
6. Record a UAT run identifier such as `EPA-UAT-2026-08-R01` on every result sheet and screenshot.

Expected response: The group can identify the environment and release, and no real person, applicant, payment or legal recipient can be affected.

EPA validation: Does this separation satisfy EPA's UAT, privacy, records and operational requirements? Record PASS, CHANGE or BLOCK.

Step 4.2 — Read the pilot scope before testing casework

Role: Every applicant and EPA staff tester

Context: The **Pilot scope** page explains what the system can do, what still needs an EPA decision, what is preview-only and what is disabled. It is a guide in the current UAT environment; opening it does not start a live pilot and does not turn test records into legal records.

What to do:

1. Sign in, select **Pilot scope** from the menu and compare the page with the coordinator's test scope.
2. Confirm the current UAT page says that pilot mode is not enabled here.
3. Read each capability marked **Available**, **EPA check**, **Preview only** or **Disabled**.
4. Ask one non-technical participant to explain, in their own words, which actions may be tested and which action they would stop and report. Record **CHANGE** if the wording is unclear.
5. Confirm that the separate simple pilot approval form and controlled-pilot runbook are available to the coordinator. Do not fill them with invented approval details during UAT.

Expected response: Authenticated users can read the capability boundaries. The page shows no live approval reference, dates, district/case limit or pause state because the current UAT profile is not the controlled live-pilot profile.

EPA validation: Can a non-technical participant tell the difference between testing a screen in UAT and authorizing live casework? Record PASS, CHANGE or BLOCK.

Step 4.3 — Add users and assign roles

Role: System Administrator, then the new staff member.

Context: Create one account for each person and assign the roles they need for their work.

What to do:

1. Open **Administration → Users and roles → Add user**.
2. Enter the person's name, email, optional phone, initial password and confirmation.
3. Select every role the person needs. Choose the office for office roles, or expand the optional district/department access fields. Central roles such as DG and System Administrator have agency-wide scope. The office selection does not limit those central roles.

4. Select **Save user**. The account is active immediately; no separate activation approval, authorization reference or reason is required. Privately deliver the initial password.
5. At first sign-in the person chooses a private password. If profile confirmation is requested, complete it before continuing.
6. A person with several roles opens **Working as** at the top of the page and selects one role. Only that role's permissions and access area apply; other assigned roles do not add permissions.
7. In **Users and roles**, select **Edit** to correct contact details or add more roles. Use **Remove role** for a particular assignment. **Reset password** gives a private, one-time recovery code, valid for 30 minutes. **Delete** opens the deactivation confirmation and removes sign-in access and current roles. Self-removal and removal of the last administrator are blocked.

For an existing inactive user, add the needed roles, choose **Activate user**, then use **Reset password** if their old credential is unavailable. Case decisions still follow the selected role's case assignment and required delegation.

Expected response: The user can sign in, choose a private password and work under one selected role. Switching roles changes their permissions and access area.

Step 4.4 — Maintain settings

Context: The administrator enters settings after obtaining any required authority outside the software.

What to do:

1. Open **Administration**. The former Operations and Global Settings links lead to this same home.
2. Choose **Districts**, **Tehsils**, **Departments / directorates**, **Offices**, or another lookup.
3. Select **Add**, enter the name and required parent, then **Save**. The entry is immediately usable. Codes are generated when left blank. Office contact details and the office code are optional.
4. Search the list to find an entry and use **Edit** or **Delete**. If a parent has active children, move/remove them first. Referenced entries become inactive rather than breaking existing links.
5. Expand **More settings** for fees, requirements, checklists and templates. Administrators use **Add**, **Edit** and **Save** directly; no second person or review/approval click is required. Enter the values authorized outside the software. A reference can be added if useful.
6. **Working week** is fixed to Monday–Friday, with Saturday/Sunday off. It needs no setup or approval. Custom holidays/calendars are deferred. Working-day durations skip weekends; calendar-day durations count all seven days. **Review time limits** uses this week automatically.
7. In **Review time limits**, an existing **Draft** needs only **Edit → Save** to become **Active**. There is no approval step. Its replaced draft leaves the current list.

Already-saved case due dates are not bulk recalculated by this interface change. Regulatory settings retain internal links for existing casework, without asking administrators to manage versions.

Expected response: Saved entries appear in the relevant lists and choices immediately. There is no separate administration review or approval queue.

5. Main walkthrough: EIA-01 from setup to decision

Phase A — Register the fictional applicant

Step 5.1 — Submit the organization registration

Role: Proponent Owner

Context: In the temporary registration mode, submitting a valid registration creates your organization access immediately. There is no EPA account approval handoff. Environmental case review and approval still follow their normal workflows.

What to do:

1. Open the public registration page.
2. Enter the fictional organization name **Northern Valley Green Energy (Pvt.) Ltd** and only the synthetic address, contact, registration number and supporting file supplied by the coordinator. If a location is recorded, select **Hazara Division** before **Mansehra District**. Both location fields are optional for registration and do not replace the organization's written address.
3. Review the declaration and submit.
4. Record the registration reference. On **Registration successful**, select **Log in** and enter your registered email and password.

Expected response: Your account, organization membership and Proponent Owner role are active. The uploaded file remains quarantined until marked **Clean**. Continue to Step 5.4 after login. Registration does not grant an environmental approval or any EPA staff role.

EPA validation: Are all legally required organization fields, evidence and declarations present? Are any unnecessary personal fields being collected?

Step 5.2 — Optional review-mode rejection test

Skip this step during immediate registration. Use an isolated coordinator-approved test with `REGISTRATION_APPROVAL_REQUIRED=true`, or an existing pending request.

Role: Registration Reviewer

Context: This negative example confirms that EPA can refuse an incomplete access request while preserving the submitted evidence and reviewer reason. A separate request is used so the main walkthrough can continue.

What to do:

1. Use a separate incomplete synthetic access request supplied by the coordinator; do not reject the main Northern Valley request.
2. Select **Registrations** from the main menu. On **Registration reviews**, select **Review request**.
3. Confirm the evidence is **Clean** before relying on it.
4. Enter the UAT reason **“The authorized-contact designation is missing.”** and select **Reject request**.
5. Record the rejected state and sign out.

Expected response: The rejected request and EPA's reason remain in history.

When correction is appropriate: The Registration Reviewer opens the rejected request, selects **Issue correction invitation** and writes the changes needed. Give the applicant the one-time correction link and code through the agreed private channel. The applicant opens the link, completes the corrected details and evidence, and submits a new request. The Registration Reviewer reviews that successor request. The original rejection is retained.

EPA validation: Check that the applicant understands the reason and can complete the correction. Also validate the rejection wording, authority, service record and any deadline.

Step 5.3 — Optional review-mode approval test

Skip this step during immediate registration. Newly activated requests appear under **Registrations → Activated without review** and cannot receive a later reviewer decision. The following steps apply to an inactive pending request in review mode.

Role: Registration Reviewer

Context: Approval connects the verified organization to the applicant account and activates the applicant's permitted access. It does not give the applicant any EPA staff authority.

What to do:

1. Select **Registrations** and open the complete Northern Valley request with **Review request**.
2. Check the applicant details, organization information and **Clean** supporting evidence.
3. Enter the UAT review notes and select **Approve and provision**.
4. Confirm the organization membership and Proponent Owner role become active.

Expected response: Approval activates the organization and its authorized applicant access. The approved request and reviewer evidence remain readable.

Handoff: Proponent Owner can now create EIA-01.

Phase B — Create the project and submit Schedule-I

Step 5.4 — Create EIA-01
Role: Proponent Owner

Context: This creates the case container that will hold every later submission, review and decision. The applicant describes the project but does not select its legal assessment category.

What to do:

1. Select **Start application** from the main menu (or **New case** on **My cases**). Confirm the page heading is **Create a new case**.
2. Enter **Northern Valley Hydropower Project** and describe the fictional activity as **proposed 300 MW run-of-river hydropower project near Balakot**.
3. Type **Energy** in **Sector** and select it. Type **Hydropower** in **Sub-sector**, then select **Hydropower Generation**. Changing the sector clears an incompatible sub-sector.
4. Keep **Establishment status** set to **Proposed / not yet established**. The commissioning date, evidence and reference fields stay hidden because they apply only to an established unit.
5. Select **Continue to location and map**, then select **Hazara Division**, **Mansehra** as the district and **Mansehra - Balakot** as the tehsil. Use only the synthetic site geometry supplied by the coordinator; do not use a real applicant's coordinates or ownership records.
6. Select **Create case and continue** and record the case reference.

Enter the supporting activity and capacity information in Schedule-I. EPA's Screening Officer reviews those details and records the category; the new-case form does not suggest or select it.

Expected response: The case is in **Schedule-I draft / Screening draft** and is visible only to the correct organization and authorized EPA scopes.

Step 5.5 — Optional consultant delegation test
For employees or authorized representatives, use **Organization members and consultants → Invite employee or representative**. The owner chooses the person's email, membership type, declaration signing permission, optional access expiry, authorization reference and reason. **Create invitation** shows a one-time code and the **Join your organization** page to share privately; no email is sent automatically. The invitation expires after seven days or the earlier access expiry.

Password fields appear **after Review invitation**, when the invitee is signed out. If the owner or another person is still signed in, use **Sign out and return to invitation**, then re-enter the code and invited email. Keep the code before signing out, or use the invitee's own browser. A new invitee enters **Password** and **Confirm password**; no default password is created. If already signed in as the invited person, the page explains that their existing password remains unchanged and no password fields are needed.

The invitee enters the code and invited email and selects **Review invitation**. The organization and permissions are fixed by the owner's invitation. A new invitee supplies their name and sets their own password; someone with an existing account signs in to that matching account first. After reviewing and accepting the membership declaration, select **Accept invitation**. The owner authorizes this membership, so no duplicate organization-registration request or separate EPA registration review is required. The member has only the selected membership and signing rights, cannot manage other users, and does not become an owner.

The owner tracks invitations in the access page and can revoke unused invitations. An accepted invitation cannot be reused; remove subsequent access by revoking the membership. If the code is lost, revoke the pending invitation and create a replacement. **Add existing approved member** continues to support already approved applicant identities. Consultancy onboarding remains separate.

Roles: Proponent Owner, then Consultant

Context: A consultant may help prepare an application only when the owner has granted specific, time-limited powers. This step confirms that delegation is narrower than ownership.

What to do:

1. If the consultant has no active account, they register with organization type **Consultancy** and submit supporting evidence. In the temporary mode, the account is activated immediately; select **Log in** on **Registration successful**. If review mode has been restored, wait for **Registration Reviewer** approval. An active consultant does not register again for each appointment.
2. The Proponent Owner opens **Authorize consultant**, enters the consultant's registered email and selects **Check consultant account**. Email matching ignores letter case. The system checks the email without reloading the page and displays the result beside it, preserving your place and form entries. It requires an active account, current Consultant role and active consultancy; the check grants no access. If no eligible account is found, confirm the email with the consultant and ask them to complete registration or contact EPA about their account status.
3. After a successful check, select EIA-01, the permitted actions and future expiry, record the authorization reference and reason, then choose **Record authorized change**. Leaving Case blank covers the organization's cases. Eligibility is checked again when saving.
4. The Consultant signs in and confirms EIA-01 is visible.
5. Try one action outside the delegation, such as a binding submission where that power was not granted.

Expected response: In-scope preparation is allowed; the ungranted, expired or out-of-scope action is denied. A consultant does not gain ownership authority from the role name alone.

EPA validation: Does the delegation form capture the instrument, powers, case scope, dates, revocation and signatory evidence EPA requires?

Step 5.6 — Complete and submit Schedule-I

Role: Proponent Owner, or Consultant only if expressly delegated

Context: Schedule-I is the applicant's formal project and environmental-impact submission used by EPA for screening. Saving keeps a draft; submitting freezes that revision as evidence for the next stage.

What to do:

1. Open EIA-01 and select **Continue Schedule-I**.
2. Complete the single Schedule-I form. Confirm the prefilled proponent and location details, then complete project/status, activity/scale, site/boundary/surroundings and environmental impacts/control sections. **Save draft** may be used before every required answer is available.
3. Select **Review and submit**. Confirm that incomplete answers or missing geometry are rejected.
4. Review the summary carefully and use **Edit section** where a correction is needed.
5. The review page shows saved answers and has no separate Save action. Use **Edit section** for changes. The authorized submitter accepts the declaration and selects **Submit Schedule-I**. Leaving this page preserves the saved draft; confirm the declaration again on return.
6. Record the revision number and checksum/reference shown by the system.

Use the following field guide for EIA-01. The wording is synthetic test data, not a model legal answer.

Schedule-I field	What the field means	EIA-01 example
Name of scheme/project	The name that should identify the project throughout the case	`Northern Valley Hydropower Project`
Proponent address/contact	The applicant organization's service address and contact number; verify the carried-forward values	`UAT Office 1, Balakot; 0300-0000000`
Existing project status	Current stage at the time of submission, not the desired EPA category	`Proposed`

Schedule-I field	What the field means	EIA-01 example
Total project cost	Total estimate in PKR; enter digits without comma separators	`25000000000.00`
Expected completion duration	Duration, not a completion date	`36 months from commencement`
Production/activity process	A short input-to-output description of the main activity	`Divert flow through an intake and tunnel to turbines, then return it through the tailrace.`
Production/project capacity	Rated quantity plus unit; this does not replace screening facts	`300 MW installed generation capacity`
Total and covered area	State both figures and their units	`Total area 42 ha; covered/built area 1.8 ha`
Site address/description	Enough landmarks/administrative detail to identify the site	`Synthetic UAT site near Balakot, Mansehra District`
Distance from industrial estate	Distance and unit if relevant; otherwise explain why it is unavailable	`No relevant industrial estate identified within 20 km in the UAT dataset`
Existing land status	Current land use, not the proposed land use	`Mostly barren land with a cultivated strip on the eastern boundary`
Site point/boundary	Use the map; enter both latitude and longitude or draw a polygon	Use only the synthetic coordinates supplied by the coordinator
Geometry source	How the point/boundary was obtained	`Drawn or entered by applicant` for the UAT map exercise
Surroundings within 500 m	Receptors with approximate direction/distance, including known absences	`Houses 300 m east; school 450 m south; agricultural land on the north boundary`
Pollution-control systems	Project-specific air, water, noise, effluent and waste controls	`Silt traps, bunded fuel storage, covered waste containers and daytime noise controls`
Positive impacts	Specific expected benefits without promotional claims	`Temporary local employment and renewable electricity generation during operation`
Negative impacts	Construction and operation impacts, even where controls are proposed	`Temporary dust/noise, spoil disposal, vegetation disturbance and possible downstream-flow effects`
Other environment-related documents requested by the Review Committee (optional)	Complete only if EPA or the Review Committee has already requested additional environmental documents; otherwise leave blank. Do not upload files here; uploads appear after screening in the filing workspace	Leave blank unless the synthetic case contains such a request
Additional environmental information	Relevant facts not already captured	`Access road improvement is included in the same synthetic project scope` or leave blank

The project boundary is created from the applicant's map clicks; coordinates are not typed manually. **GEA, IEE or EIA is also not a Schedule-I applicant field**—the Screening Officer records the category after submission.

Expected response: The case becomes **Screening submitted**. The submitted Schedule-I revision and geometry are immutable; a correction must create a successor.

EPA validation: Compare the source-aligned digital fields, carried-forward identity, geometry and declaration with Schedule-I and the intended EPA procedure. Record missing, excess or unclear fields as CHANGE, naming the source and owner. This UAT result is still required by EPA-PA-006.

Handoff: Screening Officer receives EIA-01.

Phase C — Screen and classify the case

Before a category is known, the submitted case belongs to the responsible local office's **Screening Officer** queue. The case page shows **Awaiting initial screening — [Office] — Screening Officer**. This is classification of Schedule-I, not preliminary scrutiny of a lodged filing.

The office manager with the current **Assign review tasks** authority opens the submitted case and chooses **Assign screening officer**, selects an eligible officer and records an allocation reason. Use this to identify the responsible person when several officers screen for the office. The named officer finds the case under **My work**. Repeating the allocation with a reason records a successor assignment and preserves the previous owner. No officer is selected automatically. If no eligible officer appears, the posting and screening delegation must be resolved through the existing office setup; a job title or system-administrator account does not supply that authority.

Allocation organizes the work; each screening action still requires current authority. Other currently authorized screeners retain their existing action rights. An ended appointment removes the old officer from **My work** and shows that the named assignment needs confirmation. Until allocation, staff see the office and role queue rather than a missing-person warning.

After classification, EIA follows the HQ route and IEE/GEA follows the configured local route. The applicant completes the category filing and lodges it. **Preliminary scrutiny** then checks that filing for completeness in the responsible office's **Case Reviewer** queue; the new named allocation action applies only to initial screening.

Step 5.7 — Record the candidate EIA classification

Role: Screening Officer

Context: The Screening Officer applies the controlled activity rule to the submitted project facts. The user chooses the applicable rule and enters ordinary measurements; the system records the category, source and structured evidence without asking the user to enter technical data formats.

What to do:

1. Open EIA-01 from the screening work list.
2. Confirm the screening page displays the exact submitted Schedule-I revision, including every section, the applicant declaration, submission details and retained checksums. Compare those submitted facts with the active source-pinned classification catalogue.
3. Select candidate rule **EIA-A01 / Schedule II A.1** and choose **Load rule requirements**. The category, controlled threshold, version and pinned source appear automatically.
4. Enter `300` in **Installed generation capacity (MW)**. This is an exact number field, not a capacity-band dropdown. The system checks the value against the selected rule and creates the structured classification-facts object internally.
5. Confirm that no rule-specific supporting-evidence section is shown. Such fields appear only when the selected rule requires them; do not add a Rule 5 or sensitive-area reference to an unrelated classification.
6. **Why this project matches the selected rule (optional)** may be left blank. Add an explanation when useful. The selected rule, measurements, supporting evidence and controlled basis are recorded automatically. Rule-specific evidence, including Rule 5 direction reasons, is still required.
7. Check the acknowledgement and select **Record screening decision**.

Before submitting, read **Checks before you continue**. These are automatic system checks. You do not need to assign a separate checker or wait for another officer. When you select **Record screening decision**, the system confirms that:

- your current **Working as** role can screen this case;
- the submitted Schedule-I shown on the page is still the current submitted revision;
- the selected rule's required measurements and supporting evidence are complete; and
- the case has not changed in another tab since you opened the page.

If a check fails, stay on the screening page and follow the message. Refresh first when the case changed, then review the current information before submitting again. If all checks pass, your work is complete and the next step belongs to the Proponent Owner or authorized Consultant, who prepares the category-specific filing. If your screening access ends after classification or a clarification request, the system returns you to **Work queue** with the success message. The submitted action remains recorded; do not repeat it. Officers who retain case access continue to the case overview.

Expected response: The system creates an EIA assessment cycle and freezes the category, exact rule/version/source, supplied facts, reasons and required evidence. EIA-01 moves to filing preparation.

EPA validation: Does EPA agree with the example, threshold, rule source, fact keys and reason format? How should ambiguous, multi-activity, Rule 5, sensitive-area or up-classification cases be handled? Record CHANGE/BLOCK instead of improvising.

For a separate Rule 5 UAT route, loading the applicable controlled row displays **Committee recommendation reference** and **Direction reasons**. Example values are `UAT-EAAC-REC-001` and `Synthetic UAT reasons recorded for the directed route.` Use them only when the corresponding synthetic committee evidence has been retained for that UAT case.

For a Schedule II H.1 sensitive-area test, the selected rule additionally requires **Sensitive-area notification reference**, for example `UAT-NOTIFICATION-001`. The referenced notification must exist in the controlled UAT evidence; entering its reference is not a substitute for source verification or confirmation that it applies to the project site.

Phase D — Prepare, pay and lodge the filing

The filing page starts with **Next workflow handoff**, showing the next step and required role. While the filing is editable, its button opens the first unfinished preparation step, or the final submission section when all three steps are ready. After submission, **Filing submitted — awaiting EPA completeness review** explains that EPA acts next. Arrange any outstanding physical originals; do not submit again unless EPA returns the filing. Use **View case progress** to follow later work.

Step 5.8 — Complete Schedule VI and upload requirements

Role: Proponent Owner or expressly delegated Consultant

Context: After classification, the applicant must provide the category-specific filing form, documents and physical-copy information. Uploading a file only makes it available for checking; it does not mean EPA has accepted its contents.

What to do:

1. Open EIA-01 and select **Open filing**. Confirm the page heading is **EIA filing**.
2. Confirm the shared proponent, project, location, coordinate and land fields are prefilled from the Schedule-I revision used for screening. If a shared field is blank or needs to be restored, choose **Refill from Schedule-I**. Confirm Schedule VI-only entries remain unchanged, review the restored values, then save or submit the form.
3. The **Signed and stamped Schedule VI** upload is optional while saving a draft but required when submitting Schedule VI.
4. Upload each file listed by the EIA requirement set: the synthetic assessment report and the other UAT evidence supplied by the coordinator.
5. Wait until every required file is marked **Clean**. A quarantined, rejected or infected file must remain unavailable.
6. Review the paper-copy, electronic-copy, original Schedule VI and original payment-receipt obligations shown by the system.

Project location:

Schedule VI shows **A project boundary (polygon) is already recorded** when the saved project has a boundary. A polygon satisfies the location requirement; latitude and longitude are optional unless recording a marker. The project map opens automatically and displays the saved boundary. If you collapse it, choose **Open map to view or change the project location** to reopen it. If no location exists, drop a marker or draw a polygon. While the filing is being prepared or returned for correction, either can be corrected or explicitly removed, but at least a marker or polygon must remain. Changing the marker preserves the boundary. **Refill from Schedule-I** also restores its boundary. Save the draft, review the location and make sure the signed/stamped copy agrees before submitting. Saving a location correction creates a new location revision and a linked Schedule-I correction draft; the screened Schedule-I and its location remain unchanged. Applicant and EPA preliminary-review screens flag **Location changed since screening**. Submission locks the revision; a later correction creates a successor while the filing is editable. A changed location does not itself revise EPA's screening decision.

The coordinate inputs follow the shapes currently on the project map: a polygon hides the marker's latitude/longitude fields, and a marker without a polygon hides the boundary-coordinate editor. When a polygon is drawn, **Boundary coordinates** opens with its vertex list, even when a marker is also recorded. With no shape, both entry options appear. Adding, deleting or restoring shapes updates these controls immediately; hiding an input preserves its saved value. Any coordinate validation errors remain visible for correction. In Schedule VI, latitude and longitude appear together directly below the map when recording a marker (stacked on a phone), rather than among the general project answers.

For **Source of power**, choose a dropdown suggestion such as grid electricity, solar power, a generator, hydropower, wind or biomass/biogas. Common combinations are also offered. You may type another source or combination in the same field; existing answers are retained.

Expected response: Schedule VI and document versions are revisioned. The filing cannot be lodged while a required item is missing or not clean.

EPA validation: Verify the exact EIA filing requirements—currently represented in the baseline as ten paper and two electronic copies plus original Schedule VI/payment receipt—and record CHANGE if EPA's approved requirement differs.

Step 5.9 — Download the challan and upload payment proof

Role: Proponent Owner

Context: Until live 1Link integration is certified, the applicant uses the controlled manual payment path. Generating or downloading a challan and uploading a receipt do not mean EPA received money. The proponent's proof upload clears the assessment filing payment gate without Finance approval and remains explicitly distinct from confirmed settlement.

What to do:

1. The Proponent Owner generates the category/purpose-specific UAT challan.
2. Select **Download challan PDF**. Confirm it contains the case, project, proponent, payment reference, amount, issue/expiry time and pinned fee-schedule reference. The PDF must state that it is not payment confirmation. New challans contain **Bank Copy**, **Department Copy** and **Customer Copy**, with EPA/KP headings, a fee table and a bank transaction/signature area. Check the payment instructions from the pinned fee schedule. If instructions are missing, obtain approved bank/account details from EPA before paying. Previously downloaded challans keep their original format and evidence; repeat downloads return the retained file.
3. After making the authorized offline payment, enter the receipt/reference number and payment time, attach one PDF/JPG/PNG proof and select **Upload payment proof**. Use only synthetic evidence in UAT.
4. Confirm the challan changes to **Proof uploaded**, the filing workspace says Finance approval is not required, and the applicant can proceed to lodgement once every other requirement is ready.
5. After the security scan passes, the scoped Finance Officer opens the case overview and selects **Verify payment proof** under **Payment verification**. Download the proof, compare the case, amount and reference, then select Verify or Reject and record a decision note. Verification records **Manually verified**, separately from bank settlement. Rejection requires replacement proof while filing is editable; after lodgement, EPA must use its existing correction process. Earlier proof and filing snapshots remain unchanged. Filing need not wait for this Finance review.
6. Repeat the exact submission retry and confirm no duplicate proof is created. Reuse the key with changed facts and confirm the server rejects it.
7. Separately, retain the signed callback replay/conflict/late-payment scenarios for the later 1Link adapter contract; they are not the current applicant payment route.

Expected response: The generated challan and every proof revision retain their checksum, actor, time and lineage. Upload clears only the assessment filing prerequisite, changes the challan to **Proof uploaded**, and does not claim settlement or create a Finance decision/payment transaction. The one-click synthetic-payment shortcut remains unavailable. Finance verification is a separate recorded review, not a prerequisite for the initial filing submission.

EPA validation: Are the fee authority/amount, approved offline account/instructions, acceptable proof types, original-receipt handling, reconciliation and refund/correction treatment correct? Live 1Link onboarding remains a later provider task.

Step 5.10 — Lodge EIA-01

Role: Proponent Owner

Context: Lodging is the applicant's formal filing action. It gathers the current Schedule VI, provider-confirmed payment or uploaded payment proof and submitted malware-clean filing-document versions into one fixed filing snapshot for EPA scrutiny. EPA acceptance happens during preliminary scrutiny, after lodgement.

What to do:

1. Return to the filing workspace and review the final filing summary.
2. Lodge the filing.

3. Record the immutable filing snapshot/reference and due-date information displayed.

Expected response: EIA-01 moves to **Preliminary scrutiny**. The snapshot pins Schedule VI, the payment basis, uploaded proof/hash/scan state where applicable, and each lodged document version/checksum.

Handoff: Case Reviewer receives the lodged filing.

Phase E — Preliminary scrutiny with return and correction

Start with **Document review** for Schedule-I, Schedule VI, lodged files and payment evidence. Open **Physical receipt** to record or correct receipt of paper copies, electronic media and originals. Use **Final check** to review the remaining requirements and choose the permitted return or completeness action. Selecting a tab does not record a review or advance the case.

In **Physical receipt**, the **Physical filing receipt** section shows the **Saved receipt** first: required items, recorded counts, originals received, remaining shortages, receipt time and recorder. You do not need to submit it again when all items are correctly recorded. When another item arrives or a detail needs correcting, open **Update receipt or add missing items**. The recorded values are already filled in. Change only what is needed, enter totals received so far, confirm the actual receipt time and select **Save updated receipt**. This creates a new revision; **Earlier receipt records** retains the previous entries. Receipt updates are available only during preliminary scrutiny.

Screen labels use plain terms such as **Evaluation** and **Awaiting approval**. Internal configuration identifiers are omitted from the receipt form; approval requirements remain in force.

Step 5.11 — Return the filing once

Role: Case Reviewer

Context: Preliminary scrutiny checks whether the filing is complete enough to begin substantive review. This exercise deliberately creates one deficiency so testers can confirm that return and correction history is preserved.

What to do:

1. Select **Casework**, open EIA-01, and select **Review filing evidence**. Confirm the page heading is **Preliminary scrutiny**.
2. Review the lodged electronic files in **Document review**, then compare their physical/electronic/original obligations in **Physical receipt**.
3. For this exercise, mark one supplied paper copy as missing, then use **Final check** to return the filing with a clear, itemized reason.
4. Record the correspondence/notification evidence shown.

Expected response: EIA-01 becomes **Filing returned**. The applicant sees the exact deficiency; the original filing snapshot remains immutable.

EPA validation: Is the return authority, wording, deadline, service evidence and effect on the review clock correct? The system has no generic pause/resume authority; record CHANGE/BLOCK if EPA requires an action-specific rule.

Step 5.12 — Correct and confirm completeness

Roles: Proponent Owner, then Case Reviewer

Context: The applicant corrects the identified deficiency through a new filing revision. The reviewer then confirms that the case is complete; neither user edits the earlier filing or return record.

What to do:

1. The Proponent Owner records the corrected synthetic physical-copy/original information and submits the successor filing revision requested by the system.
2. The Case Reviewer checks the corrected evidence in **Document review**, records the reconciliation in **Physical receipt**, then opens **Final check** and selects **Confirm completeness**.
3. Confirm EIA-01 enters **Review in progress** and the controlled review tasks are created.

Expected response: Both filing revisions and the return/completeness decisions remain visible.

Before confirming completeness, open the **Review file** controls in **Document review** to verify read-only Schedule-I, Schedule VI, the EIA report and payment proof. Once the current EIA report is accepted, its accept/reject controls are locked; a correction requires a successor report revision.

Handoff: Concerned Director assigns the review team. The director's **My work queue** starts at this handoff and does not include cases still awaiting the case officer's preliminary review.

Phase F — Technical, GIS and field review

Step 5.13 — Set requirements and assign the team

Role: Concerned Director

Context: The director decides which evidence activities are required for this case and names the officers responsible for them. This creates accountable work assignments before specialist review begins.

What to do:

1. Select **Casework**, open EIA-01, and select **Open technical review workspace**.
2. Select **Set evidence requirements**. Review committee meeting/presentation remains **Required** in the normal flow; set the field visit to **Required** for this exercise. To test an exceptional review committee meeting/presentation waiver, use a separate case and the Director General (or exact `WAIVE_PRESENTATION` office-order holder), then record the reason and inspect the pinned authority evidence.
3. Select **Assign or reassign review** and assign the Case Reviewer, GIS Reviewer and, when needed, Inspector. The assigning Concerned Director is recorded as technical lead. Do not assign a Hearing Coordinator; the exact assigned Case Reviewer later initiates EIA hearing work. If no field visit is required yet, the inspector selector is unavailable and the page links to **Set evidence requirements**. You may save the Case Reviewer and GIS Reviewer assignments first. To assign an Inspector, save **Field-visit evidence: Required**, then return to the assignment page. The case overview highlights **Next step for your role** and groups links into setup, review work and completion. Its progress summary reflects saved requirements, team assignments and review completion. Technical and GIS review may proceed in parallel. **When needed** contains conditional actions such as enforcement and eligible overdue-response reminders. The main button advances from requirements to team assignment and then review committee meeting/presentation scheduling as those steps are saved.
4. Select **Schedule or reschedule review committee meeting/presentation**, inspect already planned appointments in the role-scoped month calendar, and record the date/time, venue or online access, and agenda. Confirm the same appointment is visible in the Proponent Owner and delegated Consultant workspace. The first appointment does not ask for a generic reason; changing it requires a rescheduling reason. Check **Case timeline**: the initial entry says **Review committee meeting/presentation scheduled** and successor entries say **Review committee meeting/presentation rescheduled**, with the previous/new dates, times and venues. The staff view includes the recorded reason. Each entry retains its own appointment revision rather than displaying the latest appointment against every earlier event.
5. Confirm the effective technical checklist, filed geometry, GIS layers and any assigned EIA hearing rule are pinned to the case. In controlled UAT these may be clearly marked `PROVISIONAL`; that status does not grant production authority.

Expected response: Each named officer sees only their assigned work. Reassignment does not replace the versions already pinned to the legal record.

EPA validation: Are assignment authority, conflict checks, skills, directorate/district scope, reassignment and waiver evidence correct?

Step 5.14 — Use the technical checklist and issue observations

Role: Case Reviewer

Context: The checklist records the reviewer's findings against the exact questions saved for the review. The proposed EIA, IEE and GEA checklists contain category-specific questions with guidance, suggested evidence and sources. They are **pending EPA adoption**: all their questions are optional. An unanswered question or a **Needs clarification** finding on these proposals does not block technical-review completion. Existing approved checklists keep their mandatory checks. Observations separately turn missing or unclear matters into numbered items the applicant can answer. Saving a checklist finding creates neither an applicant request nor a project approval.

What to do:

1. Open EIA-01 through **Casework → Open technical review workspace**. **Summary** shows the review status and completion actions. Open **Checklist**, check the category/version and read the pending-adoption notice. For each question you choose to review, read what to look for and its source; select **Pass**, **Needs clarification** or **Not applicable**. Add a concise comment identifying the report page, section or applicant reply. Needs clarification and Not applicable require a reason; you may leave proposed questions unanswered. For example, if the monitoring plan lists activities but no responsible person, choose Needs clarification and comment “Monitoring responsibility is missing from section 8.” After a satisfactory reply, revise the result to Pass and cite the new evidence. Earlier findings remain in history. Use Observations separately when the applicant needs to answer a request.
2. Open **Review committee meeting/presentation**. After the scheduled review committee meeting/presentation has taken place, record attendance, the draft minutes and the outcome. The concerned director and technical team participate; the assigned case reviewer drafts the minutes and selects **Share minutes with director**. Switch to Concerned Director, review the submitted revision, and accept it or return it for correction. Upload a synthetic **Signed attendance sheet**. Verify that a missing sheet blocks submission and a sheet awaiting its security scan blocks Director acceptance. Appointments and rescheduled appointments must be in the future. Before the appointment time, the page shows **Review committee meeting/presentation scheduled** instead of the attendance/minutes form. Refresh at or after that time and record evidence only once the meeting has actually taken place. The actual meeting time cannot be in the future or earlier than the recorded appointment. Optionally attach a **Meeting minutes copy** as Word (.docx), PDF, JPG or PNG when sharing the minutes. A copy may also be added while the current submission awaits the Director's decision. The Director selects **Download minutes copy**, edits it offline, then uses **Upload revised minutes copy** and explains the changes. Wait for the latest file's security scan to pass and review it before accepting the minutes. Approval pins that exact copy; accepted files cannot be replaced. Earlier copies remain under **Minutes file history**. Written minutes retain the reviewer's original account separately from the revised file. Files are internal staff evidence.
3. Open **Observations** and select **Issue observation round**. Add two observation rows. In the first, enter “Clarify the environmental-flow calculation and cite the report pages”, select **Major**, select **Mandatory** and **Requires a revised report**, and record report `EIA report revision 1`, page `Chapter 7`. In the second, enter “Provide the missing downstream community consultation summary”, select **Major** and **Mandatory**, and leave **Requires a revised report** clear.
4. Mark whether a revised report is required and submit the numbered round. When review committee meeting/presentation minutes were accepted, the round pins that exact revision and the proponent/consultant sees the minutes with the technical observations. A controlled observation-letter file is shown only if one has been registered; the system does not invent an unapproved letter template.

Expected response: The reviewer can save optional checklist findings without creating a new completion requirement. The applicant sees the separately issued numbered observations. Mandatory observations remain open and block completion until resolved or lawfully waived. Review committee meeting/presentation, field, GIS and decision-readiness requirements continue to apply. A completed checklist does not approve the project.

Pending adoption: EPA can evaluate the questions and their sources, request amendments and decide which checks should become mandatory. Formal adoption requires recorded authority and source evidence, independent preparation/approval and a new effective successor version. It must not promote the original proposal or rewrite previous checklist versions and case responses.

EPA validation: Does the observation record capture severity, legal/technical basis, report reference, due date, service and waiver authority EPA needs?

Step 5.15 — Submit the applicant's point-wise reply

Role: Proponent Owner or expressly delegated Consultant

Context: Each observation requires its own response so EPA can trace what was asked, what was provided and which report revision supports the answer. A revised report supplements the reply; it does not replace the original submission.

What to do:

1. Open EIA-01 from **My cases**, select **Open technical review**, and confirm the page heading is **Technical review and replies**.
2. Reply to each numbered item separately; do not combine unrelated answers.

3. Upload the synthetic revised report and, for one item, an optional item-specific proof. Wait for both to show **Clean** status.
4. Select the exact clean revised-report and proof versions and submit the reply. Try the proof on a different item and confirm it is rejected.

Expected response: The reply and revised report are retained as new revisions. The original report and observation round remain readable.

Step 5.16 — Assess replies and prepare the technical recommendation
Roles: Case Reviewer and the current technical-lead Director.

Context: Reviewer assessment is a recommendation. Director approval closes the reply; Director return reopens it. Required evidence and final approval must be complete before proceeding.

What to do:

1. Case Reviewer: choose **Recommend satisfactory** or **Recommend unsatisfactory** and give a reason.
2. Director: review the reply and recommendation. Choose **Approve reply — satisfactory** or **Return reply — unsatisfactory**, and record the reason.
3. If returned, the applicant submits a corrected reply. Repeat reviewer assessment and Director decision for that new revision; the earlier evidence remains in history.
4. Review any remaining optional checklist findings, satisfy any mandatory checklist checks and complete required review committee meeting/presentation evidence. Prepare the technical recommendation. If a field visit is required, finish its submission and Director acceptance in Step 5.18 before selecting **Complete technical review**. GIS and field work can proceed in parallel.

Expected response: The full reply/Un-satisfactory/corrected reply/Satisfactory history remains immutable. Completion is blocked while any mandatory item or required evidence is unresolved.

Step 5.17 — Complete GIS review
Role: GIS Reviewer

Context: GIS review compares the applicant's fixed project boundary with the controlled map layers assigned to the case. The reviewer records conclusions and limitations rather than treating the map as an automatic legal decision.

What to do:

1. Select **Casework**, open EIA-01, select **Open GIS review workspace**, and confirm the page heading is **GIS review workspace** and the pinned project geometry checksum/revision is shown.
2. Review every pinned UAT layer and record a conclusion, severity, intersection/measurement where applicable, and reasoned narrative.
3. For the synthetic exercise, record one finding requiring attention and reference it in the GIS **GIS Report**. Do not claim an authoritative protected-area result unless the approved layer and source are present.
4. Try to complete the review while one required layer has no conclusion; expect a block.
5. The proponent can open **Upload or view project KMZ map** from the case, upload a KMZ, wait for a clean scan and import it. The uploaded map supplements the filed geometry. Both appear in **Review control**; the original filed boundary remains unchanged.
6. Enter **GIS Report**, optionally upload a PDF report, wait for its clean scan, then complete the review. Complete the missing findings and submit. The completion retains the exact map and report. New decision PDFs include the retained project-location map.

Expected response: A checksummed GIS completion snapshot is created. Corrections create successor findings rather than overwriting earlier ones.

EPA validation: Are the authoritative layers, dates, custodians, tolerances, map evidence and escalation rules correct? Record BLOCK where production GIS data/certification is missing.

Step 5.17A — Use the transient GIS analysis tools
Roles: Authorized GIS and EPA staff roles, within their active object scope

Context: The GIS overview can screen currently mapped records without creating a formal case finding. It is useful for locating nearby or intersecting approval cases, facilities, restricted incident points and sensitive receptors, but it is not a scientific, compliance or legal result. Earlier guide material calls this menu **GIS**; the current navigation label is **GIS workspace**.

What to do:

1. Open **GIS workspace** and use the compact **Map scope and filters** panel to set the record, district, sector or status filters needed for the task, then select **Apply filters**. Select **Map tools** to open the map-overlay sidebar; close it whenever the full map needs to remain unobstructed. Analysis geometry and distance-buffer controls are grouped separately so the requested method remains clear before **Run analysis** becomes available.
2. Under **Operational records**, toggle cases, facilities, incidents or receptors independently. The floating workspace separates **Records**, **Layers** and **Analysis** into tabs; use Left/Right Arrow, Home or End while a tab has keyboard focus. **Records** contains the operational explorer, **Layers** contains authorized governed layers and **Analysis** contains drawing, measurement and screening controls. Search the authorized records already loaded for a reference, name, district, sector or status. Select a map feature to identify it and synchronize its table row, or use **Locate**/**Open** in the table. The **Selected record** card shows only the same authorized summary already returned to the map and provides **Locate on map** and **Open record**; use the owning record page for all full details and evidence. To return to the same working area during this browser tab, enter a short name under **Session views** and select **Keep view**. Choose a kept view and **Restore** to reapply its map extent, server filters and display controls; the system reloads currently authorized records. **Remove** deletes it. At most eight are kept per active role, and closing the tab ends them. Search text, records, selections, drawings and analysis results are not stored; this is not a shared or controlled saved map. Use the row checkboxes or **Select shown**, or choose **Box select**/**Draw select** and define an area on the map. Spatial selection uses the bounded server screen and adds only matches allowed by the current filters, record-layer toggles and search. If the result ceiling is exceeded, nothing is added; refine the filters or draw a smaller area. Use **Zoom selected**; selections disappear on reload and do not create a saved list or export. Leave **Cluster nearby points** enabled to reduce marker overlap at lower zooms, or clear it to inspect individual markers. Select a count marker to zoom into distinct locations; points at the same coordinates provide a record list. Cluster counts are display grouping only—not evidence of a hotspot, density, risk or environmental condition. Polygon geometry is never clustered. Use **Colour features by** to keep record-type colours or show the exact projected case regulatory status, facility operational status, incident status and receptor type. Read the dynamic legend: it gives category counts, metric, unit, latest-revision/as-of context, method, no-data handling and source. The labels are unordered; colour does not indicate priority, compliance, severity, risk or scientific significance, and grouped point markers remain neutral counts.
3. Select **Draw area** or **Draw rectangle** to define one bounded area. For a buffer, enter a radius such as `500m`, `5km` or `1.5km` and select **Place buffer**, then select its centre on the map. The sidebar hides while geometry is being placed and reopens when the shape is ready.
4. **Measure distance** and **Measure area** provide indicative browser measurements and do not define an analysis area. Use **Visible records**, **Analysis area** and **Results** to move between useful map extents.
5. Select **Run analysis**. Review the per-type counts, truncation warning, limitations and result list; select **Locate** to close the sidebar and focus a returned feature.
6. Select **Clear drawings** before beginning a separate screen. Changing filters or geometry makes the earlier result stale and requires another **Run analysis**.
7. If a result matters to a case, open the case GIS review and record the conclusion only against its pinned approved layer evidence and formal review controls.

Expected response: Only latest mapped revisions visible to the active role are screened. The operation creates no saved analysis, audit event, case finding, inspection, priority, enforcement, notification or public output. Missing, stale, unmapped or unauthorized data must not be interpreted as no risk or absence.

Step 5.17B — Rehearse a governed spatial layer candidate

Roles: Agency-wide GIS Reviewer or EPA Headquarters Administrator, or a GIS Reviewer assigned to one district; a separate explicitly authorized agency-wide approver activates the result

Context: The GIS layer catalogue now supports bounded geographic FeatureCollection candidate ingestion. It is a technical governance workflow, not evidence that a source is legally authoritative. Use only an EPA supplied UAT artifact whose source, custodian, licence, quality and correction details can be recorded; never convert a demo fixture into an authoritative layer.

What to do:

1. Agency-wide GIS Reviewers, EPA Headquarters Administrators and district-scoped GIS Reviewers may open **Layer uploads** directly from the main menu. A district GIS Reviewer sees only that user's candidates for the active district, and the upload form fixes the district. Select **Add layer candidate**. Other officers continue to see only the GIS workspace; a technical administrator receives no GIS access merely from administering the system.
2. Work through the five numbered form sections: **Candidate identity**, **Source file and provenance**, **Coordinate and field mapping**, **Governance and access**, and **Map review committee meeting/presentation**. Record the stable layer code/version, source and custodian metadata, source EPSG identifier, licence, receipt/update/quality/correction details, effective period, classification, optional district scope, exact active roles allowed to display it, legend/style, zoom range and label property. The source checklist and lifecycle rail remain visible on wider screens. Upload one supported FeatureCollection source file.
3. Confirm the detail page shows the retained SHA-256 and scan state. Import remains locked until the source passes malware and content-type scanning.
4. When the source is clean, select **Queue feature import**. Refresh the detail until it shows **Imported**; review the normalized feature count and geometry types. A validation error rejects the whole candidate and publishes nothing.
5. A different user with explicit spatial-layer approval permission reviews the retained source, metadata, scope and visibility list, then selects **Approve and activate** only if EPA has granted that authority for this UAT artifact.
6. Return to **GIS workspace → Map tools**. An active/effective layer appears only when the current role and geographic scope match its explicit contract. Toggle it, adjust opacity and verify its legend, scale behavior and minimized popup. Source attributes are not exposed in generic popups.

Expected response: Candidate upload, scan and import do not display the layer. Independent activation makes an eligible layer visible only to explicitly configured roles/scopes. Source bytes and normalized feature evidence remain immutable; corrections require a successor version. This workflow does not supply or approve the production layer inventory, data, licence or visibility matrix.

7. Where the active role permits it, open **Acceptance packs** from the main menu. A district GIS Reviewer sees only packs prepared under that exact active role and may attach only that user's imported candidates for the active district. Use the numbered **Pack identity**, **Pinned layer versions**, **Expected results** and **Acceptance scenarios** sections to create a pack that pins the exact imported layer versions, EPA source-delivery reference, expected counts, test scenarios and known limitations. Preparing the pack does not approve the source or record a signed EPA result.

Step 5.18 — Submit and accept the field visit
Roles: Inspector, then Concerned Director

Context: Field evidence must remain tied to the assigned inspector, approved device, checklist, location and case. The director's return-and-accept sequence tests correction without losing the first visit record.

What to do:

1. The Inspector opens the assigned field task on the approved UAT device/client.
2. Download the offline package and confirm it names the correct case, assignment, checklist, device, issue/expiry time and checksum.
3. Enter the synthetic checklist answers, notes, GPS and permitted test photographs/documents. The mobile client normally creates the structured answers. In the browser fallback, answer the labelled questions generated from the pinned checklist: Yes/No controls for boolean questions, approved dropdown choices, number fields or text fields as appropriate. Mandatory questions are marked and the item code is shown for verification.
4. Synchronize attachments first, then finalize with the stable identifiers supplied by the client.

5. Confirm final submission marks the visit-report task to the Concerned Director recorded as technical lead. That director opens the visit, returns it once with a reason, then accepts the successor after checking clean evidence.

Expected response: Wrong-device, expired, revoked, reassigned, duplicate or checksum-mismatched packages fail safely. Earlier field revisions and media provenance remain preserved.

Mobile update and sealed-report recovery: Install the supplied APK over the existing app; do not uninstall or choose secure logout while evidence is pending. For the GPS validation problem reported as **INVALID_FIELD_PAYLOAD**, update to **1.0.1 (build 2)**, connect to the server and **Synchronize assignments**. In **Report delivery**, use **Retry now** if needed. The update retries matching affected records without changing your saved answers or upload references. Confirm EPA's server receipt; if the record remains blocked, retain the app and report the diagnostic code.

Finish the technical review after this handoff. The authorized Case Reviewer or Concerned Director returns to **Technical review workspace → Summary → Complete technical review** once any mandatory checklist items pass, mandatory observations are resolved or lawfully waived, and required review committee meeting/presentation and field evidence are accepted. This records the technical recommendation; it does not itself issue the project's approval. Unanswered questions and Needs clarification findings on the proposed optional checklists do not block this action; this does not remove any existing approved mandatory checklist or evidence gate.

If completion is blocked by the field report:

The workspace shows **Before completing technical review** above the tabs. Any outstanding requirements have section links; open **View all completion checks** for the full list. The completion form also shows the full checks before you submit. It checks the active Case Reviewer assignment, mandatory checklist, mandatory observations, recorded evidence requirements, review committee meeting/presentation minutes and field report. **Action needed** rows are highlighted and name the responsible role; their links open the relevant workspace section. The workspace offers **Check completion requirements** while work remains, and the form's completion button is disabled. Complete the outstanding work and refresh. Once the checks are ready, enter the recommendation and confirm the action. The server rechecks current records and permission at submission, so a later change can still block completion without losing your answers.

Field status	What it means	Next action
Required	The final visit report has not been submitted	Assigned Inspector opens **Field work**, completes the checklist/findings and clean attachments, then selects **Submit visit report to concerned director**
Submitted	The report awaits the Director's decision	The handoff Concerned Director opens **Field report** in the technical review workspace and accepts it or returns it for correction
Returned	Corrections are required	Inspector submits successor evidence; Director reviews it again
Accepted	The field-evidence gate is satisfied	Return to technical completion and check the remaining requirements

Accepted review committee meeting/presentation minutes, an Inspector assignment, an uploaded file or recommendation text such as “The case may be approved” do not replace field-report submission and acceptance. When a completion attempt is blocked, technical review remains in progress; follow the stated handoff.

Authorized field waiver: If the visit is unnecessary and the Director is authorized to waive it, open **Set evidence requirements**, select **Waived** for field-visit evidence, and record the reason. This is a recorded decision, not an automatic workaround for a failed completion attempt. Submitted, returned or accepted field evidence cannot be replaced by a waiver; continue through review/correction. A review committee meeting/presentation waiver follows its separate exceptional-authority process.

EPA validation: Confirm the device, signature, GPS/photo, refusal/correction, retention and lost-device rules. Participant-signature capture remains disabled pending EPA policy.

Phase G — EIA public hearing

Step 5.19 — Initiate the hearing and approve its date

Roles: Assigned Case Reviewer, then Concerned Director or Director General

Context: The assigned reviewer starts the EIA child and pins its rule. The technical-lead director or DG then records the controlled date and proponent/consultant notification details for the publication and invitation work that follows.

What to do:

1. Assigned Case Reviewer selects **Initiate public hearing**, then opens **Public-hearing workspace** and reviews the pinned rule, publication calculation, Urdu-summary quantity, physical-video delivery policy and mandatory recipient directory.
2. Switch to the Concerned Director recorded as technical lead (or DG) and enter a future synthetic hearing date/time, venue/access, proponent/consultant notification and district-police details.
3. Confirm the required action does not ask for or require a notice document upload.
4. Confirm a changed date creates a successor approval record instead of replacing the first.

Expected response: The system calculates eligibility against the configured controlling date and minimum period. It does not invent a rule when configuration is incomplete.

EPA validation: Validate the approved-date period, controlling date, notification, newspaper/recipient requirements, Urdu summary, accessibility and video policy. Record ACCEPT/CHANGE/BLOCK with source.

Step 5.20 — Record publications and invitations
Role: Assigned Case Reviewer

Context: This step proves that the public notice was published through the required channels and that every mandatory recipient received a separate invitation record. The recipient list comes from the controlled directory pinned to the case.

What to do:

1. Record the synthetic national and local publication metadata/proofs separately.
2. Return one proof with a reason, then accept its successor. For evaluation/UAT testing, the 15-day publication minimum is temporarily waived. The screen shows **UAT testing: minimum waived** for a shorter interval and preserves the actual dates. Publication must still be on or before the hearing date. Production retains the full minimum.
3. Upload the signed hard-copy departmental invitation letter and wait until its scan is **Clean**. Select that scan in **Issue invitations**. The system creates one immutable invitation record for every recipient in the pinned directory, retaining the shared file version and checksum.
4. Try to schedule/complete the hearing with a missing mandatory proof or recipient; expect a block.

Expected response: The hearing is scheduled only when the pinned rules and current evidence pass.

Step 5.21 — Record the hearing and public submissions
Role: Assigned Case Reviewer

Context: The hearing record separates protected participant identity from the summary that may be disclosed. It also turns relevant public comments into traceable questions for the applicant and review team.

What to do:

1. After the synthetic hearing time, upload and select the signed hearing minutes and signed hard-copy attendance sheet. Do not upload a video. The complete public-hearing video is delivered to EPA on a CD or flash drive. To test immediately before a future appointment, check **UAT evaluation only: record the hearing before its scheduled time**. The actual recording time and testing exceptions remain in the hearing evidence and audit history.
2. Add a public-submission row. Select **Oral**, use unique source tag `UAT-PUBLIC-001`, put `Synthetic Participant 01` and `UAT-only` in the separately labelled restricted identity/contact fields, and enter this public-safe summary: “Asked how downstream water availability will be monitored during low-flow months.”
3. Create a hearing observation that requires an applicant reply to that source tag.
4. The Proponent Owner or authorized Consultant submits a written clarification and may add an annexure when supporting details are needed. No observation reply requires a video upload.

5. The Proponent Owner or authorized Consultant checks the one hearing-level box confirming that the complete video was delivered to EPA on CD or flash drive. The assigned Case Reviewer checks the separate verification box after confirming receipt. Each checkbox appears once for the hearing, not once per observation.
6. The assigned reviewer recommends satisfactory or unsatisfactory with a reason. The Director gives final approval or returns the reply. A returned reply goes back to the applicant for correction and needs a new reviewer recommendation and Director decision. Complete public-participation review only after all mandatory observations are satisfactory or lawfully waived and every other gate passes.

Expected response: Private participant details are protected; only the public-safe summary is eligible for disclosure. A mandatory open hearing item blocks completion.

EPA validation: Verify attendance, consent/privacy, minutes, the physical-video declaration and receipt verification, public comments, responses, disclosure and closure requirements.

Phase H — Readiness, decision, return and authorization

Step 5.22 — Initiate decision making through readiness

Role: Exact assigned Case Reviewer

Context: The Case Reviewer already knows the case record. After technical review is complete, **Check readiness and start decision** appears in the reviewer's **My work** queue. Completing this readiness item initiates decision making and creates the reviewer's decision-preparation task.

What to do:

1. Confirm technical, any assigned GIS, required field/meeting and EIA hearing work is complete.
2. Select **Check readiness and start decision**.
3. If a mandatory task is incomplete, return to that task; do not bypass it.

Expected response: The case becomes **Ready for decision** only when every category gate passes. The readiness item is completed and a **Decision preparation** task appears in the Case Reviewer's **My work** queue.

Step 5.23 — Review manager approves decision preparation

Role: The exact assigned and action-authorized review manager; Director Headquarters manages EIA review at provincial headquarters. The competent issuer is a separate responsibility.

Context: Review completion allows the manager to approve document preparation. The competent issuer's signature and final authorization remain separate steps.

What to do: Open **My work → Approve decision process → Decision workspace**. Review the completed evidence, enter the approval note and select **Approve decision preparation**. Confirm the named preparer and category-matched Schedule. This approval permits document preparation; it does not authorize or issue the Environmental Approval.

Expected response: The preparation approval remains immutable. Only the assigned preparer with the exact current office/category/action authority can continue.

Step 5.24 — Prepare the Environmental Approval and edit its conditions

Role: The assigned, action-authorized preparer.

Context: The dedicated editor prepares Schedule VII for EIA, VIII for IEE or IX for GEA. The EPA-provided sample is a layout reference; it is not an activated template or staff appointment.

What to do:

1. Open **Prepare decision** for the case. On **Prepare Environmental Approval**, check the filled-in proponent name/address, project description/location, coordinates, case reference and filing date. Project description is editable for this approval; other filed details stay read-only. The original filed description stays in history. Enter conditions first, then choose the outcome and record reasons in the Decision section at the end.
2. For approval, copy all conditions from Word or another document and paste into the single **Conditions** editor. Type, add or delete text directly. Keep **Keep pasted formatting and numbering** checked to retain numbered lists, bullets, paragraphs, bold, italic and underline. Clear the checkbox before pasting if you want plain text. Typed numbers remain part of the text.

3. Use **Bold**, **Italic**, **Underline**, **Numbered list**, **Bullets**, **Undo** and **Redo** as needed. No separate reference or per-condition follow-up date is required. Check every clause and its numbering after pasting. Fonts use the Environmental Approval style; tables become text and images are omitted.
4. Select **Save draft** while wording is incomplete. Reopen it to continue with its saved text and formatting. Earlier saved rows appear as editable numbered text; review the public-visibility choice. **Follow-up: Quarterly** means three months after issue, then every three months. The compliance workspace displays the first due date and upcoming dates for the whole set.
5. Select **Submit decision for signature** when the text, project description, outcome and reasons are complete. Rejection must have no approval conditions. Submission preserves the formatted revision.
6. Treat **Publish these conditions on the verification page** separately: it defaults off for new drafts and controls eligible public disclosure. All conditions print in the controlled Environmental Approval. Check the generated PDF before giving it to the competent authority for signature.

The decision workspace and a failed PDF-generation page show the details and conditions saved with that revision. Missing details are highlighted. Use the return-and-successor process below for a correction; an older submitted revision keeps the details it originally recorded.

Expected response: Submission creates an immutable decision revision with its preparer, reasons, conditions, template and preparation-approval evidence. A later correction is a successor.

Step 5.25 — Return a decision and prepare a successor

Roles: Competent issuer, then the assigned preparer. EIA's competent issuer is DG; IEE/GEA uses the named current authorized officer at the responsible office.

Context: A returned decision needs a new revision so the correction can be reviewed without changing the earlier decision text or evidence.

What to do: The competent issuer selects **Return to Case Reviewer**, re-enters the account password and records the correction reason. The preparer reopens **Prepare decision**, makes the correction and submits the successor. If a controlled copy had already been generated or signed, generate and sign the successor copy; retain the earlier version unchanged.

Expected response: The return reason, old revision and its artifacts remain in history. The successor records its lineage and must pass current authority and evidence checks.

Use this same route if an earlier submitted revision cannot generate a PDF because its retained filing details are incomplete. The error identifies the missing details. The current competent issuer returns that revision with the reason; the assigned preparer checks the lodged Schedule VI, submits a successor and generates its controlled copy. Changing an organization profile does not repair an already submitted revision, and earlier evidence must remain unchanged.

Step 5.26 — Generate, wet-sign and retain the controlled Environmental Approval

Roles: Assigned preparer for generation/upload; DG for EIA signature, or the named competent IEE/GEA issuer for that case.

Context: The controlled PDF fixes the decision text and signatory evidence before physical signature. Its proponent name/address and project description/location come from the lodged Schedule VI retained when the decision revision was submitted. An organization-profile edit does not change that evidence. The uploaded scan must correspond to that exact generated copy.

What to do:

1. Select **Generate PDF for signature** and record the requested issuance details. For the new office route, the approved successor template and configured HTTPS verification origin must be available. The system derives office, signatory, designation and authority reference from current recorded authority. The authority-reference field is prefilled and disabled on this route; a typed designation cannot grant powers.
2. Review the DOCX/PDF against the lodged Schedule VI, including the proponent name/address and project description/location. If generation reports missing retained details, use Step 5.25's return-and-successor route. Confirm all conditions and sources, the correct office/signatory and a QR code with page numbering on every page. Retain the generated copy and its provenance.
3. Print that exact PDF for the competent issuer's wet signature and official seal.
4. Scan every signed page. Select the matching unsigned rendering, record custody and certified-copy references, confirm the pages, QR codes and page numbering match, then select **Upload signed copy for security check**. The system checks page count and preserves exact bytes.

5. Wait for **Clean**. A missing page, wrong revision or unclean scan must be corrected through a new evidence record rather than overwriting the retained upload.

Expected response: The protected generated copy and signed scan remain distinct immutable artifacts. DG cannot issue EIA, and a delegated officer cannot issue IEE/GEA, before the required signature and document checks pass. QR marking is verification support, not a digital signature.

Step 5.27 — Competent issuer authorizes and issues
Role: DG for EIA; the named, currently authorized competent officer for IEE/GEA.

Context: Final issuance requires the competent issuer to verify the retained signed copy, current authority and service evidence. Preparation approval alone cannot issue the decision.

What to do:

1. Open **Authorize and issue** and re-enter the acting account's password.
2. Verify the current appointment against the office, category and signer retained in the render. Record the requested signing, original-examination, verification and service evidence truthfully. For this synthetic UAT exercise, use `UAT-SIGN-VERIFY-001` as the unique signing-verification reference; actual operation requires the real verification reference.
3. Select the wet-signature, seal and original-examined checks only after examining the original. Authorize once, then refresh to confirm no duplicate is created.
4. Open the protected issued copy and inspect the retained authority, signed scan and service record. The same office receives the approval's post-Environmental Approval compliance work.
5. In a separately approved public-verification environment, scan the QR from every page and confirm the same decision resolves to the approved status/revision/hash/page-count snapshot. In training with public verification disabled, retain the private portal record; a QR is not proof that publication has been activated. The full Environmental Approval is not exposed as a public download.

Expected response: Issuance atomically retains the decision, correspondence/service evidence and verification reference. Revocation or a changed authority before issuance blocks use of the old grant/render. One person may prepare and authorize only when the exact DG grant explicitly permits that combination; changing working roles alone does not permit it.

Phase I — Applicant receipt and post-approval sample

Step 5.28 — Acknowledge receipt
Role: Proponent Owner

Context: Applicant acknowledgement records that the issued decision was received through the portal. It is separate from EPA's dispatch and delivery evidence and cannot alter the document.

What to do:

1. Open EIA-01 from **My cases**, select **Open issued decision**, and confirm the breadcrumb shows **Issued decision**.
2. Confirm the visible decision/reference matches EIA-01 revision 2.
3. Select **Acknowledge service** to record the authenticated UAT service acknowledgement. Enter receipt reference `UAT-PORTAL-RECEIPT-001` and an optional short evidence note.

Expected response: Acknowledgement is separate evidence and does not alter the issued document.

Step 5.29 — Test the approval-only follow-up
Roles: Proponent Owner, Inspector, action-authorized compliance officer at the responsible office

Context: Only an issued approval can enter the post-approval journey. This step checks the undertaking, construction, compliance inspection, operational commencement and recurring evidence without making those actions available to a rejected case.

What to do:

1. The Proponent Owner selects **Compliance** from the main menu. EPA staff use **Post-approval** or the case action **Open post-approval compliance**. If conditions exist, submit the synthetic Schedule X undertaking with UAT stamp-paper, signatory and witness information. Select the control labelled **Schedule X control (evaluation only)** and confirm the warning states that it is not an approved Schedule X form. Upload a synthetic PDF only; the exact controlled source is still pending EPA approval. The action-authorized compliance officer at the responsible office returns it once, then accepts a successor with physical-original receipt/reference.
2. The **Proponent Owner** records construction commencement first. When construction is complete, upload the completion report as **Construction Milestone**, wait for a clean scan and use **Report construction progress**. Select completion, enter the actual date and confirm the declaration. Submitting also sends the complete request to the Director; no second initial compliance request is needed.
3. The **Concerned Director**, acting at the responsible office, opens the notification or **My work**, reads the report and uses **Assign monitoring inspector**. Select the inspector and enter task instructions. The **Monitoring Inspector** opens the assigned task, uploads the inspection report, waits for a clean scan and uses **Verify EA conditions**. Every EA condition is already listed. Choose **Satisfactory** or **Un-satisfactory** and write findings for each condition, then select **Submit inspection report to Director**. The **Director** reads the current report and records **Compliance confirmed**, **Compliance not confirmed** or **Returned for information**. Confirmation requires all conditions to be satisfactory and a clean written confirmation. Otherwise the proponent reads the reasons, supplies corrected evidence and submits a successor compliance request; the Director assigns an inspector again. Earlier assignments, reports and decisions remain in history. Any additional confirmation conditions are recorded with their source.
4. Try to record operational commencement before written compliance confirmation; expect denial.
5. After confirmation, record synthetic operational commencement and verify the six-month report date. Submit a synthetic operational report and condition evidence.

Expected response: Approval-only actions are available only to the issued approval. Each revision and EPA disposition remains in history.

EPA validation: Verify Schedule X, two-year commencement validity, extension authority, compliance timing, six-month reporting, conditions and inspection rules. Operational renewal and approval cancellation remain unavailable pending EPA-approved procedures and implementation.

6. Branch walkthrough: IEE-01 filing return and rejection

Use the same registration and intake pattern, but create **Swat Community Hydropower Project**, select **Energy → Hydropower Generation**, then **Malakand Division → Swat → Swat - Babuzai**, and enter 25 in **Installed generation capacity (MW)** when the selected rule displays that field. The Screening Officer validates candidate rule **IEE-A01 / Schedule III A.1**. Do not reuse EIA-01's category, hearing rule or decision template.

Step 6.1 — Run the IEE intake and filing branch

Roles: Proponent Owner, Screening Officer and Case Reviewer

Context: This branch confirms that an IEE case uses its own controlled classification, requirements and direct review route. It intentionally repeats the filing return process without creating an EIA public-hearing task.

What to do:

1. Proponent Owner submits Schedule-I.
2. Screening Officer records the source-pinned IEE candidate rule and reasons.
3. Applicant submits Schedule VI and clean files, downloads the challan, uploads synthetic payment proof and then lodges without waiting for Finance approval.
4. Case Reviewer returns the filing for one missing required item.
5. Applicant submits a successor; reviewer confirms completeness.

Expected response: IEE-01 retains both filing snapshots and moves to direct technical/GIS review. The EIA public-hearing path is absent or not applicable.

Step 6.2 — Review and reject IEE-01

Roles: Review team, exact assigned preparer, review manager and competent issuer

Context: This branch tests a final rejection rather than an approval. Rejection uses the category-matching form and reasons, and must not create any approval-only compliance actions.

What to do:

1. Complete the assigned technical/GIS evidence and make IEE-01 ready for decision.
2. The Case Reviewer completes readiness; the review manager approves preparation.
3. The same Case Reviewer selects **Reject**, uses **Schedule VIII**, records reasons, leaves conditions empty, generates the controlled copy and uploads the competent issuer’s signed scan.
4. The named competent IEE/GEA issuer verifies and authorizes it under current DG authority.
5. Confirm the case becomes **Issued rejection**.

Expected response: No Schedule X, construction, compliance or other approval-only record/action is created. Public verification exposes only allowed rejection information.

EPA validation: Verify rejection authority, grounds/reasons, form, hearing/representation rights, service, appeal/review/correction and disclosure requirements. Record any missing legal branch as CHANGE or BLOCK.

7. Branch walkthrough: GEA-01 shorter direct route

Step 7.1 — Run the GEA intake and direct-review branch

Roles: Proponent Owner, Screening Officer, review team, assigned preparer, review manager and competent issuer

Context: This branch confirms that a GEA case follows the shorter route and uses the GEA requirements and Schedule IX decision form. It must not inherit EIA hearing steps or the filing requirements of another category.

Create **Mardan Solar Facility**, search for **Energy**, then select **Solar power generation** as the sub-sector. Select **Mardan Division → Mardan → Mardan - Mardan Tehsil**. Include the proposed 750 kW capacity and supporting activity details in Schedule-I. At the later screening step, enter `750` in **Installed capacity (kW)** when the selected rule requests kW. The Screening Officer validates candidate rule **GEA-A03 / Schedule IV A.3** against the active controlled source.

What to do:

1. Proponent Owner submits Schedule-I.
2. Screening Officer records the source-pinned GEA classification and reasons.
3. Applicant completes Schedule VI and the GEA requirement set, downloads the challan, uploads synthetic payment proof and then lodges without waiting for Finance approval.
4. EPA completes preliminary scrutiny and the assigned technical/GIS/field requirements.
5. Confirm no EIA public-hearing task is required.
6. The Case Reviewer completes readiness, the review manager approves preparation, and the same reviewer prepares Schedule IX and uploads the competent issuer’s signed scan. The named competent GEA issuer then authorizes it under current DG authority.

Expected response: GEA-01 follows its own governed requirements and template. It does not inherit EIA hearing steps or IEE/EIA filing quantities merely because those paths were tested first.

EPA validation: Confirm the GEA criteria, guideline source, filing copies, review route, authority, template and post-approval obligations.

Step 7.2 — Exercise the controlled facility import candidate

Roles: Data Entry Officer as preparer; a different District Officer or EPA Headquarters Administrator as checker

Context: This candidate tests source preservation, mapping, duplicate detection and database rollback. It supports only synthetic/approved facility-register CSV or geospatial feature-collection sources in this release. Uploading or validating a file does not make it authoritative.

What to do:

1. Open **Facilities → Data imports → Create import batch**.
2. Select a tabular or geospatial feature-collection source, record the source/custodian, authority status, source CRS, duplicate policy and applicable district/organization scope, then upload it.
3. Wait for the source scan to show **Clean**. Map the five required source columns/properties and any optional facility/coordinate fields, then queue validation.
4. Review the retained row preview. Correct the source or mapping and create a new validation revision until no row errors remain. Never edit an earlier preview.
5. Switch to a different authorized checker. Review the source hash, scope, authority evidence, mapping checksum and row totals, then select **Commit complete batch**.
6. For rollback UAT, use the deliberately erroneous controlled fixture and confirm no facility from that failed batch is created. Do not introduce an error into a real or approved source.

Expected response: Invalid, ambiguous, out-of-scope and duplicate rows show stable row errors. An unverified source, preparer self-commit, stale page or non-clean file is denied. A successful commit creates every valid facility/geometry plus source lineage; any row failure creates none. Excel, zipped Shapefile and KML remain visibly unavailable.

EPA validation: Approve the actual source owner, delivery reference, mapping, duplicate/matching rule, control totals and expected row outcomes before using the pipeline for a production migration.

Step 7.3 — Exercise provisional inspection-priority screening

Roles: EPA Headquarters Administrator prepares the immutable draft model; a scoped Inspector, District Officer, Concerned Director or Headquarters Administrator records facility evidence. A District Officer, Concerned Director or Headquarters Administrator may record a reasoned override.

Context: EPA has not approved a risk model. This candidate demonstrates transparent planning, missing-data treatment and human oversight without scheduling an inspection or starting enforcement.

What to do:

1. Open **Facilities → Priority models**. As an unscoped Headquarters Administrator, prepare a new draft version with named factors, evidence guidance, essential flags and weights totalling 100.00. Enter ordered priority bands beginning at 0.00 and proposed—not approved—responses.
2. Open a facility. Under **Initial inspection priority**, select the draft model.
3. For every factor, either enter a 0–100 evidence score with its observation date and evidence reference, or leave the score empty and explain why the data is missing. Do not infer or fabricate a value.
4. Submit and review the retained completeness, factor contributions, missing flags, formula, model checksum and input checksum.
5. Repeat with one essential factor missing. Confirm the screen says **Insufficient data** and does not display a score or band.
6. As an authorized officer, select a human planning band and record an evidence-based reason. Confirm the calculated score and insufficient-data status remain unchanged and the override appears as a separate human-planning revision.

Expected response: Missing values are never displayed as zero or compliant. A score appears only when at least one factor is evidenced, every essential input exists and weighted completeness meets the draft minimum. Stale, cross-district, no-reason and unsupported-band requests are denied. No inspection, enforcement action, public record or compliance conclusion is created. Model, assessment and override mutations are unavailable when the application environment is production.

EPA validation: Environmental specialists and the product owner must approve the factor definitions, scoring rubrics, weights, essential inputs, completeness rule, bands, responses, role matrix, source-derived calculations and performance/monitoring evidence before any activation path is designed or used operationally.

8. Required denial and fail-closed checks

The coordinator should run these once per release candidate.

Context: A secure legal workflow must refuse unsafe, unauthorized, stale or unsupported actions without partially changing the case. For these tests, a clear denial is the successful response.

What to do: Perform each attempted action in the table with the stated wrong role, stale page, unsafe file or unavailable dependency, and record the message/request reference without trying to bypass it.

Test	Expected result
Applicant opens another organization's case/file	Denied or not found; no hidden identifiers/details
Specialist acts without an active assignment	Denied
Expired, suspended or revoked role/delegation acts	Denied
System Administrator attempts a legal approval	Denied without separate explicit authority
Settings Maker approves own version	Denied
Case Reviewer prepares before required review-manager approval, or authorizes own decision without explicit DG permission	Denied
Wrong Case Reviewer or Director acts on the decision	Denied
Historical Decision Maker, Legal Reviewer or Competent Authority role acts on a new-route revision	Denied
Old screen submits a stale state/version	Controlled conflict; no partial overwrite
Exact retry/refresh	Existing result returned; no duplicate evidence/event
Same retry key with changed information	Conflict; no mutation
Wrong extension/MIME or unsafe file	Rejected/quarantined; not selectable
Submitted, accepted, rendered or issued evidence is edited/deleted	Denied; successor path required
Provider is unavailable	Case remains consistent; safe replay is possible after recovery
Valid paid callback arrives after the challan expired	Event retained for Finance review; challan remains expired
Finance or another staff role attempts to verify an assessment-fee proof	Only a scoped Finance Officer can decide the latest clean, undecided proof; other roles are denied. Filing can proceed before that decision.
Receipt number or retry key is reused with changed information	Conflict; no duplicate or changed payment evidence
Pilot is before its start, after its end or emergency-paused	State-changing request is locked; sign-in, Pilot scope and read-only records remain available
New pilot case is outside an allowed district or over the approved cap	Denied; no case is created
Existing case is not on the pilot allowlist	Legal state change is denied; the record remains readable
Generic Django Admin is opened in accepted UAT	Unavailable or appropriately restricted/read-only

Expected response: Every test is denied in the way described, no protected information is disclosed and no partial or duplicate legal record is created. Record a defect if an action succeeds or the denial leaves the case in an inconsistent state.

The following are expected to remain unavailable until their named dependencies are approved and implemented:

- audit Appendix VIII runtime/register claim;
- generic case hold/pause/resume;
- unresolved multi-activity/up-classification/refiling paths;
- withdrawal/non-response closure without an approved SOP;
- assessment operational renewal and approval cancellation;
- penalty waiver/reduction/compromise/refund/non-response branches;
- digital-certificate signing;
- controlled prescribed-register export/public expansion;
- production activation while provisional settings, providers or release approvals remain.

Record PASS if the system clearly denies these actions and names the dependency. Record a software defect if the UI falsely offers the action, the server changes legal data, or the denial hides the reason.

Environmental-audit workflow for EPA review

The complete environmental-audit decision journey is available in the isolated UAT environment so EPA can use it first and then accept or amend the proposed operating details. It is deliberately labelled **Proposed for EPA review** and cannot authorize production issuance. The screen separates:

- **source-prescribed** requirements, including a committee majority and the Appendix VII field set;
- **EPA-confirmed** inputs, including the non-voting co-opted member, DG office order authority, repeat committee review after resubmission, hand delivery, diary acknowledgement and custody; and
- **project-owner-proposed** controls, including quorum, recusal, abstention denominator, binary motions, a tie-only DG casting vote, DG override, same-cycle return and pause/resume treatment of the 45-working-day review clock.

From **Casework → Work queue**, open the fixed synthetic case **UAT-EA-MAJOR-APPENDIX-VII** in **Review in progress**, select **Open environmental audit workflow**, and follow the **Required role now** card. Do not substitute a live or production case.

Use a fresh isolated baseline, restored approved snapshot, or separately provisioned synthetic case/dataset for each alternative: **Call** versus **Waive**, and approval versus resubmission versus rejection. Rerunning the workflow fixture seeder preserves legitimate progressed state; it does not reset the fixed case. Approval and rejection are terminal, so do not attempt mutually exclusive branches sequentially on one record. A resubmission and its successor review remain in the same case and assessment cycle. Only the coordinator may use an authorized full dataset reset/restore followed by the documented seed order.

1. Any authorized tester opens the workflow and reviews the pinned committee, procedure version and checksum.
2. The **Director General**, or a staff member holding exact current action-specific DG office-order authority, records **Call** or **Waive** and gives the reason. To exercise the delegated path, the DG first records the officer, action, validity and case/scope on **Office-order action authorizations** at `/organizations/staff-action-authorizations/`; the officer then selects their own current non-applicant staff role. Use the separate baseline for a waiver. The referral action may be office-order-authorized, but the direct final decision after waiver is DG-only.
3. When called, the **DG or exact office-order-authorized meeting recorder** records the meeting date, venue, report revision, agenda, one approval/resubmission/rejection motion, minutes and attendance for every notified position. For every attendee, record whether the person is the notified member, current office-holder, acting/substitute officer or a co-opted nominee. A substitute or co-opted nominee also requires the appointment, nomination or office-order reference. Record a conflict for each recusal and a reason for every dissenting **No** vote. Verify the evidence before submission because the submitted record is immutable and EPA has not yet confirmed a clerical-correction procedure.
4. The **DG or exact office-order-authorized meeting recorder** calculates and preserves the motion result. The proposed rule requires the DG chair plus five other fixed members. Abstentions and recusals are excluded from votes cast; only the DG may resolve a tie with a separately recorded casting vote. Use separate fresh baselines for the DG's **Yes** and **No** tie outcomes. A failed quorum or defeated motion stays in history and requires a new meeting record.
5. The **DG or exact office-order-authorized final recorder** records the final action. An authorized officer may record only the carried committee outcome; only the DG may override it or decide a waived referral. Committee and final outcomes remain separately visible with reasons.
6. On the **Require resubmission** baseline, the **DG or exact office-order-authorized Appendix VII officer** prepares and serves that branch of Appendix VII. The clock continues while EPA prepares the form, then pauses from its acknowledged hand service. The **Proponent Owner or appropriately delegated Consultant** uploads a successor report in the same assessment cycle. After a clean malware scan, the **DG or exact office-order-authorized officer** accepts it, the proposed review clock resumes, and the audit actors record a successor referral and committee meeting without rewriting the earlier report or decision.

7. On each branch's separate baseline, the **DG or exact office-order-authorized Appendix VII officer** reviews the prefilled data, saves an editable revision and its separately displayed filing, scrutiny, Schedule-I, geometry and decision provenance, then generates the DOCX. The specimen carries a prominent proposed/UAT notice. Print, sign and stamp it, record the actual wet-signature date and upload the scan. After a **Clean** result, record the recipient, hand delivery, departmental diary acknowledgement timestamp and custodian of the signed original. The system derives the effective date from the scan's actual `signed_on` date; it is not a separate operator entry. A correction creates a DG-authorized successor revision under the proposed workflow; it never edits the issued record.
8. After approval is issued, the **Proponent Owner or appropriately delegated Consultant** uploads the dated stamp-paper undertaking. A rejected or unsafe upload remains as an attempt and a clean successor may be supplied; rejection decisions do not request an undertaking.

Expected response: Each actor sees the next required action and role, all earlier evidence stays immutable, clean-file gates prevent reliance on unsafe uploads, resubmission remains in the same cycle, and approval/resubmission/rejection Appendix VII branches can be exercised end to end.

EPA validation: Run the journey before trying to settle every procedural detail. Record **PASS** for an acceptable proposal and **CHANGE** for wording, authority, timing, evidence or sequencing EPA wants amended. A UAT result does not convert a project-owner proposal into legal or production authority; EPA acceptance and controlled template activation remain separate release gates.

Appendix VIII's “Date of Undertaking” remains a separate register/output decision. The UAT workflow captures the undertaking date and evidence but does not claim that Appendix VIII is implemented.

9. Section 18: simple penalty actions

Enter the amount and take action

Role: Director General, or a Delegated Penalty Officer with a current delegation expressly covering **Record penalty action** for the case.

1. Select the authorized working role and open the case's **Open Section 18 enforcement** link.
2. Under **Take penalty action**, select the Section 11 or Section 13 violation and describe it.
3. Add the existing supporting evidence references. Enter the **Penalty amount (PKR)** yourself, within the displayed PKR 50,000–70,000,000 limits, and record **Reasons for this amount**.
4. Enter the **Action or directions** given to the proponent and the notice/order reference if issued.
5. Confirm your password and select **Record penalty action**. Review the confirmation before saving.
6. The saved action appears with its reference, amount, reasons, directions, officer and date. The applicant opens **Open Section 18 proceeding** from their case to read it under **Section 18 notices**.

This simple action needs no preconfigured penalty schedule, severity scale, Form A/Form B template or payment provider. It records the officer-entered action and its evidence; it does not claim that a notice has been served, create a payment demand, record settlement or file a court complaint. Follow the actual applicable notice, service, collection and court procedures outside this record. Only the selected authorized role may act. A delegation for initiation or Form A alone does not cover the new **Record penalty action** power. System Administrator access grants no penalty power.

Saved actions cannot be edited or deleted. An exact retry returns the original record; changed repeat data or a stale case version is rejected. Case assessment state and statutory clocks are preserved. The controlled live-pilot profile continues to deny Section 18 state changes.

Configured Form A/B proceedings — separate controlled path

The following older proceeding instructions apply only to the configured Form A/B path and its existing records. Its activation requirements remain separate from the simple action above.

Run this section only when the coordinator confirms that the synthetic effective penalty schedule, exact UAT Form A/Form B, service/response configuration, delegation and sandbox payment path are active. The statutory ceiling recorded in the legal baseline does not by itself activate a penalty schedule. Do not run these mutations in the controlled live-pilot profile: Section 18 is preview-only there and the server must deny state changes. Test the conditional path only in the isolated UAT profile described in this section.

Step 9.1 — Start the synthetic proceeding

Role: Director General

Context: A Section 18 proceeding is a separate controlled record linked to an existing case. It must identify the applicable violation and the evidence already held by EPA; it must not change the assessment case state or create a penalty from free text alone.

What to do: Open **Section 18 enforcement**, expand **Configured Form A/B proceeding**, select the applicable Section 11 or 13 violation, write a concise synthetic violation summary, and use **Add evidence reference** for each item. For example, add evidence type `Inspection`, controlled reference `UAT-INSP-001`, then add evidence type `Observation` with reference `UAT-OBS-001`. Select **Initiate proceeding**.

Expected response: One draft proceeding is created with its own reference, pinned penalty schedule and immutable evidence summary. Missing evidence or an unsupported violation is denied.

Step 9.2 — Authorize and serve Form A

Role: Director General

Context: Form A records the proposed penalty and the evidence-based severity assessment. The amount must come from the pinned test schedule, and service details must describe what actually happened.

What to do: Expand **Authorize and serve Form A**. Select the clean controlled Form A document, enter an allowed test amount, and enter `MAJOR` in **Severity level** only if that is the convention approved for this UAT run. Under **Severity factors**, select **Add severity factor** and enter `Duration`, then add `Affected receptors`. Enter `UAT-INSP-001` in **Severity evidence reference**, record reasons, recipient, service channel and dispatch reference, and leave delivery time blank until delivery is confirmed. Re-enter the account password and select **Authorize Form A**.

Expected response: Form A is issued once with the amount, reasons, severity entries, controlled document and service evidence linked to the same proceeding. An out-of-range amount, missing factor, unclean document or unsupported service channel is denied.

Step 9.3 — Accept Form A, issue Form B and reconcile payment

Roles: Proponent Owner, Director General, then Finance Officer

Context: This is the accepted branch. The applicant's binding response enables Form B, after which Finance creates a sandbox demand and independently confirms the provider payment.

What to do: The Proponent Owner opens **Section 18 notices**, selects **Accept**, checks the binding-response confirmation, re-enters the password and selects **Submit binding response**. The Director General then uses **Authorize and serve Form B**. The Finance Officer selects **Generate 1Link demand**, then **Reconcile provider payment** and enters settlement reference `UAT-SETTLEMENT-001`, provider event reference `UAT-PAY-EVENT-001`, reconciled amount `50000`, currency **PKR**, and confirms that the amount matches.

Expected response: The accepted response, Form B, one sandbox demand and one reconciled payment are retained in sequence. Replaying the same provider event does not create another settlement.

Step 9.4 — Reject Form A and record the court branch

Roles: Proponent Owner, then Director General

Context: This is a separate proceeding used to prove that rejection does not lead to Form B or payment. The next available path is the controlled court-referral record.

What to do: The Proponent Owner selects **Reject**, records the reason, confirms the binding response and re-enters the password. The Director General expands **Refer rejected Form A to court**, selects the clean referral packet, enters the court, jurisdiction, filing reference/date and receipt reference, then selects **Record court referral**. Add a later event only through **Append court event**.

Expected response: The proceeding becomes rejected and then court-referred. Form B and payment actions remain unavailable, while the referral and each later court event remain append-only.

Step 9.5 — Test delegated penalty authority

Role: Delegated Penalty Officer

Context: The role title alone is not enough. The officer may act only when a current instrument delegates the specific Section 18 action for the case and period being tested.

What to do: First attempt the action without a current action-specific delegation and record the denial. Then use only the separate synthetic case and delegation instrument supplied and approved for the UAT exercise, and repeat an action within its exact scope.

Expected response: The first attempt is denied. The second succeeds only when role, case, action, dates and delegation reference all match; broader or expired use remains denied.

EPA validation: Confirm exact authority/delegation, forms, service, response period, amount schedule, severity reasons, acceptance/rejection, payment and court-referral procedure. Record BLOCK for production until all required instruments/providers are approved and certified.

10. How to record a gap or proposed change

Do not write only “screen wrong” or “legal issue.” Use one row for each finding.

Field	What to record
UAT run and case	Example: `EPA-UAT-2026-08-R01`, EIA-01 and system case reference
Step and role	Example: Step 5.19, Case Reviewer then Concerned Director
Result	PASS, CHANGE or BLOCK
Expected	What this guide or the approved EPA source required
Actual	What the user saw, including state/message
Legal/process source	Act, Rule, notification, approved SOP/template, or named EPA approving owner
Proposed change	Exact field, wording, rule, role, evidence or sequence requested
Existing-case impact	None, future cases only, or controlled treatment required for open cases
Evidence	Safe screenshot/document/reference/request ID; never a password or confidential data
Owner and retest	EPA/legal/process/IT owner, target decision and retest result

Example finding

Field	Fictional example
Step and role	Step 5.20, assigned Case Reviewer
Result	CHANGE
Expected	EPA-approved recipient list appears automatically
Actual	One district office expected by EPA participants was not listed
Source/owner	EPA legal/process focal to confirm the governing source and effective date
Proposed change	Add the office only through a new maker-checker recipient-directory version
Existing-case impact	EPA must decide whether only future notices or open cases use the successor
Evidence/owner	Screenshot `R01-EIA01-0520-A`; EPA process focal; retest pending

11. End-of-session sign-off

The UAT coordinator closes the run only when:

1. Every planned step has PASS, CHANGE or BLOCK plus an evidence reference.
2. Every CHANGE names the legal/process source or EPA approving owner and treatment of open cases.
3. Every BLOCK states what is missing, who owns it and what must happen before retest.
4. Severe defects are fixed and retested or formally accepted with a recorded compensating control and expiry.
5. EPA validates the role matrix, category examples, clocks, filing requirements, hearing rules, decision templates, manual signing/service process, public disclosure and fail-closed paths.
6. Provider, security, privacy, records, operations, backup/restore and release evidence is attached to the UAT record.
7. A non-technical EPA participant has completed Step 4.2 and confirmed that the pilot-scope wording is understandable, including the UAT/live-pilot distinction and automatic mutation freeze.
8. Named EPA participants sign the UAT outcome and unresolved-decision log.

Area	EPA owner	Result	Evidence / decision reference	Signature / date
Roles, access and delegation				
Registration and applicant submission				
EIA/IEE/GEA classification				
Filing, copies, fees and scrutiny				
Technical, GIS and field review				
EIA hearing and public participation				
Decision forms, review and authority				
Manual signature, service and public view				
Post-approval and enforcement boundaries				
Security, privacy, records and operations				

Passing UAT does not authorize production. Production requires a separate named executive go/no-go decision after all regulatory, provider, security, privacy, records, migration, backup/restore and operational release gates are complete.

12. Quick handoff map

From	Action completed	Next role
Proponent Owner	Registration successful (temporary immediate mode)	Proponent Owner selects Log in
Registration Reviewer	Pending registration approved (review mode only)	Proponent Owner
Proponent Owner	Schedule-I submitted	Screening Officer
Screening Officer	Category recorded	Proponent Owner / Consultant
Proponent Owner / Consultant	Filing lodged	Case Reviewer
Case Reviewer	Completeness confirmed	Concerned Director
Concerned Director	Review assignments created	Case Reviewer, GIS Reviewer and Inspector where required
Case Reviewer	EIA hearing initiated	Concerned Director recorded as technical lead or Director General for date approval
Concerned Director / Director General	EIA date approved and proponent notified	Assigned Case Reviewer for publication, invitations and hearing record
Review team	All required evidence complete	Assigned Case Reviewer
Assigned preparer	Readiness completed and decision work initiated	Action-authorized review manager
Review manager	Decision preparation approved	Assigned preparer
Assigned preparer	Environmental Approval edited, generated and complete signed scan uploaded	DG for EIA; named competent issuer for IEE/GEA
Competent issuer	Signed decision returned or authorized/issued	Preparer after return; applicant and same-office compliance team after approval
Audit workflow coordinator	Fresh branch baseline allocated	Director General or exact office-order-authorized officer for the named action
Director General / authorized officer	Committee **Call** recorded	DG or exact office-order-authorized meeting recorder
Meeting recorder	Meeting evidence recorded	DG or authorized meeting recorder for the result; DG only for a tied vote
Meeting-result recorder	Motion carried	DG or exact office-order-authorized final recorder; DG only for override
Meeting-result recorder	Quorum failed or motion defeated	DG or exact office-order-authorized recorder for a new meeting
Director General / authorized referral officer	Committee **Waive** recorded on its separate baseline	Director General only for the direct final decision
Final-decision recorder	Approval, resubmission or rejection selected	DG or exact office-order-authorized Appendix VII officer for that action
Appendix VII officer	Resubmission Appendix VII issued and acknowledged	Proponent Owner / appropriately delegated Consultant
Proponent Owner / Consultant	Clean successor audit report submitted	DG or exact office-order-authorized acceptance officer, then successor referral/meeting
Appendix VII officer	Approval Appendix VII issued and acknowledged	Proponent Owner / appropriately delegated Consultant for undertaking
Appendix VII officer	Rejection Appendix VII issued and acknowledged	No further action in the proposed audit workflow

For technical detail, complete edge cases and release evidence, use `uat-end-to-end-workflow-guide.md`. For controlled legal and implementation status, use `project-manifest.md`, `implementation-status.md` and the regulatory source records.

13. Verified menus and URLs

The following fixed pages were checked against the deployed UAT release. A menu is shown only when the active role is allowed to use it. If a listed menu is missing for the correct role, record a defect. Do not type a case-specific URL: open the case and use its **Permitted actions** or applicant **Your next step** links because case URLs contain a reference or internal identifier.

User and location	Exact menu or button	Verified UAT URL
Public	**KP EPA Environmental Approvals home**	Open home
Public	**Create account**	Open applicant access request
Public	**Sign in**	Open sign in
Authenticated users	**Pilot scope**	Open the pilot capability guide
Applicant	**My cases**	Open My cases
Applicant	**Start application**	Open new case
Applicant	**Compliance**	Open compliance
EPA staff	**Dashboard**	Open staff dashboard
EPA staff	**Casework**	Open Overview of Casework
EPA staff	**My work queue**	Open work queue
EPA staff	**Timeline Status**	Open Timeline Status
Authorized EPA audit roles	**Audit committee**	Open audit committee
Registration Reviewer	**Registrations**	Open registration reviews
Authorized staff	**Form of Registers (Schedule XI)**	Open reporting
Authorized staff	**Post-approval**	Open post-approval
EPA officer roles	**GIS workspace**	Open GIS workspace
Authorized GIS preparation roles	**Layer uploads**	Upload a governed layer candidate
Authorized GIS catalogue roles	**Acceptance packs**	Open GIS acceptance packs
Inspector	**Field work**	Open field tasks
Administrator/settings roles	**Operations**	Open Operations
System Administrator	**Manage staff access**	Open staff access
Administrator/settings roles	**Open Global Settings**	Open Global Settings
Settings Maker/Checker	**Manage governed review clocks**	Open review clocks

Case-specific links that appear only at the correct state

Workspace	Exact link or button used in this guide
Applicant case	**Continue Schedule-I**, **Open filing**, **Open technical review**, **Open public hearing**, **Open issued decision**, **Open compliance workspace**
Staff case	**Review filing evidence**, **Open technical review workspace**, **Open GIS review workspace**, **Open public hearing workspace**, **Open decision workspace**, **Open Section 18 enforcement**, **Open post-approval compliance**
Environmental-audit case, for an applicant or authorized staff role at a supported state	**Open environmental audit workflow**
Preliminary scrutiny	**Return for correction**, **Confirm completeness**
Finance case overview	No assessment-fee proof approval action; provider, exception and Section 18 controls appear only when applicable

Workspace	Exact link or button used in this guide
Technical review	**Set evidence requirements**, **Authorize exceptional review committee meeting/presentation waiver** (DG/exact office order only), **Assign or reassign review**, **Schedule review committee meeting/presentation**, **Initiate public hearing** (EIA reviewer only), **Issue observation round**, **Complete technical review**, **Check readiness and start decision**
Decision workspace	**Record review**, **Prepare successor revision**, **Return to Case Reviewer**, **Generate PDF for signature**, **Upload signed copy for security check**, **Authorize and issue**
Applicant issued decision	**Download signed PDF**, **Verify public record**, **Acknowledge service**

An absent conditional link is not automatically a defect. First confirm the active role, case scope, assignment, case state and prerequisite evidence. The system intentionally hides actions that are not currently permitted.

14. Reading workflow guidance and reports

What **Working as** means

Working as is the role and scope you are using now. Technical documents call it the *active role*. Select the role that matches the task before opening a case. The selection changes what the system shows from authority already assigned to you; it does not give you a new role or wider scope.

If an expected case or action is missing, check the working role, case assignment, case state and required evidence. Ask the System Administrator to correct a recorded access error. Do not select a broader role merely to make a button appear.

How to read information, warning and blocked-action messages

Read the heading and first two sentences first. They should answer:

1. **What happened?** For example, the case changed, a required document is missing or this action is not available yet.
2. **What can I do now?** The message should name the next safe action and, when relevant, the role that must act.

Open **Technical details** only when EPA support or an auditor needs codes and references. Common technical terms mean:

Technical term	Plain meaning
Active role	Your current **Working as** role and scope
Maker-checker	Two different people prepare and approve a controlled setting or legal revision
Stale state/version	The case changed after you opened the page; refresh and review it again
Schema	The approved list and format of fields for an internal record, export or public view
Redaction	Hiding protected or confidential information before release
Legal hold	A rule that prevents records from being deleted while they must be preserved
Immutable	A submitted or issued record cannot be edited; a correction creates a linked new revision
Request ID	A reference that lets support find the failed request without exposing case details

Work-package references such as `EPA-PA-020`, `EPA-PA-013` or `WS-06` are for implementation and audit tracking. A normal user should be able to follow the main message without interpreting them.

Using analytical reports and charts

The staff sidebar includes **Analytical reports**, separate from the **Form of Registers (Schedule XI)** source checks. Confirm **Working as** before opening a report. Select a report from its menu:

Report	What it shows
Case portfolio	Current assessment categories, workflow stages and recorded cycle outcomes
Intake trends	Monthly case creation over twelve months and recorded regulatory routes
Geographic coverage	Case counts by district, directorate and sector
Workload & deadlines	Current tasks, assigned caseload, review clocks and cases needing attention
Review turnaround	Ongoing case age and mean elapsed time to completeness and review completion
Fee status	Current-cycle regulatory fee demand counts and amounts, separated by status/currency
Post-approval monitoring	Current issued-approval follow-up stages and recorded condition outcomes

Expand **Filter reports**, enter search/location/category/stage or creation-date criteria, then select **Apply filters**. Dates are inclusive and use the time zone shown on the page. They select cases by creation date, while the reports show those cases' current records. The twelve-month trend ends at the earlier of your end date and today. Filters remain selected when you switch reports. **Reset filters** clears the criteria for the current report.

Every chart has a readable data table and a coverage note. Large geographic/assignment groups combine the remaining smaller groups into **Other groups**; their counts are retained. Attention indicators can overlap. An officer can share a case with another officer, so assigned-case counts should not be added together or used as performance scores. Historical tasks and non-running clocks do not create current overdue-work counts.

Turnaround uses only current cycles with both dates recorded in chronological order. It measures elapsed calendar time, including holds. Missing or reversed dates are excluded and the number of usable cycles is shown; no usable dates means **Not available**, not zero days. Fee proof uploads, manual verification, manual exceptions and paid statuses remain distinct. Replaced fee demands are excluded; currencies are kept separate. Demand amounts are not bank-reconciled revenue. Condition reports use recorded outcomes and do not infer compliance from missing evidence.

Use **Cases behind this report** to open the underlying case. Charts count all matching cases, including those beyond the current table page; each measure may use a smaller eligible subset. An empty report only means no matching visible records. Invalid filters must be corrected before results appear. Switching roles only changes access when that role is already assigned to you. These reports do not create statutory register entries, exports or legal decisions.

Choosing filters across screens

Select your assigned role under **Working as** before filtering. If Casework asks you to select a working role, its queue and named options stay empty until you choose one.

In **My work queue**, use the **Work view**, **Category**, **Workflow stage**, **Directorate** and **Case officer** dropdowns. Directorate and case officer options are taken from cases visible to your selected role. Category includes GEA, IEE, EIA and all three environmental-audit categories; workflow stage includes withdrawn and closed cases. Use **Due from** and **Due to** to select an inclusive date range, then **Apply filters**. **Clear filters** restores the full visible queue. An invalid selection or reversed date range shows errors and no case results. Use **Assigned to me** for current task assignments; **Case officer** filters the recorded case owner and can have no named options when none of the visible cases has a case officer.

Form of Registers (Schedule XI), the Casework overview, **Analytical reports**, **Facilities**, **Incidents** and the **GIS workspace** use dropdowns for fixed categories, stages, locations or recorded people. Facilities and incidents allow searching within long dropdowns. Type a case reference, project, person, organization or setting code only in the corresponding search field. **Timeline Status** provides work, status, stage, responsible-officer, **Supervisor** and pending-party dropdowns plus case/project search. Select a status card for its scoped detail window. Applicant case views, registration statuses and staff access views also offer selectable links. Filter results always remain within your working role's scope.

Choosing Form of Registers filters

Open **Form of Registers (Schedule XI)** and **Choose a reporting period**. The default is **All years**, so records without a date remain available. Select a **Financial year** such as **2025–2026** for 1 July 2025 through 30 June 2026, inclusive; **Current year** selects the current financial year. Choose **Date used for the period**: **Assessment filing received**, **Case created** or **Decision issued**. These dates come from retained source records; filtering does not change any date or decision.

Select **Apply filters** and check the displayed period, date basis and matching-record count. Cases without the chosen recorded date are excluded from a selected year and their missing-date count is shown. Choose **All years** to inspect those cases. Ambiguous decision sources are flagged for review. A decision-year selection is not an intake-year selection.

Expand **Category, stage and responsibility filters** for category, workflow stage, directorate, assigned officer and **Due on or before**. Named options contain only the selected role's visible records. Category links retain the reporting period and the other criteria. **Reset filters** restores **All years** with the default filing date basis. Invalid selections show field errors and no case results. The separate **Facility monitoring** section remains scoped to the working role; assessment financial-year and case filters do not apply to that section.

Checking a Schedule XI report

1. Select **Form of Registers (Schedule XI)** and confirm **Working as** shows the intended authorized role.
2. Open a case from the reporting list and select **Check Schedule XI record**.
3. Read **What this page is for**. The page compares the case with the 21 fields required for the Schedule XI assessment register. It helps EPA find missing or unclear information.
4. Review each field. **Missing** means no value is available, **Partial** means only part is available, **Needs review** means the source does not map clearly, and **Not available** means the platform does not yet supply that field.
5. Correct the underlying case information only through an available controlled correction route. Otherwise record the gap for EPA review. Do not edit the comparison result itself.

This page is an internal checking aid. It is not an official statutory register entry, approved export or public disclosure. Those outputs remain unavailable until EPA approves which fields may be used internally, exported or shown publicly; the confidentiality/redaction rules; correction method; retention period; and legal-hold rules. Appendix VIII is a separate environmental-audit register and is also not available in the running platform.

If a report link says the page is unavailable, return to **Form of Registers (Schedule XI)** or the work queue and open the record from the list. The record may be outside the selected role's scope or the link may be old. Changing **Working as** helps only when that other role and scope have already been assigned to you; it does not grant access.

September 2026 workflow usability update

- Use **Working as** to select your current role and displayed scope. Multiple-role sign-in opens the chooser. Selecting a role does not grant new permissions.
- **Work queue** offers current task assignments, overdue work, deadlines in the next seven days, and issued/closed cases. Date filters use recorded task deadlines or running clocks. The return link preserves the last queue filters; all results still follow the newly selected role's scope.
- In technical and hearing observations, choose **Save private draft** before leaving a long answer. It saves only your text, visible only to your account. Re-select evidence when you resume. **Submit reply** sends a permanent response to EPA and removes your private draft. If another tab saved a newer draft, compare that saved version before retrying; the older tab does not overwrite it.
- Schedule VI has a separate **Save and review answers** step. A saved draft is not submitted. Filing lists the pinned physical-copy/original requirements and EPA's latest receipt separately from uploaded files. An upload/security check is not EPA acceptance or bank settlement.
- Use **On this page** on long workspaces. Current-work summaries show recorded owners and dates; they do not grant permission or replace the readiness checks performed when an action is submitted.
- On the Screening Officer page, **Checks before you continue** describes automatic submission checks. The Screening Officer does not assign or wait for a separate checker for that case action.
- A rejected form retains its answers on a correction page. Open the workspace in another tab to compare changed records. Re-select files. Session-token failure keeps eligible narrative text for copying; passwords are not echoed. Interrupted requests are never retried automatically.
- Map coordinates can be entered without dragging. **Enter boundary coordinates without drawing** accepts one latitude, longitude pair per line. Background imagery failure does not discard the recorded coordinates. Save the main form to retain any geometry changes.
- Field capture saves editable work into the existing protected device store. Check the save status before leaving; local saving, delivery to EPA and director acceptance are separate states.

The journey's fifteen UI milestones describe product navigation; they are not a replacement for the manifest's broader process phases or the controlled state/transition model. The UAT environment and provisional-source notices remain visible. This update supplies no approved Urdu legal translation, new legal support channel, deadline or production authority.

Completing the next step when a record is returned

Screening correction

Screening Officer: On the submitted case select **Request screening clarification**. State the missing or incorrect information and what the applicant should provide. Submit the request.

Proponent Owner or authorized Consultant: Open the case and read the clarification request. Open Schedule-I; the last submission is shown as the starting point. Save corrections, review the whole form and submit it again. The Screening Officer receives the case for another review. Earlier submissions remain available in history.

Decision correction

Assigned preparer: Reopen the private conditions draft or create the required successor. Paste or type sourced conditions in the single editor and check their wording and numbering in the editor. Every retained condition prints; public visibility is a separate choice.

Competent issuer: If the decision is incomplete, select **Return current revision** and state the correction. DG performs this role for EIA; the named current authorized officer performs it for IEE/GEA. A return preserves the old revision and sends work to the recorded preparer.

Assigned preparer: Submit the corrected revision, generate its PDF and check every page's QR and numbering. Obtain the competent issuer's wet signature and seal on that copy, then upload all signed pages against its exact rendering. The current competent issuer verifies and authorizes. If an appointment changed, DG records the case handover and required new authority first.

Compliance submissions and review history

Open **Compliance**, choose the case, then select **Submissions and EPA reviews**. Expand an entry to see the applicant's declaration or report, supporting files, inspection findings and EPA's review outcome. File links appear only when the security check and your access permissions allow access. A reviewer returning a record must explain what needs correction.

The action-authorized officer at the responsible office reviews operational reports. An officer with the exact condition-evidence authority reviews each condition submission. A returned report allows a corrected submission. A final non-compliance finding remains in the record; contact the responsible office for the next authorized action. For completed events, record the actual date, not a future planned date.

Email and training

Your portal work queue remains usable when email is unavailable. Check it regularly. A System Administrator can see delivery problems under Operations; the server operator configures email and retries failed messages after the connection is repaired. Training records carry a visible label. Public decision verification is disabled during training, while internal case steps remain usable.

Timeline Status and supervisor accountability

Case timeline: due dates and completion

In a staff case workspace, open **Timeline**. Due dates, actual completion dates and automatic colour/icon badges appear inside the existing event entries, under **Related work — current status**. For example, **Confirm completeness** shows preliminary scrutiny, while **Assign Review Tasks** shows the relevant parallel reviews. These are the related tasks' current statuses, not a claim that all tasks were completed when the event was recorded. **Pending** means the related task has no recorded completion. Completed work keeps its green check and its real completion date, with an on-time/after-retained-target note when a deadline is available.

Active tasks use the same timing rules as Timeline Status, including proponent waits. Missing historical deadlines show **Not recorded**; missing completion evidence is explicit. Cancelled, waived and earlier-cycle work is distinct from completed work. Events without a related task say that no separate task dates are linked. Use **View monitoring and accountability** for available details. The original event order, actors and recorded action dates remain. Times use Asia/Karachi.

System Flow targets and waiting for the proponent

The adopted System Flow Word standard uses calendar days for assessment stages, working days for preliminary scrutiny, and working days throughout environmental audit. Technical review targets are EIA 20, IEE 15 and GEA 4 calendar days; audit technical review is 10 working days. GIS shares the technical-review target. Preliminary scrutiny is 10 working days for assessments and 7 for audits. Response evaluation targets are EIA 10, IEE 5 and GEA 4 calendar days, and audit 12 working days. The working week is Monday–Friday; the case retains its original target; days are not counted from deployment.

When EPA sends the case back, its primary label becomes **Waiting for proponent response**, shown with a purple hourglass in Timeline Status. EPA workflow timing is paused. Each outstanding request must receive its reply or resubmission before timing resumes; a partial reply or draft upload does not finish the wait. A returned reply pauses time again. The proponent's own issued response deadline remains visible and can be overdue while EPA timing is paused.

After the last required reply arrives, the remaining allowance resumes automatically. It does not restart with a fresh full allowance. Overlapping requests count once. EPA evaluation after receipt counts as EPA time, and lateness that existed before the handoff remains. The original case stage, EPA owner and supervisor remain available. Case labels update on receipt; Timeline Status refreshes on its five-minute scan. Read the separate statutory/provisional review clock as its own source; this operational timetable does not rewrite its approved legal deadline or pause policy.

Expand **System Flow stage targets** on the monitoring page to see every category allowance. Open **Review / take action** to see the stage budget, original target and completed proponent waits excluded. **Needs attention** includes waiting cases; use **Timing status** or **Pending with** to find them. Use the existing correspondence workflow for reminders and receive replies through the normal submission screen. A manager cannot manually change status, reset the allowance or certify receipt through monitoring. Forward review completion and decision steps remain blocked while replies are outstanding. Final technical/evidence checks still apply after receipt.

The badges use grey/pause for **Not started**, blue/gear for **In progress**, amber/warning for **Off track**, orange/clock for **Delayed**, red/siren for **Critical delay**, and green/check for **Completed**. **Off track** means the deadline is approaching. A neutral **Deadline not set** badge means timeliness cannot be assessed. Missing owners, supervisors and missed recovery reviews appear separately under **Accountability**, with a suggested next action. They do not turn an on-time task into a delayed task. **Historical backlog** identifies a target already overdue when the case adopted System Flow; check assignment history before attributing responsibility. The summary separates overdue deadlines, accountability issues and historical backlog. **Step age** is time since the step began, not the time overdue. A paused clock does not accumulate running delay.

Start with **Current position** for the work status, current target, responsible party, first DG escalation, management-response count and **Next action**. A timing label such as **In progress** describes the deadline position; it does not prove that someone started work. Select **Dates and responsibility details**, then **Dates behind this status**, to compare source start, target and actual completion with the monitoring check times. **Notification delivery** shows email configuration and delivery attempts separately.

Monitoring log and management responses separates automatic entries from recorded management responses. **First DG escalation recorded** identifies the initial alert; **DG escalation reminder recorded** identifies a later repeat. Change entries explain timing, accountability, proponent pause/resume and target adjustments using their retained evidence. No recorded response means no management response is stored in this log; it does not describe activity outside the system.

Select **Recorded dates and evidence** on an entry for its **Recorded at** time, retained step start/target, any previous target, completion, accountability and recorded recipient roles. These controls work with keyboard Enter/Space. Dates use the displayed time zone. Alerts do not confirm email delivery or that someone read or responded; **Email is disabled** is explicit when applicable. Earlier events retain their own status, dates and routing. Use the case workspace for actual workflow actions. A check or acknowledgement does not complete a task; inactive work is not proof of completion.

Select any **Automatic timing status** card to open a detail window containing that status's scoped table. The card shows both work-item and distinct-case counts; one case may have several work items. The window retains case search, stage, responsible officer, **Supervisor**, pending party, accountability and backlog filters. **Completed** opens completion history; an active status selected from history opens active work. Use **Close** or Escape to return to the card. Previous/Next pages stay inside the detail window. If the window is unavailable, the link opens a filtered page with the same table and no repeated status cards. Selecting a status filters records; it cannot change the system-calculated status.

For a **GIS Reviewer**, Timeline Status shows only your assigned GIS review tasks within the selected working role and its current case scope. Other officers' steps, case-wide review clocks and cases without your GIS assignment are absent from counts, filters and detail links. Completed GIS reviews remain under **Completed / inactive history** and the **Completed** status card. Reassigned, revoked or expired active assignments leave the queue immediately. An empty active queue can mean your GIS work is complete; check completion history. Task owners can explain a blocker or escalate to DG. Only authorized case managers see recovery-plan and internal-target choices.

Use **Supervisor** to choose a supervisor recorded on work visible to your selected role. Names from other jurisdictions are absent, and malformed or out-of-scope identifiers return no matching work. Directors, Deputy Directors and Assistant Directors heading an office can open Timeline Status through their current staff role, but see only cases covered by their current effective office grants and jurisdiction. A division sees district-office work only where an explicit current read-only monitoring grant permits that hierarchy. Ended postings or revoked/expired authority do not retain access. DG's current province-wide role sees the province, including regional cases. Read-only monitoring authority does not permit recovery actions or case decisions.

Filters use aligned columns on a large screen and stack on a phone. Choose the work scope and other filters, then select **Apply filters**; **Reset** restores **All active work**, including work within its timeline. Choose **Needs attention** for deadline warnings, accountability issues and proponent waits. The **Accountability** filter isolates action-required or escalated issues; **Backlog** isolates targets already overdue at standard adoption. Indicators may overlap.

Open **Timeline Status** from the staff navigation. Its automatic statuses are **Not started**, **In progress**, **Off track**, **Delayed**, **Critical delay**, **Completed**, **Waiting for proponent response** and **Deadline not set**. The system calculates status from recorded work; filtering does not change it. Cancelled, superseded or otherwise inactive work is shown separately; it is not called completed. A paused review clock is labelled explicitly.

Check the last full scan first. A stale/incomplete warning means Operations must check the scheduler; an empty queue is not an all-clear. Filter **Needs attention** by case, stage, responsible officer, supervisor, status or EPA/applicant waiting. Each row identifies the step, recorded deadline, overdue days, owner and immediate supervisor. One case can have several parallel work items and a separate review clock. Elapsed and overdue values use calendar days (one day = 24 hours), rounded to one decimal. A positive value below one tenth of a day says **less than 0.1 day**; zero says **0 days**. Excluded proponent time states its pinned calendar or working-day basis. These displays do not change stage allowances or prove personal fault.

Select **Review / take action**. The current owner can explain the blocker. The authorized manager can record a recovery action and follow-up time; that manager becomes the recovery coordinator. For a critical-delay or escalated-accountability recovery plan, select a clean supporting case document. Acknowledgement and immediate DG escalation remain available while evidence is being obtained. **Open case workspace** is where the authorized officer actually assigns work, reviews evidence or issues lawful correspondence.

A missing date is **Deadline not set**; a missing assignment is an **Accountability** warning. Neither proves statutory delay. Where a step has no source deadline, the manager may set its **first internal target** with reasons. This target is retained and cannot replace a statutory date or be moved to hide delay. A recovery follow-up has a separate date. An acknowledgement does not remove the alert or certify completion.

The immediate supervisor is the currently authorized case manager; unresolved critical delays go to DG. Default operational reminders warn 2 days before a recorded deadline, become critical at 2 days overdue, and repeat every 1 day. An overdue governed review clock is critical immediately. An accountability issue unresolved for 2 days or a missed recovery follow-up escalates separately to DG; it does not change the timing badge. Missing/ambiguous supervision is flagged and sent to DG attention. These are management alerts, not new statutory periods. Previously saved due dates remain; working-day arithmetic uses Monday–Friday. Reviewer and inspector assignments also populate the open task owner. Reassignment preserves completed task history and original start/deadline dates; it does not start a fresh timing allowance.

Portal notifications show the current role's work. The item shows whether email is disabled, waiting or has exhausted retries; accepted delivery is not proof of reading. Stage dates and Section 13 calculations that are unapproved or not implemented remain visible limitations. Post-approval inspection tasks appear here; other compliance obligations retain their existing **Post-approval** register and analytical reports.