Control organization requirement

The process starts when the Director receives a letter from the Control Organization with a requirement for specific information. The Director enters the requirement into the system, assigns an employee to respond, indicates the expiry date of this requirement, and specifies the timeframe within which the employee is expected to respond to the request.

The person assigned can see the time that is available to make the response report, review the whole case and enter a response to the request.

Later, the Director should review the assigned user's response, change what is considered pertinent and decide if this is the definitive response to the Control Organization. If the response is not definitive then a new task will be generated to the person assigned. That is, the person who prepared the response should review the case again, then correct and complete the response.

If the Director is satisfied with the response, then the letter of response is generated, printed and sent to the Control Organization.