Quality Monitoring Checklist

Application Reference Number	11/00100/CONDIT

		Date	Initials	Comments
Received Date		11.02.2011	PPSUB	
Passed to Scanning				
Passed to Technicians		14.2.11	JS	
Invalid	(Yes)/No	15.2.11.		
Article 3 Required	Yes/No			
Invalid additional info rec'd		16.2.11		
VALID DATE		16.2.11		
From Tech to Senior Officer for Allocation		16.2.11.		
Allocation of Case Officer		17.2.11		
Passed to Admin		17.2.11		
Checking and Printing completed		17.2.11	JS	
Passed to Officer by Admin		17.2.11	JS	
Decision notice produced				
Decision notice sent out				
File back to Officer				

Officer to ensure everything is scanned and indexed into Anite – Then destroy the file

NOTES