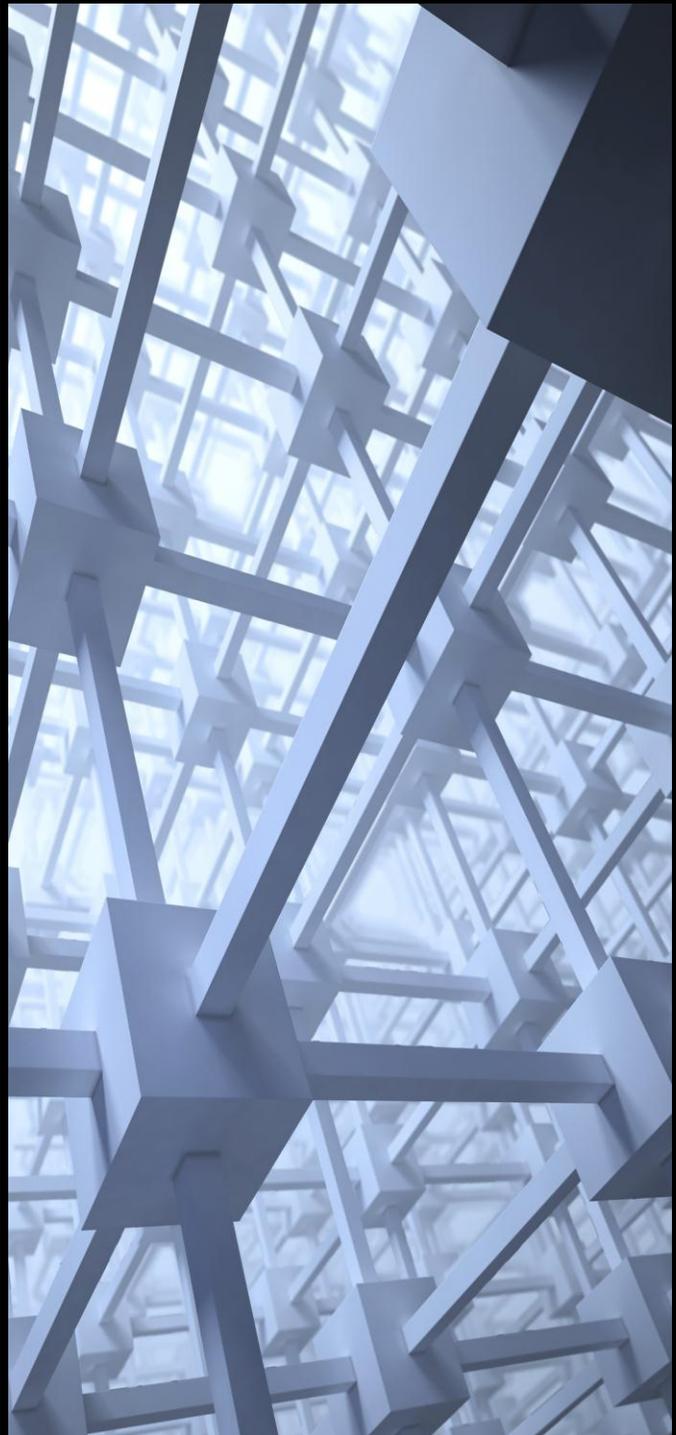**WCIRB** California®
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Companion XML File for Inspection Reports (PDF Format)

Revised: February 2015

Insurers may obtain inspection reports in a zipped Adobe Acrobat PDF format via FTP and/or through WCIRB Connect. The zip file includes an XML companion file designed to be used for mapping the PDF inspection reports to the policies or records in the insurer's system.

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Overview

The Workers' Compensation Insurance Rating Bureau of California (WCIRB) distributes inspection reports to the insurer of record via FTP and/or through WCIRB Connect. The inspection reports are sent double zipped into a single file for delivery. The transmission includes an XML companion file designed to be used for mapping the PDF inspection reports to the policies or records in your system. In WCIRB Connect, the data product can be retrieved from the navigation Menu by clicking Reports/Data Products.

The XML companion file includes meta data need to identify each inspection report in the zipped file and includes the corresponding ID number for the PDF. The XML companion file is produced for a specific zip file. If zipped inspection reports are resent, a new XML companion file will be produced.

Zip File Presentation

The PDFs contained in the zip file use the naming convention shown below.

NNN BN X-XX-XX-XX IR###### MM-DD-YYYY.pdf

NNN	Document Sequence Number within the zip file. If an inspection report is resent in a new file, this number will change.
X-XX-XX-XX	The Bureau Number for the specific inspection report.
######	Document ID number for that batch's inspection reports. If the inspection report is resent in a new file, this number will remain the same. The Document ID number may be duplicated in the file if the resent file contains inspection reports from multiple batch runs.
MM-DD-YYYY	The issue date on that rate sheet.

The final document in the zip file is the .xml file. The following naming convention is used:

WCIRBCAXXX – InspectionReportSheet [YYYY-MM-DDHH-MMss-FFF].xml

XXX	California Carrier Code
YYYY-MM-DDHH-MMss-FFF	Date and Time Stamp when the FTP file was created

Companion File Format

The xml schema looks as follows:

```
<?xml version="1.0"?>
<START_PROCESS DOCUMENT_TYPE="Inspection Reports" RUN_DATE="YYYY-MM-DD"
ZIPID="WCIRBCA XXX – Inspection Report [YYYY-MM-DD HH-MM SS-SSS].zip">
    <CA_INSURER_CODE> </CA_INSURER_CODE>
    <GROUP_INSURER_CODE> </GROUP_INSURER_CODE>
    <NCCI_INSURER_CODE> </NCCI_INSURER_CODE>
    <ISSUING_OFFICE> </ISSUING_OFFICE>
    <TPE_FEIN> </<TPE_FEIN>
- <DOCUMENT SEQUENCE="NNN BN X-XX-XX-XX IRXXXXXX LocationLNIssued MM-DD-YYYY.pdf">
   -  <POLICY_DATA>
        <POLICY_NUMBER> </POLICY_NUMBER>
        <POLICY_EFFECTIVE_DATE> </POLICY_EFFECTIVE_DATE>
        <POLICYHOLDER_NAME> </POLICYHOLDER_NAME >
        <POLICYHOLDER_ADDRESS> </POLICYHOLDER_ADDRESS>
        <BUREAU_NUMBER> </BUREAU_NUMBER>
       <BUSINESS_SEGMENT_IDENTIFIER> </ BUSINESS_SEGMENT_IDENTIFIER>
      </POLICY_DATA>
-  <DOCUMENT_DATA>
        <LETTER_DATE> </LETTER_DATE>
      -  <DOCUMENT_DETAILS>
```

```
              <INSPECTION_TYPE> </INSPECTION_TYPE>
              <INSPECTION_METHOD> </INSPECTION_METHOD>
              <INSPECTION_DATE> </INSPECTION_DATE>
              <REVISED_DATE> </REVISED_DATE>
              <LOCATION_STREET_ADDRESS> </LOCATION_STREET_ADDRESS>
              <LOCATION_CITY> </LOCATION_CITY>
              <LOCATION_COUNTY> </LOCATION_COUNTY>
              <LOCATION_NUMBER> </LOCATION_NUMBER>
           -  <CLASS_CODE>
                  <CODE> </CODE>
                  <WORDING> </WORDING>
              </CLASS_CODE>
          </DOCUMENT_DETAILS>
      </DOCUMENT_DATA>
    </DOCUMENT>
  </START_PROCESS>
```

The tag names repeat starting with the Document Sequence Number for each inspection report included in the file:

<DOCUMENT SEQUENCE="NNN BN X-XX-XX-XX IRXXXXXX LocationLNIssued MM-DD-YYYY.pdf">
NNN is the Document Sequence Number within the zip file. If a rate sheet is resent in a new file, this number will change. BN is the Bureau Number on the rate sheet. IR is a unique number assigned to the inspection report for that day's issuance of inspection reports. Issue date is the date the inspection report was issued.

<CA_INSURER_CODE>
The California Insurer Code.

<GROUP_INSURER_CODE>
The NAIC Group Number with a suffix if the group has separate operational divisions, or the California Carrier Code prefaced by 99 for insurers that are not part of a group.

<NCCI_INSURER_CODE>
The carrier code assigned by NCCI.

<ISSUING_OFFICE>
The policy issuing office is the issuing office to which the rate sheet is being directed.

<TPE FEIN>
The FEIN of a TPA/MGA who submitted the policy.

<POLICY_NUMBER>
The policy number parsed into prefix, body, suffix and unit if the policy was reported via hardcopy or the 18-character string if the policy was reported via WCPOLS.

<POLICY_EFFECTIVE_DATE>
The effective date of the policy. YYYY-MM-DD

<POLICYHOLDER_NAME>
The first name listed on the inspection report, which may or may not be the named insured on your policy.

<POLICYHOLDER_ADDRESS>

The address listed on the inspection report.

<BUREAU_NUMBER>
The Bureau Number as a 1-7 digit number with dashes.

<BUSINESS_SEGMENT_IDENTIFIER>
The series of identifying codes provided by the data provider.

<LETTER_DATE>
The date the inspection report's cover letter was generated. YYYY-MM-DD

<INSPECTION_TYPE>
The type of inspection:
- Original
- Renewal
- Special
- Test Audit Original
- Test Audit Renewal
- Study

<INSPECTION_METHOD>
How the inspection was conducted:
- Physically Inspected
- Telephone

<INSPECTION_DATE>
Date the inspection was conducted. YYYY-MM-DD

<PUBLISH_DATE>
Date the inspection report was approved by WCIRB. YYYY-MM-DD

<REVISED_DATE>
Date the inspection report was revised. MM/DD/YYYY

<LOCATION_STREET_ADDRESS>
Street address for the inspection report

<LOCATION_CITY>
City for the inspection report

<LOCATION_COUNTY>
County of the inspection report

<LOCATION_NUMBER>
The location number of the inspection. Location 1 indicates policyholder's main location.

<CLASS_CODE> The CLASS CODE tag repeats for each classification identified in the inspection report.
Classification codes identified by inspection. Class Code is followed by the suffix, if any, in parentheses.

<WORDING>
Short definition of class code/suffix identified by inspection

Mapping and Processing

The Document Sequence Number allows you to map the inspection reports in a single zip file to the meta data. Note that if documents are resent in a new zip file for any reason, the new zip file will contain a new companion file and that companion file will use the Document Sequence Number of the new file. The new Document Sequence Number may not match the previous file. For additional matching, the IR number can be used, as it is unique to the issue date of the inspection reports.