

IRP Quality Control Tips

With ever changing technology, web-based systems, and greater carrier access to jurisdiction systems, some policies and procedures of the past that were employee driven are now programed into web-based technologies. As jurisdictions of a cooperative agreement, we have listed a few tips to keep the integrity of our technologies in compliance with, and within the spirit of, the IRP Plan.

On-line validation controls (Edits)

- Actual Distance
 - Compare IRP distance with IFTA distance (if applicable and fleets are common)
 - Ensure they have distance in more than one jurisdiction
 - Check for multiple zero or rounded distances
 - See if amounts from APVD chart are used as actual
 - Check if they have the same distance in multiple jurisdictions
 - Review system discrepancy reports for quality assurance
 - Check for unrealistic distance patterns (for example, all figures end in same number)

Approval processes

- Spot checks by employees for all applications
 - Contact carrier if any questions or problems
- Percentage of processed work is reviewed
- Ensure correct registration period
- Document approval
 - Review HVUT-VIN checks
 - Verify jurisdiction-specific documents
- Ensure IRP Established Place of Business or Residency requirements are met

Fees

- Jurisdiction's rounding rules should be explained on fee chart
 - Transfer/credit rules explained on fee chart
 - Know how to manually calculate fees
 - Spot check Clearinghouse transmittals to ensure other jurisdictions are calculating your fees correctly
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- Annual Fee Test
 - Ensure self-calculated fees are correct
 - Ensure guidelines for calculation of fees and self-calculation results agree

Recommend suspicious accounts to audit staff.

Carrier Orientation

- Possible resources for carriers include videos, instructional training, and manuals
- Provide a checklist for carriers about IRP registration process and record keeping requirements

As of June 21, 2019