

When emailing a PAF File the PAF Manager must communicate...

1. Audit Expectations

Inform user about **quality expectations** for completed audit. For example:

- Do all questions need to be answered or only one section?
- When is the deadline for PAF submission?

2. Site Details

Does the PAF user need to check their site details, and amend if required?

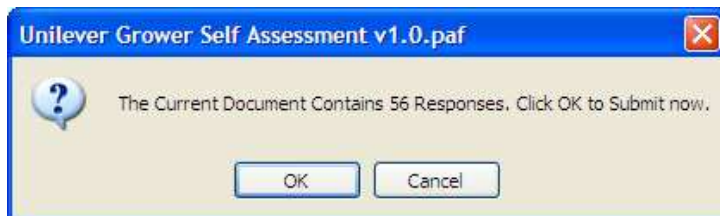
3. Submission Method

Inform PAF user of the preferred submission method – there are 2 options:

- The completed PAF can be returned by **email** attachment.
 - The **Submit** button within the application can be used (details below).
- Click the Submit dropdown to **Mark Audit for Review**, this will show the screen below and lock the audit ready for final submission > Click submit.

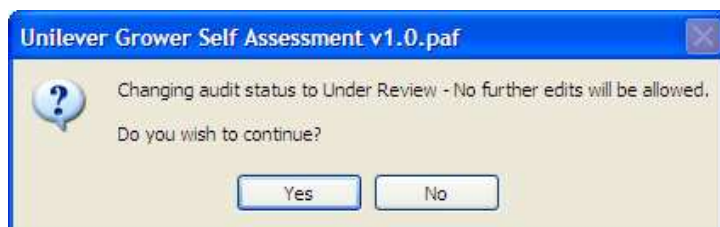


- Pre-submission warning without marking audit for review:



- Tip** – If the audit is not marked for review it can be submitted and amended again and resubmitted.

- Mark Audit for Review warning:



Refer to the [Quickfire Getting Started Guide](#) for further information on sending a PAF File.