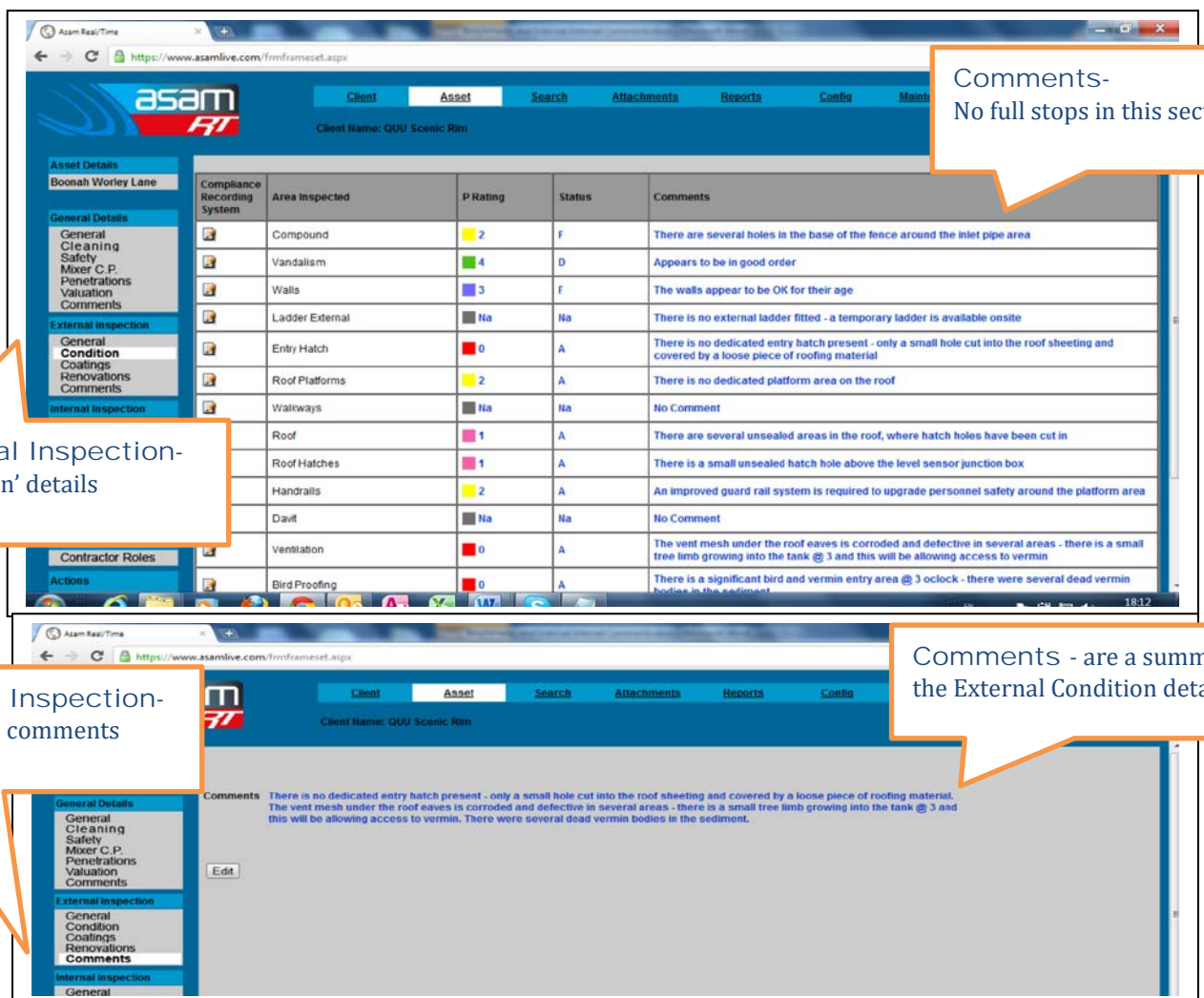# ASAM – PROOF READING

Data entered into the program sections is usually in a continuous string, so accurate proof reading for spacing's and grammar is not always possible at this point. Proof reading is more accurate when the data is viewed in a report format. As the reports are also the final product presented to the client, it is important that they are checked for content and accuracy.

Field data should be gathered with a view to entering it easily and accurately into the program. Likewise, data entry must be aimed at looking professional when the reports are generated at the end of the process.

Full stops at the end of sentences, is recommended in all comments sections. The exception is sentences placed into the External and Internal condition areas. The Comments sections at the bottom of these two areas are the key issues identified in the External/Internal inspections. Regardless of what information is entered into the individual areas, the Comments sections at the end of each page should contain the 'essence' of the External and Internal areas, similar to the Executive Summary section.

Comments-
No full stops in this section

External Inspection-
'Condition' details

External Inspection-
'Condition' comments

Comments - are a summary of the External Condition details.

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ASAM – PROOF READING

Benchmarks are found at the bottom of the General Details > 'General' section and are a summary of the key findings of the inspection process.

Comments which are placed against the first four Benchmarks, appear on the 'Safety and Security' report in a continuous sequence, so thought must be given when using the comments section, to avoid doubling up on the text. Full stops are required at the end of each sentence.

Scroll up to…**General -** End of the page contains the Benchmarks..

Benchmark Comments- Must have a full stop at the end of each sentence.
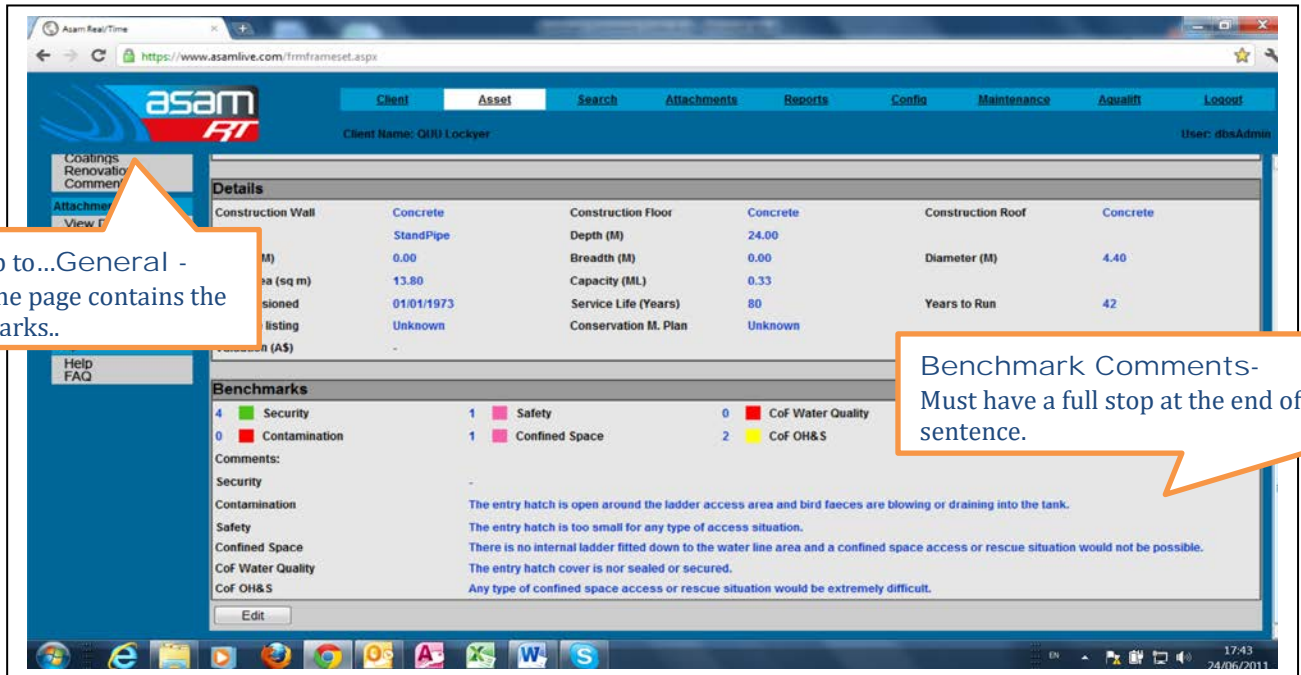
Any section with a '4' (or green colour block) does not require a comment. If a 'No Comment' was placed against a section (in this case) the 'Security' benchmark, the report below would read – "*No Comment. The entry hatch is open around the ladder access area etc*". This would look confusing to anyone reading the report.

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