

Internal Monitoring Worksheet

Month _____
Review Date _____
Reviewer _____

Number of 8300 forms filed? _____ All filed within 15 days? _____
Forms copied or printed? _____ Notification letters sent? _____
If letters were sent, was a copy made and attached to the 8300? _____
Copies are filed in the appropriate location? _____
8300 forms were filled out correctly AND completely? _____
Any suspicious 8300's? (The box was checked)? _____

List the names of staff hired this month and their hire date:

Was training administered? _____ Within 30 days of hire? _____
Was any refresher training done this period? _____
Was training documented? _____ Was content documented? _____

Number of SAR's filed? _____ All filed within 30 days as required? _____
If filed, was a copy printed out and retained in the file for review? _____
If not filed, were documents kept aside and filed anyway? _____
SAR's were filled out correctly AND completely? _____

High \$ transaction logs (or POS reports) were reviewed and filed? _____
Any findings? _____

SDN list has been updated as required? _____ Last date? _____
Number of potential matches? _____ Were there any true matches? _____
Printouts have the initials of the supervisor and the reason for the clear? _____

Comments:

