



DOCUMENT CONTROL / 02

REPSE follow-up worksheet

Link the registration and activities to the contracts reviewed. Record dates and open points according to the applicable notice and procedure.

Recipient company

Provider / registered name

Review date

Registration / activities Reference and activity reviewed	Validity Dates checked	Renewal Date / application status	Contract Reference and scope	Verification Source, date and open point	Responsible person Assigned follow-up

Open points / next verification

Identify outstanding documents, the person responsible for follow-up and the date to be confirmed.