

Cells To be completed
Automatically completed from other Sections

Summary

Project			
Database Number		Project Title	
Company			
Organisation Name		Contact within Organisation	
Organisation Address		Location of Visit (if different from Contact Address)	
Letter of Offer Date/ Amendment Dates			
Letter of Offer Eligibility Period			
Nature of Project			
Company Web Address			

Initial Flag Status applied by DMVT		Flag Status after Follow up	
Flag Status Awarded	0	Updated Flag Status	0
Awarded By	0	Awarded By	0
Date Awarded	00/01/1900	Date Awarded	00/01/1900

Claim Details			
Claimed Expenditure	£0.00	Period of Claim(s)	
Actual Eligible Expenditure	£0.00	Sample	<i>insert percentage</i>
65% of eligible exp (40% ESF, 25% DfE)	£0.00	Minimum sample	#VALUE!
65% of ineligible exp paid (40% ESF, 25% DfE)	£0.00	Actual sample	Salaries £ -
Total Grant Exp to be Paid	£0.00		Tutor costs £ -
Actual Grant Paid		Total Sample	£ -
Difference between 65% of eligible expenditure & Grant paid	£0.00		



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No.	Check	Yes/No/ N/A	Comment (Include Ref No. if applicable)
Project			
1	Is there evidence that the project exists or existed (as appropriate) and is as described?	Yes	<p>Confirmation that the project exists and is as described can be taken from several sources (if applicable). Insert relevant TRIM links.</p> <p>Assurance from ETI that mentors/tutors are delivering training to participants. This is evidenced by a Confidential Baseline Inspection Report, following a visit on (date), during which they met with project staff/tutors/mentors; observed participant learning/development activities with mentors/tutors/support workers in the project centre(s) or the workplace (where appropriate); had focus groups with participants and reviewed documentation including the safeguarding pro-forma, programme delivery documentation and participant records.</p> <p>Verification by PKF-FPM that participants had been recruited to the project, obtained result outcomes upon leaving the project and of qualifications gained by some of the participants who completed formal courses during their participation on the ESF Programme.</p> <p>Verification visits by ESF Inspectors vouching the claims for salaries. Last financial inspection visit conducted on (date).</p>
2	Has project submitted all required participant monitoring data?		<p>Quarterly and annual progress reports and data on individual participants</p> <p>LoO: 4.20, 5.1-5.6</p>
3	Has E-Cohesion been offered?	Yes	E-cohesion has been offered via a memo that issued to all projects on 5th September 2017, Memo number 14/17. EC1/17/0244724
4	Is the organisation aware of the need to retain all project documentation in accordance with date in LoO?		<p>a) Outline how project stores documentation - or confirm if the IB takes on this responsibility for the project.</p> <p>b) If project stores electronically what systems are in place to ensure access to complete supporting documentation until the end of document retention period.</p>
5	Is it clear that no other funding is being received by the project and that costs have been claimed only once?		Review bank statements provided for evidence of other funding. Also check Annual Project Public Funding Declaration for appropriate year (see Section 13 of Claims Process) and print outs from Government Funding Database.
General Eligibility			
6	Does the company have a dedicated bank account for the project or, if the company has multiple projects, use a specific cost centre?		Provide confirmation that the project has a dedicated bank account or uses a specific cost centre. Request to use specific cost centre should be sent to IB and approval given to project. A copy of this should be requested.
7	Have in-kind contributions been included and if so, is their value supported by appropriate invoices, valuations, payrolls and timesheets, or accounting documents of equal probative value?		These can only take the form of land, real estate, equipment or raw-materials and research or professional staff resources and are subject to the same expenditure eligibility rules.
8	Match funding commitment and contribution certificates to be provided.		See Point 6.2.2 of MA Operating Authority Manual EC1/17/0318868. Include TRIM links for the year that is being sampled.
Insurance			
9	Is current Employer's Liability insurance in place?		<p>Provide details including renewal date of insurance and supply copy of current certificate if IB have not provided current Employer's Liability insurance certificate.</p> <p>Employee Liability insurance requirements, and relevant exemptions, are laid out in "Employer's Liability (Defective Equipment and Compulsory Insurance)(Northern Ireland) Order 1972.</p>
10	Is Public Liability insurance in place?		<p>Provide details including renewal date of insurance and supply copy of current certificate if IB have not provided current Employer's Liability insurance certificate.</p> <p>3.2.5 OM</p>
Equal Ops			
11	If the project has 11 or more employees, do they comply with current Equal Opportunities legislation?		How many employees are there? If more than 11 a copy of the projects Equal Opportunities Policy is required.
12	Has the project provided all participants with an Equal Opportunities Questionnaire?		The answer to this question can be found in the Article 125 Non-Financial Admin/On the Spot Checklist within the container of the same name in the projects booklevel in TRIM. Please provide TRIM link to projects response.
Participants			
13	Do all participants meet the basic eligibility criteria?		Permanent resident in EU member state and available to work in UK (NINO, Birth Cert, EU Passport)
14	Do all participants meet the specific eligibility criteria?		Unemployed: ES1 or Economically inactive (not seeking work): ES2

No.	Check	Yes/No/ N/A	Comment (Include Ref No. if applicable)
15	Is it clear that no participant is receiving support or training from another ESF beneficiary?	Yes	Duplicate participants are currently identified by NINO when quarterly monitoring returns are provided by the projects, and will in future be identified by unique learner numbers. If a participant is currently enrolled on another project the system will not allow them to be entered. (EC1/18/0006424)
Publicity			
16	Has the project displayed an A3 EU poster in a prominent position for the public to be aware that it is an EU beneficiary?		<i>Provide details of where A3 EU poster is displayed and if this is in a prominent position for the public to be aware that the Company is an EU beneficiary? Photographic evidence /and or screen shot also needed in all instances.</i>
17	Is the full colour EU logo on the Company website and can it be viewed on at least 1 digital device without having to scroll?		<i>Provide details and link of where the EU logo is visible on the company website and confirmation that this can be viewed without having to scroll (include screen shot with EU logo and web address visible).</i>
18	Is there a proportionate description of the project on the company website and reference to the project receiving EU funding?		<i>Provide details of where this description and funding link is contained on the company website (include screenshot with description and reference to funding and web address visible).</i>
19	Is the EU Logo on all literature relating to the project?		<i>If applicable photographic evidence /and or screen shot is needed in all instances.</i>

Findings

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Payments Year 1

Claim Payment relates To	Type of Payment	Payment Date	Actual amount paid £	Were expenditure conditions met to allow payment to issue?	Cumulative payment amounts made	Findings
				<i>Is the amount on the CIS/Preliminary Payment Checklist the same as the amount on the payment letter and the amount that was paid? In the case of advances, were PDB procedures regarding repayment plans followed?</i>	£ -	<i>If procedures have not been followed or the amount vouched is not the amount paid, insert details here.</i>
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
Total of all payments made					£ -	
Max assistance per LoO					£ -	
Difference					£ -	

Payments Year 2

Claim Payment Relates To	Type of Payment	Payment Date (per organisation bank statement showing payment to organisation)	Actual amount paid £ (per organisation bank statement)	Were expenditure conditions met to allow payment to issue?	Cumulative payment amounts made	Findings
				<i>Is the amount on the CIS/Preliminary Payment Checklist the same as the amount on the payment letter and the amount that was paid? In the case of advances, were PDB procedures regarding repayment plans followed?</i>	£ -	<i>If procedures have not been followed or the amount vouched is not the amount paid, insert details here.</i>
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
Total of all payments made					£ -	
Max assistance per LoO					£ -	
Difference					£ -	

Payments Year 3

Claim Payment Relates To	Type of Payment	Payment Date (per organisation bank statement showing payment to organisation)	Actual amount paid £ (per organisation bank statement)	Were expenditure conditions met to allow payment to issue?	Cumulative payment amounts made	Findings
				<i>Is the amount on the CIS/Preliminary Payment Checklist the same as the amount on the payment letter and the amount that was paid? In the case of advances, were PDB procedures regarding repayment plans followed?</i>	£ -	<i>If procedures have not been followed or the amount vouched is not the amount paid, insert details here.</i>
Total of all payments made					£ -	
Max assistance per LoO					£ -	
Difference					£ -	

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PLEASE NOTE - ROWS SHOULD NOT BE DELETED AS FORMULAE CAN BE AFFECTED. ANY UNUSED ROWS CAN BE HIDDEN. WHEN INSERTING NEW ROWS PLEASE DO SO AT A ROW COLOURED BLUE AS ANYWHERE ELSE CAN AFFECT THE FORMULA.

PLEASE COMPLETE THE 'SAMPLING RATIONALE' BOX AT THE BOTTOM OF THE PAGE IF THE SAMPLING METHOD IS ANYTHING OTHER THAN RANDOM.

Staff Costs	Cummulative total for year to be sampled (not inc 40%)		Min. Amount to be Sampled	£ -	Amount Sampled	£ -
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Full Audit check

Claim No.	Emp Name/No.	Period	Full or Part Time on Project	Full Time Gross Salary Rate	PT - No. of Hours	PT - Hourly Rate	Salary Amount	Employer's NI Amount	Employer's Pension Amount	Total Amount
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
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							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -
							£ -			£ -

Errors are detected in the initial sample. Further sample of 3 employees below.

Full Audit check

Claim No.	Emp Name/No.	Period	Full or Part Time	Full Time Gross	PT - No. of Hours	PT - Hourly Rate	Salary Amount	Employer's NI Amount	Employer's Pension Amount	Total Amount
							£ -			£ -
							£ -			£ -
							£ -			£ -

Other staff Costs (External Tutors)

If errors are detected in the initial sample checked a further sample of 5% of expenditure is required under the relevant subhead.

External Tutor Costs	Cummulative total for year to be sampled (not inc 40%)		Min. Amount to be Sampled	£ -	Amount Sampled	£ -
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Sample

Claim No.	Description	Date Paid	Invoice No.	Amount

Sampling Rationale

Min. Sample	£ -	Actual Sample	£ -
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Employee							
Payroll Number							
Full Time / Part Time on project							
Sample period							
Contract	Has contract/ T&C sheet been provided?						
	Date employment commenced						
	Job Role						
	Company employment with						
	Starting Salary						
	Pension						
	Annual Holidays						
	Statutory Holidays						
	No of working hours per week						
	Annual Gross Salary	£ - -	£ - -	£ - -	£ - -	£ - -	£ - -
Equivalent NJC Scale	-	-	-	-	-	-	
Salary equivalent to NJC Scale							
Salary Specific to the Project							
Date/Period of Salary Eligible?							
Is role eligible per 9.3?							
Is role direct or indirect?							
Is employee a member of senior management?							
Has 15% salary cap been applied?							
Has employee received training in ESF requirements?							
Salary Per Payroll Record:		Jan-00	Jan-00	Jan-00	Jan-00	Jan-00	Jan-00
Salary Breakdown - Add additional lines as required	Gross						
	Student Loan						
	Emp's Childcare						
	Life Assurance						
	Adjustments						
	EE Pension						
	Income Tax						
	EE NICS						
	NET	£ - -	£ - -	£ - -	£ - -	£ - -	£ - -
	ER NICS as per P11						
Less Employment Allowance							
Eligible ER NICS	£ - -	£ - -	£ - -	£ - -	£ - -	£ - -	
ER Pension			£ -				
Total Salary per month	£ - -	£ - -	£ - -	£ - -	£ - -	£ - -	
Total Salary per annum	£ - -	£ - -	£ - -	£ - -	£ - -	£ - -	
Pension Contribution (Specify %)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Is Pension Contribution reasonable?							
Allowances Confirmed to Contract/Terms & Conditions?							
Proof of Payment of Salary?							
Date Salary Cleared bank							
Proof of Payment of all Deductions to Appropriate Bodies?							
Hourly Rate Tested matches Project's Calculation?							
Hourly Rate Calculation	Full Time Equivalent						
	Actual Hours per week worked						
	Percentage of FT Equivalent	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total Annual Working Hours	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Hourly Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Hours worked on ESF Project over the month per timesheets							
Hours Charged Agree to Timesheets? If not, see Employee Summary tab on Claims Inspection Sheet.							
Timesheets Properly Completed and Authorised?							
Total Tested	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Is total tested same as claimed amount? (enter yes/ no & amount)							
Is total tested same as PDB vouch amount? (enter yes/ no & amount)							
Issues identified/ documents missing							

Findings

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Employee					
Payroll Number					
Full Time / Part Time on project					
Sample period					
Contract	Has contract/ T&C sheet been provided?				
	Date employment commenced				
	Job Role				
	Company employment with				
	Starting Salary				
	Pension				
	Annual Holidays				
	Statutory Holidays				
	No of working hours per week				
	Annual Gross Salary	£ - -	£ - -	£ - -	£ - -
Equivalent NJC Scale	- -	- -	- -	- -	
Salary equivalent to NJC Scale					
Salary Specific to the Project					
Date/Period of Salary Eligible?					
Is role eligible per 9.3?					
Is role direct or indirect?					
Is employee a member of senior management?					
Has 15% salary cap been applied?					
Has employee received training in ESF requirements?					
Salary Per Payroll Record:		Jan-00	Jan-00	Jan-00	Jan-00
Salary Breakdown - Add additional lines as required	Gross				
	Student Loan				
	Emp'sr's Childcare				
	Life Assurance				
	Adjustments				
	EE Pension				
	Income Tax				
	EE NICS				
	NET	£ - -	£ - -	£ - -	£ - -
	ER NICS as per P11				
	Less Employment Allowance				
	Eligible ER NICS	£ - -	£ - -	£ - -	£ - -
	ER Pension				
Total Salary per month	£ - -	£ - -	£ - -	£ - -	
Total Salary per annum	£ - -	£ - -	£ - -	£ - -	
Pension Contribution (Specify %)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Is Pension Contribution reasonable?					
Allowances Confirmed to Contract/Terms & Conditions?					
Proof of Payment of Salary?					
Date Salary Cleared bank					
Proof of Payment of all Deductions to Appropriate Bodies?					
Hourly Rate Tested matches Project's Calculation?					
Hourly Rate Calculation	Full Time Equivalent				
	Actual Hours per week worked				
	Percentage of FT Equivalent	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total Annual Working Hours	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Hourly Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Hours worked on ESF Project over the month per timesheets					
Hours Charged Agree to Timesheets? If not, see Employee Summary tab on Claims Inspection Sheet.					
Timesheets Properly Completed and Authorised?					
Total Tested	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Is total tested same as claimed amount? (enter yes/ no & amount)					
Is total tested same as PDB vouch amount? (enter yes/ no & amount)					
Issues identified/ documents missing					

Findings

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Invoiced Services - External Tutor Costs

No.	Check	Yes/No/ N/A	Comment (Include Ref No. if applicable)
1	Are foreign exchange transactions included in the expenditure sampled?		
2	Is project registered for VAT purposes?		
3	Have all invoices been incurred and paid within eligibility period?		

Sampled Expenditure

Scan documents examined for evidence					
Invoice Selected		1	2	3	Add further columns/ tables as necessary
Invoice Reference					
Invoice Amount					
Is the invoice original and in order?	Check that the invoice is original, dated, within the eligible period, on official headed paper, containing contact details for the supplier, addressed to the project organisation, containing sufficient detail, dated, VAT registration number, reference number etc. Also check for stamps from any other funders				
Addressed to the Beneficiary?					
Supplier Name					
Purchased in line with Procurement Rules Complete Procurement Checklist if Public Body?	This should be thoroughly checked the first time that these checks are conducted and recorded on the checklist. Subsequent checks should concentrate more on any contract management process but also look at any variations to the contract terms and ensure this is within the contract period and value.				
Eligible Item?					
Eligible Date/Period?	within period of relevant claim?				
Specify any Additional Documentation Examined such as proof of work completed, Purchase Order etc					
Is the description of service provided on the invoice directly attributable to the project?					
Is the contract period stipulated and are the payments made for activity completed within the contract period?					
Are payments made in accordance with the terms and conditions of contract?					
Are cumulative payments being monitored by to ensure that the contract value is not exceeded?	A mechanism should be in place to monitor spend against the contract.				
Has the contract been varied?	If yes, check for any revisions of the contract and ensure that these have been approved at the appropriate level. The reasons and rationale should be clearly documented. Carry on with check.				
Irrecoverable VAT accurately charged or recoverable VAT excluded?					
Proof of Payment					
Provide details of foreign exchange rate applied (if applicable)					
Is foreign exchange rate in line with stipulated methodology in respect of invoice date paid?					
Has claim been calculated correctly?					

Findings

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Procurement Checklist

Summary

Contract name and reference number	
Contract Type	
CPV code (if applicable)	Check CPV code in case Light Touch Regime applies (see guidance for details)
Estimated contract value	
Procurement conducted by	
Procurement method used	
Successful contractor	
Contract Price	
Contract start date and duration	

Preliminary questions (tick appropriate box for each question)

Is the project subject to public procurement rules?		#N/A
Is the estimated contract value under £5K?		#N/A
Is the estimated contract value between £5K and £30k?		#N/A
Is the estimated contract value (net of VAT and including possible extension periods) above £30k and below the relevant EU threshold? (see guidance notes for further information)		#N/A

Part A – Contract below £30k

EU directives do not apply to public procurement for contracts under £30k but procurement principles still apply i.e. the process should be fair, consistent, cost effective and transparent.

Quotes should be obtained from relevant and competent suppliers.

Service and supply contracts should be awarded on the basis of best combination of price and quality, or lowest acceptable price. Construction contracts should be awarded on the basis of lowest acceptable price.

Estimated Contract Value	Question	Comment
Up to £5,000	Is the SP sufficiently assured that this purchase has not been artificially disaggregated from a contract with a higher value?	Similar purchases from same supplier may indicate a contract already in place. If yes, obtain higher contract value and apply appropriate procurement rules. Review LoO grant amount against contract value to determine if the contract is split with another funder.
	Have two quotes/price checks been obtained?	

Findings

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Part B - Contract between £5K and £30K

A minimum of two tenders should be invited to tender.

How many potential bidders were invited to tender?	
Was documentation/terms of reference sent to all potential suppliers?	
How many tenders were received?	
Were all tenders received in time?	
Was tender evaluation/scoring consistent?	
Were successful/unsuccessful bidders notified of the tender outcome?	

Evidence to be retained

Quotes/tenders received with proof of being received within timeframe	
Terms of reference	
Tender assessment/scoring	
Successful/unsuccessful notification	
Contract (inc. amendments if applicable)	

Additional Information

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Part C – Contract value above £30k and below EU Threshold

Advertising/Tender Publication

Was the tender advertised in regional press?	If yes, provide details including dates.
Did the advertisement acknowledge EU funding in line with publicity guidance?	
Was the tender published on eSourcingNI?	If yes, provide date notice was published.
Were the selection criteria available to tenderers prior to submission date?	

Tender

Were all requests for information, tender documents and other documents issued within six days of the request and at least six days prior to the tender	
Tender submission date	
Were all tenders received within time?	
How many tenders were received?	
Were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials, recorded and late tenders rejected.	
How were the tenders evaluated/scored?	
Were the selection criteria used the same as stated in the Contract Notice/Instruction to Tenderers?	
Has it been recorded that evaluation panel members did not have a conflict of interest?	

Contract Award

Successful Contractor and contract value	
Contract start date, duration and possible extensions.	
Have any amendments been made to the contract?	This can include dates, price etc.
Were unsuccessful tenderers advised of the outcome of the process?	If yes, provide date notification was sent.
Were any complaints received from tenderers?	If yes, provide details.

Documents required	
Esourcing NI publication	
Advertisements	
Instructions to Tenderers (if not included in this, also obtain selection criteria and contract/tender specification).	
Evidence of Tender opening (if applicable)	Note if included in separate document.
Tenders received	
Assessment scoring	
Contract award letter	
Unsuccessful tenderer notification	
Tender Evaluation Report	
Evidence of contract amendments (if applicable)	

Additional Information

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Part D – Contract value above EU Threshold

Advertising/Contract notice

Was a Prior Information Notice published through OJEU?	If yes, provide details including date sent to OJEU.
Was the tender advertised in regional press?	If yes, provide details including dates.
Did the advertisement acknowledge EU funding in line with publicity guidance?	
Was a contract notice published through OJEU?	If yes, provide date notice was sent.
Did the Contract Notice contain all necessary information (including selection criteria)?	

Pre-Tender submission Stage/Pre-Qualifying Questionnaire (PQQ) Stage (for Restricted procedure and Competitive Dialogue procedure only)

Date of receipt for expression of interest/pre-qualifying questionnaire?	
Did the response period meet EU requirements?	Separate rules apply to Light Touch, refer to guidance.
How many expressions of interest/pre-qualifying questionnaires were received?	
For hard copies of questionnaires, were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials and recorded.	
Were all contractors that submitted an expression of interest/PQQ evaluated?	
How many contractors were selected to be invited to tender?	
Have the minimum number of contractors been invited to tender? (see guidance for details)	
Were unsuccessful parties advised of the outcome?	

Tender

Invitation to tender date	
Tender submission date	
Did the tender period meet EU requirements?	Separate rules apply to Light Touch, refer to guidance.
How many tenders were received?	
Were all tenders received within time?	
Were procedures for storing and opening tenders applied? i.e. opened at the same time, in presence of two officials, recorded and late tenders rejected.	
How were the tenders evaluated/scored?	
Were the selection criteria used the same as stated in the contract notice/Instructions to Tenderers?	
Has it been recorded that panel members did not have a conflict of interest?	

Contract Award

Successful Contractor and contract value	
Contract start date, duration and possible extensions	
Have any amendments been made to the contract?	
Was a Contract Award Notice sent to OJEU within 30/48 days of the award?	Separate rules apply to Light Touch, (refer to guidance).
Did the Contract Award Notice contain all required information?	
Were unsuccessful tenderers advised of the outcome of the process?	If yes, provide date notification was sent.
Were any complaints received from tenderers?	

Documents required	
Prior Information Notice (if applicable)	
Contract Notice	
Advertisements	
Expression of Interest/PQQ submissions	
Unsuccessful PQQ notification	
PQQ report	
Instructions to Tenderers (if not included in this, also obtain selection criteria and contract/tender specification).	
Evidence of Tender opening (if applicable)	Note if included in separate document.
Tenders received	
Assessment scoring	
Contract award letter	
Contract Award Notice	
Unsuccessful award notification (template and sample if more than one letter issued)	
Tender Evaluation Report	
Evidence of contract amendments (if applicable)	

Additional information

Findings	
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MA Findings and Recommendations

Recommendations

Number of recommendations	
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1

Finding					
Recommendation					
Flag status					
PDB response					
MA comment					
Updated flag status		Date		Initials	

2

Finding					
Recommendation					
Flag status					
PDB response					
MA comment					
Updated flag status		Date		Initials	

3

Finding					
Recommendation					
Flag status					
PDB response					
MA comment					
Updated flag status		Date		Initials	

4

Finding					
Recommendation					
Flag status					
PDB response					
MA comment					
Updated flag status		Date		Initials	

5

Finding					
Recommendation					
Flag status					
PDB response					
MA comment					
Updated flag status		Date		Initials	

Initial Flag Status

Flag Status					
Rationale for Flag Status					
Completed by (EO2 or above)		Grade		Date	
Reviewed by (EO1 or above)		Grade		Date	

Flag Status after follow up

Updated Flag Status					
Completed by (EO2 or above)		Grade		Date	
Reviewed by (EO1 or above)		Grade		Date	