Transfer sheet for incident reports

Keep actual transmission, updated data and open information together.

Legal entity, function and scope

Determine the date, performance and role of responsibility with the own verification identifier.

Recalculate deadlines

Get knowledge, classification and actual transmissions in UTC. Check exceptions and immediate updates separately.

What facts and evidence do the decision bear?

Select the information relevant to your criterion. Note version, location and reference to your own process for each document.

Own decision and open order

The acceptance document and internal release are assigned to each reporting stage and the same incident identifier.

Transfer the sample case to the own holding

Interim report and updated interim report are submitted on different days.

Example check	Documented status
Scale The latest intermediate transmission is subject to the calculated closing limit. The update has its own receipt document.	
Observation A design was marked as sent, without receipt or shipping time.	
Reasoned follow-up	Adjust the steps with the actual transmission and calculate the subsequent periods again.

Keeping your own deviation and expected effect

What acceptance changes your decision? Determine which own sample and what proof clarify the open question.

Connect test documents, findings and acceptance

Link each sample with a unique identifier. In case of a different activity, replace the criterion by the test position relevant to your job.

Continue intermediate notification and changes in a comprehensible way

Art. 19 para. 4 para. b · Check whether the interim notification has been planned even if there is no significant change in status.

Observation and evidence

Specify the observed result, location and status.

Evidence of cause and effect of final notification

Art. 19 para. 4 para. c · Compare an estimated value from the interim report with the final documented value.

Observation and evidence

Specify the observed result, location and status.

Correction, follow-up date and release

Determine the finding, the correction responsible, the post-test and the decision with date.