

Check whether a document is usable

Use this page for one document type. Mechanical checks support professional review.

Type in the fields or print. Save your copy. No answers are sent to Redbroch.

Use non-sensitive descriptions. Do not enter client records or credentials.

01 What makes this document ready for review?

Describe the expected period, entity, completeness, file format and readability.

02 What happens between arrival and checking?

Record arrival and first-check timing for a non-sensitive example. Identify any waiting.

03 Which checks are mechanical, and which need judgment?

Name the checks software could flag and the decisions that stay with a reviewer.

04 What should a flagged item show?

Specify the reason, supporting evidence and who reviews any proposed follow-up.

Discussion aid only. Not tax, legal or security advice.

Companion article: redbroch.com/received-is-not-usable.html