

To be completed by CR Advisor or Encana Onsite Supervisor or Service Provider representative

1) Activity/task: _____

2) Outcomes of Spot Check

A. Positive actions:

B. Non-compliance concerns:

C. Corrective action:

Completion timeline: _____

Date of completed action: _____

3) Person responsible for action(s):

Name: _____

Phone # or email address: _____

4) Reason for inspection: Why was Courtesy Matters Spot Check used? Please check:

Please check: Awareness (new) Non-compliance (scheduled) Random inspection Follow-up inspection

Additional comments:

***PLEASE SUBMIT COMPLETED SPOT CHECK TO COURTESY.MATTERS@ENCANA.COM**

Encana staff: submit completed form to area CR Advisor.

For Encana use only. Below to be filled out by Community Relations Advisor

A. Have results of Courtesy Matters Spot Check and related corrective action been reviewed by the following:

i. Onsite-Supervisor	Yes	No
ii. Discipline Lead	Yes	No
iii. Service Provider	Yes	No

B. Has this Courtesy Matters Spot Check been entered into:

i. Courtesy Matters complaints tracking document	Yes	No
ii. IMS	Yes	No

Note: all completed Spot Checks must be reviewed by Discipline Leadership before entering into IMS.