



The three automatic actions — and how each one is undone

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

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Settings fixed by the head of unit, log of moves and dismissals · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Three actions, not one more, and all three come undone. None of the three touches the content of a file or the meaning of a letter: they touch its form, its date and its place.**

The three actions

Action	Trigger	What goes out	How it is undone
Qualified acknowledgement of receipt	A report arrives, on any channel	Acknowledgement within the minute: date of arrival, file reference, which of the three items is missing and where to find it	If the item arrives the next day, the acknowledgement updates and no chaser goes out

Action	Trigger	What goes out	How it is undone
Numbering and filing to the case file	A document arrives	Document numbered, dated, attached to its establishment file; contents list regenerated	The inspector moves it with a word and a reason — and that reason corrects the classification the following quarter
Watch flag on a template	A text is published touching an article cited by a template in service	The template is marked « to be reviewed » in the signature folder	The head of unit dismisses the flag with a word and a reason — and the template is never modified by the agent

The second action renders a service you only see the following quarter: every move carries a reason and a date, **which produces the list of misreadings in your classification — and therefore the corrections to make.** That is how the first quarter's 47 moves fell to 6 in the second, once the « third-party document » category had been split. **A system that does not record its false positives never improves.**

Everything else waits for a named decision

Act	Who takes it	Record
Establishing an offence	The sworn control officer — Labour Code, art. L8113-7	Procès-verbal
Characterising the facts	The labour inspector	The signed letter or procès-verbal
Deciding what follows	The control officer — art. L8112-1	Establishment file, case application

Act	Who takes it	Record
Sending and signing a letter	The labour inspector	Electronic signature folder: name, date, time
Bringing a completeness rule into service	The head of the inspection unit	Rule register, dated version
Changing a template	The head of the inspection unit	Template register, dated version
Choosing which establishments are visited	The labour inspector, alone	No list is produced by the agent

Settings for the three actions fixed by the head of the inspection unit, on: _____

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