

Case Raise Facing Sheet	
Case Reference:	POLTD/1112/0192
Branch Name / Location:	Angus Road
Branch Code:	213859
Office Address:	Angus Road 43 Angus Road Greenock PA16 OPD Scotland <div>GRO</div>
Telephone number:	
Date Of Incident:	15-Nov-11
Initial Identified Loss:	£9,312.81
Incident Reported by:	Doug Head
Incident Details:	An audit was conducted at the office to verify financial assets due to the Post Office® and confirm compliance with a range of Business processes, procedures and regulatory requirements. The audit revealed a shortage of £9312.81
Contact Details:	5367 2379
Primary Stakeholder:	David Southall/John Breeden
Secondary Stakeholder	Post Office Security
Other Stakeholder 1	Operational Team Leader
Other Stakeholder 2	
Security Operations Analyst	Helen Rose
Multiple Branch (yes/no detail multiple):	No
Linked Pillar:	N/A
Main Enquiry Category:	Audit
Enquiry Type:	Cash Loss
Case copied to FIU:	No
Date Case raised:	18-Nov-11
Case Category:	Standard
Security Operations Team:	North
Any other information:	

This email is to notify you of the commencement of an investigation.

*N.B. Please do not divulge this information to any other person without the authority of the investigating officer.*

### Stakeholder Notification

Notification must be emailed to Primary Stakeholder & copied to all Secondary Stakeholders.

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Telephone number:	
Details:	An audit was conducted at the office to verify financial assets due to the Post
Security Manager:	Robert Daily
Date completed:	18/11/2011

I will appraise you of any significant developments throughout the investigation and would be grateful if you could keep me informed of anything that may affect or inform my enquiries. Additionally, you will be advised prior to any actions being taken, as part of the enquiry, (staff interviews / on site enquiries) that may impact on the operational efficiency of the location affected. In the event that staff / agent interviews are undertaken then you will be supplied with sufficient detail of their content in order to deal with any conduct issues that may arise. You will be advised of the final outcome of this enquiry along with details of any weaknesses / failings that may have facilitated the incident in question. You may be asked to provide feedback about this investigation following case closure.

If you need any further information during the course of the investigation, please feel free to contact me at any time on the number below. In the event that I am not available and an update is required please do not hesitate to contact my Security Team Leader, Lesley Frankland **GRO**