

M012 Doc 008**Area Intervention Manager Visit Log**

Admin duty to complete (except date and length of visit which is completed by AIM)

Date and issue	2,12,15 & 22/8/05- Various				
Branch	West Byfleet	Postcode	KT14 6NG	Fad Code	126023
Details of visit	<p>This branch was visited on the 10,17&22/8/05 regarding balancing issues and the setting up of individual stock units. I have spent many hours sorting out balancing issues and helping with the stock set up as well as arranging Ad-hoc training.</p> <p>The Spmr is still new and is looking for support on many issues- she has the capability but needs occasional guidance</p> <p>This branch is currently holding a loss of £466.73 and an over of £96.80 that was put into the suspense account by the trainer 'Michael'. Who told the Spmr that a voucher would be issued to clear it. I have spoken to Michael who confirmed that he did this. I have warned the Spmr that unless an error comes back they could be liable.</p>				
Date of visit	See above	Name AIM	Alan Ridoutt		
Length of visit	4 hours	Segment	Diamond	Actively Account Managed ? Y/N	
Hardship Y/N		ATM? (note type, eg self fill)			

Mandatory requirement on all visits (to be completed by AIM)				
Bal/ Suspense. Check last 4 weeks CA (record amounts)				

ONCH/FONCH Check declarations (end of day) Check sales against holdings	
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