**DPER Single Scheme Databank**

**Suggested Quality Assurance Checklist for Relevant Authorities**

**Membership Data Scheme File**

**File Scheme Year: \_\_\_\_\_\_\_\_\_**

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| **You should ensure that the current** [**Scheme File Template**](https://singlepensionscheme.gov.ie/wp-content/uploads/2019/05/Membership-Template.xlsx) **is always used to populate data. The** [**Quick Reference Sheet**](https://singlepensionscheme.gov.ie/wp-content/uploads/2019/06/Membership-Quick-Reference.xlsx) **for the template will clarify which fields are mandatory, the permissible format of each field and lists of values permissible for certain fields. ** |
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| **Quality assurance should be completed for all files, including *nil return* files. A nil return file is submitted for any year where there were no members or pensioners of the Single Scheme at any point during the year. For a nil return file, QA checks # 1 to 11 should be completed.** **For all other files, all QA checks should be completed on a file prior to attempting upload to the Databank ** |
| **General File Format Checks** |
| **Check #** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 1 | Have you saved the file in the **correct file format** (Excel or csv)? |  |  |
| 2 | Have you checked that there is **only 1 worksheet** (tab) in the file? |  |  |
| 3 | Have you checked that **all rows and columns are unhidden**? |  |  |
| 4 | Have you applied Autofit to all columns so that **all data is fully visible**? |  |  |
| 5 | Have you checked, using “Show Formulas” under Review tab, that there are **no formulae in any cell** in the worksheet? |  |  |
| 6 | Have you checked, using “Show All Comments” under Review tab, that there are **no comments in any cell** on the worksheet?  |  |  |
| 7 | Have you checked that there are **precisely 41 columns** in the worksheet? |  |  |
| 8 | Have you checked that the **order of the columns** is as precisely detailed on the DPER Scheme File template? |  |  |
| 9 | Have you checked that the **name of each of the fields in the top header row** is as precisely detailed on the DPER Scheme File template? |  |  |
| 10 | Have you checked that the **file is not password protected**? |  |  |
| 11 | Have you checked that the **file name is in the recommended style**? i.e. *RA###\_RAName\_Membership\_YYYY\_YYYYMMDD* e.g. if saving a completed Membership File for Kerry County Council on 30 June 2019 for the Scheme Year 2013, the recommended file name would be *“RA193\_KerryCoCo\_Membership\_2013\_20190630”* |  |  |
|  |  |  |  |  |
| **After you have finished populating the file, you should apply a filter to the header row at top of the worksheet** |
|  | **General File Data Checks** |  |
| **Check #** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 12 | Have you checked that all **mandatory fields** in the file have been populated? |  |  |
| 13 | Have you populated **all fields in the correct format** precisely in line with DPER lists of permissible values? E.g. all dates in dd/mm/yyyy format, Yes or No used instead of Y or N, no negative values for any monetary fields. |  |  |
| 14 | *It is recommended that you save your file as a MS Excel .xls or .xlsx worksheet (one tab only).* If you are instead saving your file in .csv format, have you checked that there are no € symbols (or other Unicode symbols) included in your .csv file. |  |  |
|  |  |   |  |  |
|  | ***Member Personal Information*** |  |
| **Check****#** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 15 | Year | Have you checked that the Year field **only contains** the Scheme year that the return is being made for? E.g. if the Scheme File is being uploaded for 2014, 2014 must be entered in the Year field for **all rows** |  |  |
| 16 | Civil Status | Have you checked that the use of the Civil Status value of **“Unknown” is minimised** to the greatest extent? |  |  |
| 17 | Date of Death | Have you checked that a **member's Date of Death is** populated for any member with a Member Status of: •Death in Service•Death of Deferred Member |  |  |
| 18 | Date of Death | Where a Date of Death is populated, have you checked that a member’s Date of Death is **not before** the member’s Pensionable Employment Start Date? |  |  |
|  |  |  |  |  |
|  | ***Member Employment Details*** |  |
| **Check****#** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 19 | RA Number | Have you checked that the **RA Number** included in your file precisely matches the RA Number (up to 3 digits) that has been assigned to your organisation by DPER for Databank files?  |  |  |
| 20 | RA Name | Have you checked that the **RA Name** included in your file precisely matches the RA Name that has been assigned to your organisation by DPER for Databank files? |  |  |
| 21 | Payroll Number | Have you checked that the **Payroll number** matches the **Employer’s PAYE Registration Number**? |  |  |
| 22 | Pensionable Employment Start Date | Have you checked that the members' **Pensionable Employment Start Date** is **on or after 01/01/2013**? |  |  |
| 23 | Pensionable Employment Start Date | Have you checked that the members' **Pensionable Employment Start Date** is **not later than** the year of the file being prepared? |  |  |
| 24 | Pensionable Employment Start Date | For members with a Pensionable Employment Start Date that is earlier than the year of the prepared file being reviewed, have you **checked that the member was correctly included on file for the prior year(s)**? (Using VLOOKUP function to cross reference a previous file can assist with this important check) |  |  |
| 25 | Pensionable Employment Start Date | Have you checked if anyone with a status of “**Active Member”** or “**Suspended Member”** for the Scheme Year **immediately preceding** this year is appropriately included in this Scheme Year’sfile also? |  |  |
| 26 | Pensionable Employment Start Date | In the event of a **member leaving pensionable employment, retiring or death,** have you checked that the **Pensionable Employment Start Date** is **not after** the date entered for Pensionable Employment Leave Date or Date of Death? |  |  |
| 27 | Pensionable Employment Leave Date | Have you checked that the members' **Pensionable Employment Leave Date** is **on or after** **01/01/2013**? |  |  |
| 28 | Pensionable Employment Leave Date | Have you checked that the members' **Pensionable Employment Leave Date** is **not later than** the year of the Scheme File being uploaded? |  |  |
| 29 | Pensionable Employment Leave Date | In the event of **a member leaving pensionable employment, retiring or death**, have you checked that the **Pensionable Employment Leave Date** is **not before** the date entered for Pensionable Employment Start Date? |  |  |
| 30 | Member Status | Have you filtered the Member Status field for all "**Active Members" and “Suspended Members”** and ensured that the **Pensionable Employment Leave Date** field has **not been populated** for these members? |  |  |
| 31 | Member Status | Have you filtered the Member Status field for all **"Active Members" and “Suspended Members”** and ensured that the **Member Refunds section** has **not been populated** for these members? |  |  |
| 32 | Member Status | Have you filtered for **leavers** (i.e. those with status of “Leaver not vested and contributions refunded”, “Leaver not vested and contributions not refunded”, “Leaver deferred benefit” & “Leaver unknown”) and ensured that the **Pensionable Employment Leave Date** field **has been populated** for these members? |  |  |
| 33 | Member Status | Have you filtered the Member Status field for all **"Leaver not vested and contributions refunded"** members and ensured that all fields in **Member Refunds Section are populated** if a refund was paid to the member during the Scheme Year of the file being prepared?The fields that should be populated are:•Gross Refund Amount Paid•Refund Date•Refund Membership Category•Refund Corresponding Pensionable Employment Start Date•Refund Corresponding Pensionable Employment Leave Date•Refund Corresponding Pension Referable Amount•Refund Corresponding Lump Sum Referable Amount |  |  |
| 34 | Member Status | Have you filtered for **all members with a leaver status** (“Leaver not vested and contributions not refunded”, “Leaver deferred benefit” & “Leaver unknown”) and ensured that the **Member Refunds section** **has not been populated** for these members? |  |  |
| 35 | Member Status | Have you ensured that use of the Member Status **“Leaver unknown”** has been **kept to a minimum**? |  |  |
| 36 | Member Status | Have you filtered for all members with a **retirement member status** (“Retirement Normal”, “Retirement Ill Health” & “Retirement Cost Neutral”) and ensured that the **Pensionable Employment Leave Date** field **has been populated** for these members? |  |  |
| 37 | Member Status | Have you filtered for all members with a **retirement member status** (“Retirement Normal”, “Retirement Ill Health” & “Retirement Cost Neutral”) and ensured that the **year of the Pensionable Employment Leave Date** field is the **same as the year of the Scheme File** being prepared? |  |  |
| 38 | Member Status | Have you filtered for all members with a **retirement member status** (“Retirement Normal”, “Retirement Ill Health” & “Retirement Cost Neutral”) and ensured that **no data has been populated** in the **Member Refunds section** of the template for these members? |  |  |
| 39 | Member Status | Have you filtered for all members with a **deceased status** (“Death in Service” and “Death of a Deferred Member”) and ensured that the **Date of Death field is populated**? |  |  |
| 40 | Member Status | Have you filtered for all members with a **deceased status** (“Death in Service” and “Death of a Deferred Member”) and ensured that the **Pensionable Employment Leave Date** field **has been populated** for these members? |  |  |
| 41 | Member Status | Have you filtered for all members with a **deceased status** (“Death in Service” and “Death of a Deferred Member”) and ensured that the **Pensionable Employment Leave Date** field **is the same as the year of the Scheme File** being prepared? |  |  |
| 42 | Normal Retirement Date | Have you checked that the **Normal Retirement Date** **is correct** for all members **based on** their **Date of Birth** and **Membership Category**? |  |  |
|  |  |  |  |  |
|  | ***Member Annual Benefits*** |  |
| ****Please note that the Databank **will not validate** the calculation of contributions paid or the pension and lump sum referable amounts for a member ********Relevant Authorities remain responsible for ensuring that such amounts are being accurately calculated and reported**** |
| **Check****#** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 43 | Employee Contributions Paid | Have you checked that the **Employee Contributions Paid** are those that were **deducted during the relevant period of employment** for the member in the Year of the Scheme File being prepared? |  |  |
| 44 | Employee Contributions Paid | Have you checked that **no negative values** have been entered for the **Employee Contributions Paid** field? |  |  |
| 45 | Employee Contributions Paid | Have you checked that **if the Employee Contributions Paid is €0.00** (e.g. for a suspended member who has been off pay for a full calendar year), **the value entered is €0.00** and not "nil"? |  |  |
| 46 | Employee Contributions Paid | Have you checked that **if the Employee Contributions Paid is €0.00**, **all other monetary fields** in the Member Annual Benefits section (Total Actual Gross Pensionable Remuneration Paid, Pension Referable Amount and Lump Sum Referable Amount) are **also €0.00**? |  |  |
| 47 | Employee Contributions Paid | Have you checked that **if the Employee Contributions Paid is €0.00**, it is because:* The Member Status is **“Suspended member”** and the member has been on leave for more than 1 calendar year
* The member has **received a refund** during the Scheme Year for a period of employment in a **prior Scheme Year**
* The member has **repaid more than 1 refund** during 1 period of employment in the Scheme year?
 |  |  |
| 48 | Total Actual Gross Pensionable Remuneration Paid | Have you checked that the **Total Actual Gross Pensionable Remuneration Paid** **matches that which was actually paid** to the member during the relevant period of employment in the Year of the Scheme File being prepared? |  |  |
| 49 | Total Actual Gross Pensionable Remuneration Paid | Have you checked that **no negative values** have been entered for the **Total Actual Gross Pensionable Remuneration Paid** field? |  |  |
| 50 | Total Actual Gross Pensionable Remuneration Paid | Have you checked that if the **Total Actual Gross Pensionable Remuneration Paid** **is €0.00** (e.g. for a suspended member who has been off pay for a full calendar year), **the value entered is €0.00** and not "nil"? |  |  |
| 51 | Total Actual Gross Pensionable Remuneration Paid | Have you checked that if the **Total Actual Gross Pensionable Remuneration Paid** **is €0.00**, **all other monetary fields in the Member Annual Benefits** section (Employee Contributions Paid, Pension Referable Amount and Lump Sum Referable Amount) **are also €0.00**? |  |  |
| 52 | Total Actual Gross Pensionable Remuneration Paid | Have you checked that if **the Total Actual Gross Pensionable Remuneration Paid is €0.00**, it is because:* The Member Status is **“Suspended member”** and the member has been on leave for more than 1 calendar year
* The member has **received a refund** during the Scheme Year for a period of employment in a **prior Scheme Year**
* The member has **repaid more than 1 refund** during 1 period of employment in the Scheme year?
 |  |  |
| 53 | Pension Referable Amount | Have you checked that the **Pension Referable Amounts** are the **amounts actually earned** during the Scheme Year for the file in question i.e. **not inclusive of CPI**? |  |  |
| 54 | Pension Referable Amount | Have you checked that the **Pension Referable Amount** is **not inclusive of any CPI** uprating? |  |  |
| 55 | Pension Referable Amount | Have you checked that **no negative values** have been entered for the **Pension Referable Amount** field? |  |  |
| 56 | Pension Referable Amount | Have you checked that if the **Pension Referable Amount is €0.00** (e.g. for a suspended member who has been off pay for a full calendar year), the **value entered is €0.00** and not "nil"? |  |  |
| 57 | Pension Referable Amount | Have you checked that if the **Pension Referable Amount is €0.00**, **all other monetary fields in the Member Annual Benefits section** (Employee Contributions Paid, Total Actual Gross Pensionable Remuneration Paid and Lump Sum Referable Amount) **are also €0.00**? |  |  |
| 58 | Pension Referable Amount | Have you checked that if the **Pension Referable Amount is €0.00**, it is because:* The Member Status is **“Suspended member”** and the member has been on leave for more than 1 calendar year
* The member has **received a refund** during the Scheme Year for a period of employment in a **prior Scheme Year**
* The member has repaid more than 1 refund during 1 period of employment in the Scheme year?
 |  |  |
| 59 | Lump Sum Referable Amount | Have you checked that the **Lump Sum Referable Amount** was that which was earned by the member during the relevant period of employment in the Year of the Scheme File being prepared? |  |  |
| 60 | Lump Sum Referable Amount | Have you checked that the **Lump Sum Referable Amounts** are the **amounts actually earned** during the Scheme Year for the file in question i.e. **not inclusive of CPI**? |  |  |
| 61 | Lump Sum Referable Amount | Have you checked that **no negative values** have been entered for the **Lump Sum Referable Amount** field? |  |  |
| 62 | Lump Sum Referable Amount | Have you checked that if the **Lump Sum Referable Amount is €0.00** (e.g. for a suspended member who has been off pay for a full calendar year), a **value entered is €0.00** and not "nil"? |  |  |
| 63 | Lump Sum Referable Amount | Have you checked that if the **Lump Sum Referable Amount is €0.00**, **all other monetary fields** **in the Member Annual Benefits section** (Employee Contributions Paid, Total Actual Gross Pensionable Remuneration Paid and Pension Sum Referable Amount) **are also €0.00**? |  |  |
| 64 | Lump Sum Referable Amount | Have you checked that if the **Lump Sum Referable Amount is €0.00**, it is because:* The Member Status is **“Suspended member”** and the member has been on leave for more than 1 calendar year
* The member has **received a refund** during the Scheme Year for a period of employment in a **prior Scheme Year**
* The member has **repaid more than 1 refund** during 1 period of employment in the Scheme year?
 |  |  |
|  | ***Member Refunds*** |  |
| ****You should filter for all members with the Member Status of “Leaver not vested and contributions refunded” and ensure that all fields in the Member Refunds Section have been populated **** |
| **Check****#** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 65 | All fields in Member Refunds Section | Have you checked that that **all** **fields** in the **Member Refunds** section have been populated if the member received a refund in respect of the period of employment in question? |  |  |
| 66 | Gross Refund Amount Paid | Have you checked that the **Gross Refund Amount Paid** corresponds to the **total sum of all contributions paid by the member for all Scheme Years** for **the period(s) of pensionable employment in question** for which a refund was paid? |  |  |
| 67 | Gross Refund Amount Paid | Have you checked that **no negative amounts** have been entered for the **Gross Refund Amount Paid** field? |  |  |
| 68 | Gross Refund Amount Paid | Have you checked that **no zero amounts** have been entered for **Gross Refund Amount Paid** field? |  |  |
| 69 | Refund Date | Have you checked that the **Refund Date occurred during the Scheme File Year** (i.e. the Refund Date cannot be in the year before or after the Scheme File Year)? |  |  |
| 70 | Refund Membership Category | Have you checked that the **Refund Membership Category** for all members who received a refund **matches the Membership Category** for that member during the period of employment which was refunded? |  |  |
| 71 | Refund Corresponding Pensionable Employment Start Date | Have you checked that the **Refund Corresponding Pensionable Employment Start Date** for all members who received a refund **matches the** **Pensionable Employment Start Date** for that member for the period of employment which is being refunded? |  |  |
| 72 | Refund Corresponding Pensionable Employment Leave Date | Have you checked that the **Refund Corresponding Pensionable Employment Leave Date** for all members who received a refund **matches the Pensionable Employment Leave Date** for that member for the period of employment which is being refunded? |  |  |
| 73 | Refund Corresponding Pension Referable Amount | Have you checked that **no negative amounts** have been entered for the **Refund Corresponding Pension Referable Amount** field? |  |  |
| 74 | Refund Corresponding Pension Referable Amount | Have you checked that **no zero amounts** have been entered for the **Refund Corresponding Pension Referable Amount** field? |  |  |
| 75 | Refund Corresponding Pension Referable Amount | Have you checked that the **Refund Corresponding Pension Referable Amount** matches the total earned over the period of employment in question? |  |  |
| 76 | Refund Corresponding Lump Sum Referable Amount | Have you checked that **no negative amounts** have been entered for **the Refund Corresponding Lump Sum Referable Amount** field? |  |  |
| 77 | Refund Corresponding Lump Sum Referable Amount | Have you checked that **no zero amounts** have been entered for **Refund Corresponding Lump Sum Referable Amount** field? |  |  |
| 78 | Refund Corresponding Lump Sum Referable Amount | Have you checked that the **Refund Corresponding Lump Sum Referable Amount** matches the total earned over the period of employment in question? |  |  |
|  |  |  |  |  |
|  | ***Member Repaid Refunds*** |  |
| ****This section should only be populated when a member **has fully finished repaying a refund** to a Relevant Authority ********Ensure that **all fields** in the Member Repaid Refunds Section have been populated for such members**** |
| **Check****#** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 79 | Repaid Refund Original RA Number | Have you checked that the **RA Number** for the RA from the **period of prior pensionable employment that the member has fully repaid a refund for** matches that listed by DPER? (This can be checked at <https://singlepensionscheme.gov.ie/for-employers/list-of-relevant-authorities/> ) |  |  |
| 80 | Repaid Refund Original RA Name | Have you checked that the **RA Name** for the RA from the **period of prior pensionable employment that the member has fully repaid a refund for** matches that listed by DPER? (This can be checked at <https://singlepensionscheme.gov.ie/for-employers/list-of-relevant-authorities/> ) |  |  |
| 81 | Repaid Refund Final Date of Repayment | Have you checked that the **Repaid Refund Final Date of Repayment** has occurred **during the Year of the Scheme File** being prepared (i.e. this date cannot be in the year before or after the Scheme File Year)? |  |  |
| 82 | Repaid Refund Gross Contribution Amount | Have you checked that the **Repaid Refund Gross Contribution Amount** does **not include compound interest** that member paid when the refund was repaid? |  |  |
| **Updating of Benefit Payments Data Scheme File** |
| **You should ensure that in the case of a retirement or death that occurred during the Scheme Year that the relevant****fields are separately updated on the corresponding Benefits Payment Data Scheme File ** |
| **Check****#** |  | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 83 | Benefit Payments Data Scheme File | In the case of a retirement or a death that occurred during the Scheme Year, have you separately updated the relevant fields on the Benefit Payments Data Scheme File for the relevant Scheme Year (based on the payment date of the benefit in question)? |  |  |

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| **General File Format Rechecks** |
| **Check #** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| R1 | Have you saved the file in the **correct file format** (Excel or csv)? |  |  |
| R2 | Have you checked that there is **only 1 worksheet** (tab) in the file? |  |  |
| R3 | Have you checked that **all rows and columns are unhidden**? |  |  |
| R4 | Have you applied Autofit to all columns so that **all data is fully visible**? |  |  |
| R5 | Have you checked, using “Show Formulas” under Review tab, that there are **no formulae in any cell** in the worksheet? |  |  |
| R6 | Have you checked, using “Show All Comments” under Review tab, that there are **no comments in any cell** on the worksheet?  |  |  |
| R7 | Have you checked that there are **precisely 41 columns of data** in worksheet? |  |  |
| R8 | Have you checked that the **order of the columns** is as precisely detailed on the DPER Scheme File template? |  |  |
| R9 | Have you checked that the **name of each of the fields in the top header row** is as precisely detailed on the DPER Scheme File template? |  |  |
| R10 | Have you checked that the **file is not password protected**? |  |  |
| R11 | Have you checked that the **file name is in the recommended style**? i.e. *RA###\_RAName\_Membership\_YearYYYY\_YYYYDDMM* or *RA###\_RAName\_Benefits\_YYYY\_YYYYMMDD*e.g. if saving a completed Membership File for Kerry County Council on 30 June 2019 for the Scheme Year 2013, the recommended file name would be *“RA193\_KerryCoCo\_Membership\_2013\_20190630”* |  |  |
|  |
| **Sign-off of Scheme File QA Process** |
| **After you have completed the above checks, you should sign-off and date this checklist and then pass it with the Scheme File to a colleague for peer review** |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |
|  |  |  |  |  |
| **Confirmation of peer review incorporating all required amendments prior to upload of file via DGVT Databank** |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |
| **Confirmation of File Record Upload**

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| Once your file has been peer reviewed and uploaded, a Level 2 User can upload the file via the Databank DGVT application. Please record the following:**Final name of file: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****User who uploaded file: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of File Upload: \_\_\_/ \_\_\_/ \_\_\_****Time of File Upload: \_\_\_\_\_ : \_\_\_\_\_****Number of file rows: \_\_\_\_\_\_\_\_\_\_\_****(excluding header row)****Final system check that record uploaded as expected: ⬜ Yes** **File saved locally: ⬜ Yes File Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |

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| This checklist is for **local use only**. Completed copies of this checklist should **NOT** be sent to DPER  |

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**V1.01\_201901**