



Out-of-date pack — two sessions

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

Document issued on 24/09/2026

23 officers · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **The 23 officers are not named.** It is not their mistake, it is the pack's, and a named list would add nothing.

Element	Training pack	Procedure of 02/04/2026
Steps in the circuit	4	3
Step 1	Receipt	Receipt
Step 2	Intermediate approval	Removed
Step 3	Processing	Processing
Step 4	Notification	Notification

Session	Date	Officers trained	Pack used
1	28/04/2026	12	Out of date
2	16/06/2026	11	Out of date
3	15/09/2026	Upcoming	To be corrected

What is done is done; what matters is the 15 September session. Correcting the pack before that date avoids adding a third cohort to those applying a circuit that no longer exists.

What was checked before saying it

Check	Result
Cases handled since their session by the 23	Examined
Average delay found	2 days
Same delay on other officers	No
Named list produced	No

The delay was measured on the cases, not on the people: it had to be established that the pack's gap produced a real effect before mobilising a trainer and a session.

What is proposed

Action	Before	Content
Correct the pack	15/09	Remove step 2
Message to those trained on that circuit	15/09	2 lines, without distinguishing who applied what

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