

NO.	GUIDANCE	QUESTION	RESPONSE	COMMENTS/ACTIONS
1. Recordkeeping functionality requirements				
1.2	The system needs to produce information and other document objects in a form that can be easily read by a person, whether on screen, as an exported or printed report or extract etc.	Does the system display the digital records in a format that can be read and understood by a person?	<input type="checkbox"/> Yes <input type="checkbox"/> No, but can be done with a change to system configuration and/or procedures <input type="checkbox"/> No, the system is currently not capable of this	
2.3 Metadata required relating to the application of, or changes to, access rules Definition: <i>Access rules</i> refer to the rules that govern who can view and or edit the record within the system. NOTE: Some of the following metadata elements may be captured outside the business system in supporting and approval documentation. Such documentation is considered part of the system for the purpose of this assessment.				
2.3.1	The system needs to capture the date access rights on a record were changed. Subsequent changes to access rules also need to be captured. This information may be captured automatically in an audit log, or a separate field. Alternatively it may be captured in system/approval documentation.	Does the system capture the date and access rule was applied to a record and when it was changed?	<input type="checkbox"/> Yes, within the system <input type="checkbox"/> Yes, in system/approval documentation <input type="checkbox"/> No, but can be done with a change to system configuration and/or procedures <input type="checkbox"/> No, the system is currently not capable of this	