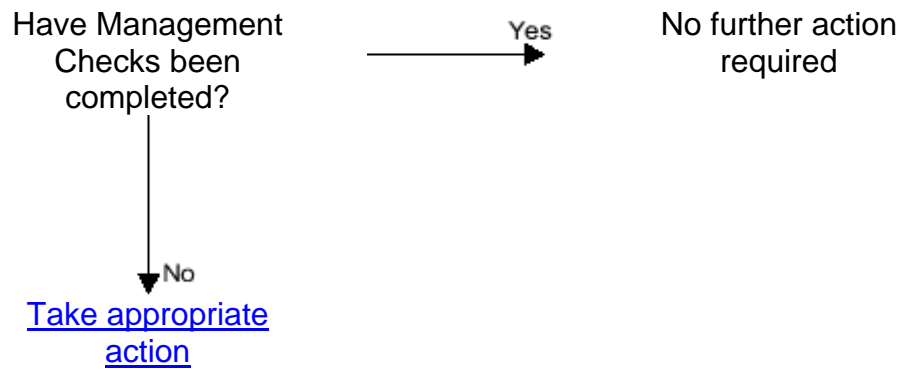


SNAP Management checks

SNAP Guidance

Essential Actions

Management Checks



Supporting Information

Management Checks

Management reports

1. To ensure security and to check that amendments are correctly carried out, a report is issued to local management each time a National Insurance Number (NINO) verification level is amended using dialogue DCI007

VAT 2000 checks

2. The reports issued to local management are linked to VAT 2000 checks. The VAT 2000 checks applicable to NINO allocation and which must be performed:

- in accordance with local validation plans; and
- in conjunction with the Vat 2000 Management Guide

are as follows:

Check No.	Report No.	Name of Report/Check	Performed by
2204	RDCI34100	New Client Record	Checking Officer
2206	RDCI34109	Computer Record, Location not received	Checking Officer
2207	RDCI34108	Change to NINO verification level	Checking Officer
2208		CA5400 reconciliation	Stockholder
2209		CA5400 check in a minimum of 10% of cases	Checking Officer
2210	RDCI34126	Qualified NINO – follow up action	Checking Officer
2211	RDCI34127	Qualified NINO – Manager review	Manager – of the Checking Officer
2212		Countersigning Officer's check	Countersigning Officer