ICT Operations Checklist

CHECKLIST INSTANCE REPORT

Checklist Name:	MORNING-SHIFT
Date:	2026-02-20
Shift:	MORNING
Status:	COMPLETED
Section:	
Created By:	Adonis Shumba

Total Items:	2
Completed Items:	2
Pending Items:	0
Total Subitems:	6
Completed Subitems:	6
Completion Time:	None seconds

EXECUTIVE SUMMARY

This report provides a comprehensive overview of the checklist instance "MORNING-SHIFT" conducted on 2026-02-20 during the MORNING shift. The checklist covers None section operations and was managed by Adonis Shumba.

Performance Metrics:
• Overall Completion Rate: 100.0%
• Items Completed: 2 out of 2
• Subitems Completed: 6 out of 6
• Exception Count: 0
• Total Execution Time: None seconds

DETAILED ITEMS BREAKDOWN

Item: Confirm RTGS status

Status:	COMPLETED
Required:	Yes
Severity:	5
Type:	ROUTINE
Completed At:	2026-02-20T14:57:39.807299+02:00
Completed By:	Adonis Shumba

Description: RTGS payments are processed across 4 different servers before shipping out to payment destination. Your job is to ensure that the correct folders are mounted in the respective servers

Subitems:

• Verify RTGS folders are mounted on server 112: RUN df -h and confirm mount points	COMPLETED
• Verify RTGS folders are mounted on server 113: RUN df -h and confirm mount points	COMPLETED
• Verify RTGS folders are mounted on server 249: RUN df -h and confirm mount points	COMPLETED
• Verify Outgoing/Incoming folders are populating: RDP into server 45, Open File Explorer and verify folders have latest files.	COMPLETED
• Verify no pending/failed payments require action	COMPLETED

• Confirm IDC & Digipay accounts extracts uploaded to Trustlink and in the correct format	**COMPLETED**

Item: Attend to handover

Status:	**COMPLETED**
Required:	Yes
Severity:	1
Type:	ROUTINE
Completed At:	2026-02-20T14:58:01.368349+02:00
Completed By:	Adonis Shumba

Description: Handover notes: Review pending items from previous shift

• Confirm IDC & Digipay accounts extracts uploaded to Trustlink and in the correct format