

PART IV INSPECTIONS AND INVESTIGATIONS

This section covers the arrangements for inspections and investigations.

(Rule 19)

The monitoring team employed by the Society aims to visit all firms on a two year cycle.

New firms are also visited to see how their accounting system has been set up.

All of these visits are covered in the annual subscription to the Guarantee Fund.

Notice in writing is given for all inspections. Although the Rules only require 48 hours' notice, normally seven to ten days' notice is given. Sometimes, because of circumstances, there is less notice. Wherever possible the solicitor will be contacted by telephone when visits on shorter notice are being arranged.

The Society constantly strives to achieve a balance between the organisation required in scheduling twelve members of a monitoring team covering the whole of Scotland and the convenience factor for each firm.

Sometimes a non-routine inspection or investigation is the appropriate course.