Who decides what — three automatic actions, five reserved decisions

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Document issued on 09/11/2026

Passerelle Formations · operating framework · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Nothing put in front of an auditor is among the automatic actions**, and each of the three can be undone.

What the agent does without asking

Action	Why it is automatic	How it is undone
Produce and file a session's documents when it opens	A document produced after the fact is a document to be found	**Unfiled with one click; if the session is cancelled, the whole set goes with it**
Send the satisfaction survey at day 2 and chase at seven days	Response rate depends on timing, not on insistence	**A learner asking not to be contacted is removed instantly — and returns if they ask again**

Action	Why it is automatic	How it is undone
Chase the trainer holding a missing attendance sheet (day 2, then day 6)	Without the attendance sheet, neither the funded file nor the annual return holds	Frequency adjustable; a reminder is a reminder, it declares nothing

What waits for a decision

Decision	Who takes it
Everything put in front of the auditor, without exception	**The quality officer**
Bringing a procedure into force	Management
Sending a questionnaire to trainers	Management
Declaration of service delivered on the funding portal	**A person — as long as the mandate is unsigned**
Filing the annual pedagogical and financial return	Management

What is measured, and what is not

Published each month	Never produced	Why
Coverage of the 22 applicable indicators	**Average satisfaction score per trainer**	**It would become a target; a trainer scored on immediate satisfaction stops assessing learning strictly — and assessment of learning is itself an indicator of the framework**
Evidence approaching twelve months	Ranking of trainers	The ranking would say more about the audiences served than about the people

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Published each month	Never produced	Why
Survey response rates and service-delivered lead times	Individual processing times	The delay measures how documents circulate, not the person

The one exception is not one: who taught which session is recorded and kept, because trainer qualification is evidence required by the framework. **Evidence is not a counter:** it establishes a competence for a given session, it grades no one.

Request a demo with your own documents

This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.

https://bluelemonagent.ai/en/entreprises/cas-usage/agent-ia-qualiopi-organisme-formation

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