APPENDIX C

Quality Assurance Scheme Peer Review Flowchart

PRACTICE UNIT IDENTIFIED

MAY ALSO INCLUDE ANY FILE IDENTIFIED BY LSS OR SLAB

FILES RANDOMLY SELECTED

ADMINISTRATOR INFORMED

PEER REVIEWERS ALLOCATED

SPECIAL REVIEW (GUIDANCE)

PRACTICE UNIT INFORMED & FILES REQUESTED

A PROPORTION OF FILES WILL BE DOUBLE-MARKED

FILES SENT FROM PRACTICE UNIT TO REVIEWER

ROUTINE REVIEW

FILES SENT FROM REVIEWER TO PRACTICE UNIT & REPORTS SENT TO ADMINISTRATOR

REPORTS TO COMMITTEE FOR CONSIDERATION AND/OR RATIFICATION → PASS → COMPLIANCE CERTIFICATE ISSUED

FAIL / INCONCLUSIVE

PRACTICE UNIT INFORMED

PEER REVIEWER(S) ALLOCATED

EXTENDED REVIEW (ON-SITE)
(of any/all civil legal assistance files)

REPORTS TO COMMITTEE FOR CONSIDERATION AND/OR RATIFICATION → PASS → COMPLIANCE CERTIFICATE ISSUED

FAIL

PRACTICE UNIT INFORMED & COMPLIANCE CERTIFICATE NOTED

PRACTICE UNIT REQUEST REVIEW (within 6 months)

PEER REVIEWER(S) ALLOCATED

FINAL REVIEW
(to occur in no sooner than 6 and no later than 12 months)

FAIL ← REPORTS TO COMMITTEE FOR CONSIDERATION AND/OR RATIFICATION → PASS

COMPLIANCE CERTIFICATE WITHDRAWN

COMPLIANCE CERTIFICATE UPDATED