



Senior Manager Readiness

Use this quick checklist to ensure you are aware of they key areas to meet your requirements as a Senior Manager under SM&CR

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| 1. Have you read and agreed your Statement of Responsibility ? | <input type="checkbox"/> | 6. Do you have the right Reporting and Management Information ? | <input type="checkbox"/> |
| 2. Will you be a Certified Person ? | <input type="checkbox"/> | 7. Have you got appropriate Record Keeping in place? | <input type="checkbox"/> |
| 3. Do you have the required skills and knowledge to Demonstrate Competence ? | <input type="checkbox"/> | 8. Do you know your 9 Conduct Rules ? | <input type="checkbox"/> |
| 4. Have you applied Reasonable Steps in meeting your prescribed responsibilities? | <input type="checkbox"/> | 9. Do you have a Handover Document ? | <input type="checkbox"/> |
| 5. Have you identified any Dependencies in your role? | <input type="checkbox"/> | 10. How will you keep your Statement of Responsibility up to date? | <input type="checkbox"/> |