

**Area Intervention Manager Visit Log**

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

<b>Date and issue</b>	15/12/05 - DUPOF				
<b>Branch</b>	<b>Fazakerley</b>	<b>Postcode</b>	<b>L14 1PW</b>	<b>Fad Code</b>	<b>214420</b>
<b>Details of visit</b>	DUPOF Visit. All work has been completed.	<b>Type of visit</b> (ie phone or visit)	Visit		
<b>Date of visit</b>	18/1/06	<b>Name AIM</b>	Kevin Ryan		
<b>Length of visit</b>	30 mins	<b>Segment</b>	Diamond	<b>Actively Account Managed ?</b> Y/N	
<b>Hardship Y/N</b>		<b>ATM? (note type, eg self fill)</b>			

<b>Mandatory requirement on all visits (to be completed by AIM)</b>				
Bal/ Suspense. Check last 2 Branch Trading Statements (record amounts)				
ONCH/FONCH Check declarations (end of day)				
Check sales against holdings				

Optional dependant on visit any breaches should be annotated as to what action has been given

<b>Sales (POM)</b>	
<b>Branch Standards</b>	
<b>Security</b>	
<b>Current issues</b>	
<b>Opening times</b>	
<b>ATM at branch poster displayed</b>	

C&SM National Standard forms & AIM toolkit October 05 v1.4

<b>High risk audit issues</b>	
-------------------------------	--

ACTION (Detail any additional actions to be followed up by Spmr /C&SM/APM/Admin or other)	WHO	DEADLINE DATE	DONE

<b>EXPAND ON ANY LETTER REQUESTED/CLARIFY ANY POINT</b>
---