ARCAJA TECH LTD

Review and Comply
BY ARCAJA TECH

A PRACTICAL CONVERSATION GUIDE

Review-readiness checklist

01 / Prepare with clarity

Use these prompts with your panel adviser, Chair and team. Note your current approach, any gap, the person responsible and the next action.

Discussion aid, not a regulatory checklist or compliance assessment. Apply your organisation's policies and relevant professional requirements.

01 Papers and versions

Is there a clear source for the current pack, with a way to identify updates?

Current approach _____

Gap / next action _____

Owner / date _____

02 Preparation

Can members prepare privately, and is it clear when contributions become shared?

Current approach _____

Gap / next action _____

Owner / date _____

03 Evidence-linked questions

Can a question be traced back to the paper or evidence that prompted it?

Current approach _____

Gap / next action _____

Owner / date _____

04 Question consolidation

Is there an agreed process for the Chair to remove duplication and identify gaps?

Current approach _____

Gap / next action _____

Owner / date _____

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02 / Record the discussion

05 Coverage

Who checks that the relevant areas have been considered before the meeting?

Current approach _____

Gap / next action _____

Owner / date _____

06 Attendance and declarations

How are attendance, conflicts, declarations and any applicable quorum requirements recorded?

Current approach _____

Gap / next action _____

Owner / date _____

07 Responses and discussion

Can the record distinguish what was asked, the response and the subsequent deliberation?

Current approach _____

Gap / next action _____

Owner / date _____

08 Recommendation and rationale

Is the panel recommendation clearly recorded with the reasoning behind it?

Current approach _____

Gap / next action _____

Owner / date _____

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03 / Preserve the record

09 Decision-maker handover

Is the recommendation distinct from the agency decision, with a clear handover?

Current approach _____

Gap / next action _____

Owner / date _____

10 Retention and access

Are arrangements agreed for private notes, access, retention and deletion?

Current approach _____

Gap / next action _____

Owner / date _____

11 Audit evidence

Can your team establish who contributed, what changed and which version is final?

Current approach _____

Gap / next action _____

Owner / date _____

Choose one process to improve first.

Agree the next action and an owner. Bring your questions to a demonstration to explore how Review and Comply could support your workflow.

Book a demo: arcajatech.com/contact/

Questions? info@arcajatech.com | 0333 049 6836