

Worksheet: agreements for one transfer

Complete this with the process owner, operator and receiving party. You do not need every answer: record an open question and the role that will investigate it. A documented agreement is not yet a tested implementation.

Process label: _____

1. Purpose and deadline

Which work depends on the file? When must processing finish, in which time zone, and what is the impact of a delay?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action

2. Evidence of processing

How do you link sending, receipt, validation and processing to the same delivery? Which signal confirms the business outcome?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action

3. Owner and cover

Which role oversees the chain? Who provides cover and who is the contact at the receiving end?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action

Use process labels and roles; omit confidential data. This is not an audit or approval.
boermansdigital.com/en/knowledge/control-of-file-transfers/ · 14-10-2026

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4. Alerts and escalation

How do you detect a missing, late or rejected delivery? Who responds, when, and to whom do they escalate?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action

5. Recovery and duplicate processing

Who checks what has already been processed, who can resubmit, and how is duplicate processing prevented or detected?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action

6. Access, evidence and review

Which roles need which permissions? Which records do you keep, who can access them, and when will you test and review the agreements?

☐ Not yet known ☐ To discuss ☐ Agreement documented

Agreement and available evidence

Responsible role and next action
