*Designs Formalities*

|  |
| --- |
| Core Quality Standards |
| Formalities Assessment:  * Valid deficiencies are raised. Invalid deficiencies are not raised or maintained. * Amendment requests are assessed and applied correctly.  Administration and Reporting:  * Case file contains correct and necessary details including reasoning for decisions made. * The Formalities Notice has been written in a professional manner and will assist the reader to readily understand the issues and submit information responsive to the deficiency / deficiencies raised. |

|  |
| --- |
| Excellence Guidelines (standards) |
| Formalities Assessment:  * Where a product name could be classified in multiple classes, further clarification has been sought where appropriate to try and determine the most appropriate class. * An attempt has been made to ensure the product name is unambiguous.  Administration and Reporting:  * Information on the case file clearly sets out why a decision has been made. * The Formalities Officer has identified a potential outcome for the application and has structured the notice to facilitate progress to that end result. * The Formalities Officer has provided additional information that is potentially useful for the customer. |