



Morning watch — 4 flags

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Fictional document — demonstration example

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Fictional document, produced for demonstration. **Two of the four flags concern material that says something false today** — a translation and an audio file. Those are the two that chase at 48 hours.

#	Flag	What triggered it	Volume	Recipient	Chase
2	4 translations out of step	French page changed 12/06	57 days behind	Editorial lead	48 h
3	Audio from an earlier version	Page changed 03/05	1 page	Audio producer	48 h
1	3 standard letters above the threshold	Readability threshold you set	1,240 sent	Issuing departments	7 d
4	2023 accessibility statement	2 redesigns since	Whole site	Accessibility officer + chief executive	7 d

The first flag does not go to communications. A standard letter states what a service department decided; that department answers for it, and that department can settle the tone.

Flag 1 — the three letters, by volume

Letter	Sent since January	Opening sentence	Where the useful information appears
Notification of refusal of support	612	34 words, 4 subordinate clauses	4th paragraph
Request for further documents	428	28 words	3rd paragraph
Appointment summons	200	22 words	After 6 lines

All three share the same structural defect: the information the resident is looking for comes after what the administration has to say. That is not a vocabulary problem.

Proposed chases

Flag	Without action	Then
2 and 3	Reminder at 48 h	Chief executive at 96 h
1 and 4	Reminder at 7 days	Chief executive at 14 days
All	—	Monthly summary, by material

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