

KIT CONTENT | PRODEP DILIGENCE

Top document	Instruction Manual	Prodep Diligence Instruction Manual	PD0-A
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RINGS (RIGHT SECTION)

DIVIDER	DOCUMENT NAME	DESCRIPTION	REFERENCE NO	
1) GENERAL MANAGEMENT	1.1) Follow-ups & controls Diligence 2019	Check-list of all actions taken during the year	PD1-A	
	1.2) Time spent at the cashier 2019	Hours worked by employees behind the counter	PD1-B	
	1.3) Weekly Follow-ups	Weekly reminder to be signed by employees	PD1-C	
	1.4) Answers to Exercises	Answers to the manual exercises	PD1-D1 à D5	
	1.5) Answers to Tests	Answers to the training tests	PD1-E1 à E5	
2) EMPLOYEE FILES (10 or 20)	GESTION	2.1) Employee ID Form	Employee ID file and training summary	PD2-A
		2.2) Employee Record	Record of measures taken toward employees	PD2-B
	SUIVIS & CONTRÔLES	2.3) Surveillance Report	Employee surveillance records	PD2-C
		2.4) Follow-up Exercises	Additional exercises submitted to employees	PD2-D
		2.5) Employee Feedback	Feedback form to employees	PD2-E
		2.6) Evaluation	Employee auto-evaluation & store evaluation	PD2-F(e)/F(s)
		2.7) Mystery Inspections	Mystery inspections targetting employees	PD2-G
		2.8) Sanctions Registry	List of sanctions imposed on employees	PD2-H
		2.9) Store Policy	Store policy signed by employees	PD2-I
		2.10) Guidelines	Guidelines signed by employees	PD2-J
FORMATION	2.11) Training Exercises	Training exercises filled by employees	PD2-K1 à K5	
	2.12) Tests	Training exams filled by employees	PD2-L1 à L5	
	2.13) Profile Exercises & Tests	Chart of employee exercises and tests results	PD2-M	
	2.14) Practical Training	Reports of practical training provided	PD2-N	
3) CHECK-LISTS	3.1) Photographic Evidence	List of photos to import in the Prodep USB key	PD3-A	
	3.2) Offense Report	What to do and to note down if an offense occurs	PD3-B	
	3.3) Store Compliance	To make sure the store is 100% compliant	PD3-C	
	3.4) Inspector Visit	What to do if an inspector shows up in the store	PD3-D	
4) ORIGINALS	+ Originals of each key forms	In case add. forms are needed, copy these.		
5) PROSECUTION	5.1) Check-list to prepare your defense	If you are prosecuted, gather your evidence here.	PD5-A	

FOLDERS (LEFT SECTION)

SECTION	DOCUMENT NAME	DESCRIPTION	REFERENCE NO
1) SIGNS	Motivational messages to employees	Inspiration, follow-ups and reminders.	PD6-A1 à A3
2) CERTIFICATES	Certificates of training success	Confirms the employee's readiness to card.	PD6-B
3) POLICY	Store policy to post	Store policy signed by the Owner/Manager.	PD6-C
4) TOBACCO SIGNS	Mandatory in-store signs.	Various government mandatory signs.	PD6-D1 à D4
5) MANUAL	Employee Training Manual	Manual to achieve carding without fail	PD6-E