



Senior Without Portfolio/Mentor Contact Log

Senior Without Portfolio (SWP) / Mentor:

Quality Assurance (QA) Appointee Name:

Date of Initial Contact:

(dd/mm/yyyy)

Quality Assurance Process

Qualification
Approval

Qualification
Verification

Please submit a copy of this Contact Log with your Expense Form and Quality Assurance Appointee Performance Report if applicable

Initial identification of needs	Agreed Action

Senior Without Portfolio/Mentor Contact Log

Monitoring activities
(e.g. sampled visit plans, sampled report form, carried out an accompanied visit)

	Monitoring activity description	Time Spent	Date of Expense Claim
Preparation			
Planning			

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	Monitoring activity description	Time Spent	Date of Expense Claim
Conducting visits (if applicable)			
Report Writing			

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Contact date (dd/mm/yyyy)	Topic	Summary of contact/outcome

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