

Asha Singh
Operations Manager
Employer HR file

Date: 14 July 2026
Our Reference: FWRC/05FF1747
Document Type: Checklist

Flexible Working Request Checklist

1. TASK

- Review the six-week flexible working trial for Asha Singh including coverage matrix, site logs, and supervisor feedback.
- Assess mixed supervisor feedback highlighting two missed morning briefings and impacts on supplier response times.
- Determine if further information is required to reach a decision on the flexible working request.
- Schedule next review or follow-up meeting to reassess flexible working arrangement.
- Confirm that all mandatory fields in the request record are completed, including working pattern requested, implementation start date, business impact assessment, and consultation status.
- Review the uploaded evidence file for relevant information before finalising recommendations.
- Confirm that the flexible working request record clearly identifies an owner responsible for follow-up actions and outcomes.
- File completed documentation in the employee's personnel record for audit and reference purposes.

Follow-up Action Plan

 CHECKLIST DETAILS

Employee
Asha Singh

Role
Operations Manager

Case type
Flexible Working Request

Reference
HRA-05FF1747

 KEY DATES

Completed
14 July 2026

First review
30 April 2026

Action	Owner	Due Date	Evidence Required	Status
Review the flexible working request record and confirm it reflects the agreed facts.	HR	30 April 2026	Completion note or supporting evidence	Open
Flexible Working Request Follow-up is due on 30 May 2026.	HR	30 April 2026	Completion note or supporting evidence	Open
Record a clear owner and review point for the flexible working request outcome.	HR	30 April 2026	Completion note or supporting evidence	Open
Review the Handle Flexible Working Request record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	30 April 2026	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	30 April 2026	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	30 April 2026	Completion note or supporting evidence	Open

Continued

Flexible Working Request Checklist

2. OWNER

HR Manager or designated HR representative

Line Manager/Supervisor responsible for Asha Singh

Line Manager/Supervisor

HR Manager or Line Manager

HR Manager

HR Manager / Evidence Reviewer

HR Manager

HR Administrator or HR Manager

3. PRIORITY

High

Medium

High

Medium

High

Medium

High

Medium

Continued

Flexible Working Request Checklist

4. DUE DATE

30 April 2026

30 April 2026

Immediate following review

30 May 2026

As suitable before next review

Prior to finalising decision

Before follow-up meeting 30 May 2026

Upon completion of process

5. EVIDENCE REQUIRED

Coverage matrix, site logs, supervisor feedback notes

Summary of missed briefings, supplier response times data

Review notes confirming areas needing more information

Diary note or calendar entry scheduling next review

Completed and accurate flexible working request form

Uploaded file 'flexible-working-request-synthetic-sample.txt' - check contents before relying

Clear assignment of responsibility documented in HR file

Final signed and dated checklist and associated correspondence

Continued

Flexible Working Request Checklist

6. STATUS

Completed

Completed with observations

In progress

Pending

Incomplete - key details missing

File uploaded but not reviewed

Completed - owner assigned

Pending completion

Continued

Flexible Working Request Checklist

7. COMPLETION NOTES

Six-week trial reviewed on 30 April 2026. Coverage matrix and site logs assessed; supervisor feedback mixed with two missed morning briefings noted.

Noted slight delays in supplier responses on remote days but overall manageable. Business impact considered provisional.

More information required to clarify impact on team performance and to address missing requested flexible working details.

Next review scheduled for 30 May 2026 to reassess flexible working outcome and confirm decision.

Several mandatory fields remain incomplete requiring urgent completion to inform next steps.

Evidence file uploaded by Synthetic Sample Reviewer on 14 July 2026; contents to be verified by HR.

Owner assigned to HR Manager for follow-up and tracking. Reminder overdue since 30 May 2026.

Final documents to be reviewed for accuracy and filed upon completion of process.