

QAF – GD9 AT3 Section 3 Guidance Document

Section 3 of the AT3 is used to review the considerations addressing the QAF MP7a questions and Proposed Disclosure Text that have been recorded in Section 2.

This section of the AT3 should be completed by a senior member of staff to that of the Decision Maker who has completed Section 2. i.e. Supervisor/DUM.

Section 3 should not be completed by the same individual who has completed either Sections 2 or 4. If your DU Structure does not accommodate a 'reviewer' then Section 3 should be left blank.

Completing Section 3

If the Reviewer does not think that all/any of the MP7a considerations have been addressed sufficiently in Section 2 then they should mark the first box then record the missing considerations in Section 3.3. For example; if, in their opinion the reviewer does not believe that the Box 3 considerations of risk and relevancy have been clearly recorded in Section 2 then they should then record these considerations and feedback to the Decision Maker why they believe the original rationale was insufficient.

Conclusion	Tick all applicable	Resulting action
I have reviewed the rationales in Section 2	X	If you disagree or wish to provide rationale to support or address omissions in Section 2 record these in 3.3. If you agree with the rationales provided please continue below

If the reviewer deems that the considerations and proposed text provided in Section 2 are sufficient, then they are only required to mark the “I **agree** with the Decision/Proposed Text at (2.3 and 2.4)” box and state within Section 3.3 that you endorse the rationales/considerations & text provided.

Conclusion	Tick all applicable	Resulting action
I agree with the Decision/Proposed Text at (2.3 and 2.4)	X	Go To 3.3

If the reviewer believes that changes are required to the text then they should tick the “I **disagree** with the Decision/Proposed Text at (2.3 and 2.4)” box.

They should then record their amended text within Section 3.2 and provide their reasons for **any** changes that they have made within Section 3.3, including any spelling and grammatical issues, changes to the actual content of the text or re-wording to make the text clearer if it needs.

All reasons for changing the text should be recorded.

Conclusion	Tick all applicable	Resulting action
I disagree with the Decision/Proposed Text at (2.3 and 2.4)	X	Detail the action taken & provide rationales in Section 3.3 below (and where applicable draft amended text at 3.2)

Overturning a Decision

If overturning a Hit that has been discarded at Section 2.1 then the Reviewer is required to record a rationale that addresses all of the MP7s questions providing considerations of risk, relevance, substantiation & proportionality to arrive at their conclusion that the information should be proposed for disclosure.

If the Reviewer is overturning a Hit that has been proposed for disclosure in Section 2.2 to discard, then the reviewer is required to record a rationale clearly stating their considerations for why they conclude that the information should not be disclosed.

The Reviewer is only required to provide a discard rationale addressing the relevant MP7a Box question.

In any instances where the reviewer has reviewed Section 2 and has reason to believe that there may be relevant information that has not been recorded on the AT2/3 as part of the initial system searches, it is their responsibility to ensure that this is accounted for in the Audit trail.

The Reviewer should also record any Representations considerations that have been made where applicable.