

## **CORRECTING FORM 1 ERRORS**

There will be a need to open a new Job Number to correct any Form 1 Error(s) if the document had left the building. If the document has not left the building then you can make the corrections and re-print. You do not need to re-print the old with any change to Box 12 - matter of choice if you want to hand write and anotate that it has been corrected. You do not print "void" because it is still valid so far as a Certification of the item goes and stands so far as the copy of what the receipt got.

The need for the new Job Number is so that it would generate a new Unique Ref Number and would be the basis to issue a new Form 1. The new Job Number would refer to the original in all the pertaining details it should say something like "Correction to previous Form1 No xxxxx" in the Job Heading

There is a requirement to show the original Form 1 in the new. It also needs a statement (manually typed in) in Box 12 along the lines:

"This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service"

### **Points to note:**

1. The request for a new Certificate may be honoured without re-verification of the item(s) condition thus the purpose of the new Job Number is raised only to indicate that it is correcting a previous Form 1
2. The new Certificate is not a statement of current condition and should refer to the previous Form 1 Certificate in block 12 with the statement above in red.
3. Both Certificates should be retained according to the retention period associated with the first.

Thus the old Job Number and everything on it stays the same. The new Job number's purpose it ONLY to correct what ever was wrong the on the original