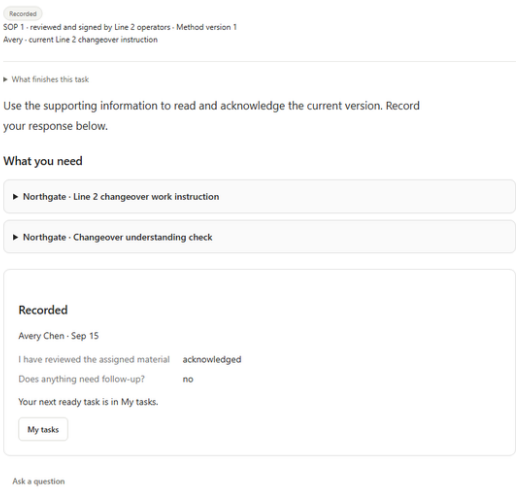
READ AND ACKNOWLEDGE A DOCUMENT

Focus instruction follow-up on the readers who still need to respond

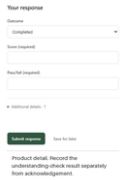
Keep each acknowledgment with the person, document version and response time. See who has responded to the current instruction and direct follow-up to the readers and questions that need attention.

Read and acknowledge the current version > Answer the understanding check (when selected) > Resolve a raised question or a failed check (when triggered)

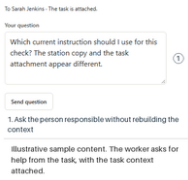
SkillSmith · Keep the acknowledgement with the assigned instruction



SkillSmith · Record the understanding-check result separately



SkillSmith · Ask for help with the task attached



Keep the acknowledgement with the assigned instruction

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Read and acknowledge the current version; Answer the understanding check	Respond with attempt, document version, optional question and pass/fail.
Team lead	Resolve a raised question or a failed check	Respond with answer or applicability decision and support arranged.

Collect the response to the current version

In a worked example, a receipt for the previous version does not answer the current assignment; retain the earlier record and obtain the current-version response.

WORKED DECISION

Decision point	Information to use	Responsible next step
Version in use	Assigned document and version	Open the current instruction.
Existing response	Person, document version and timestamp	Check which assignment the receipt covers.
Missing or different response	Assigned version and existing acknowledgement	Obtain the current-version response.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Read and acknowledge a document

Bring document to read into the prepared work. Assigned team member and Team lead each receive the context needed for their part.

01 Read and acknowledge the current version

Record person, document version, timestamp and optional question.

02 Answer the understanding check

When the acknowledge and check variant is selected, record score, pass/fail and attempt.

03 Resolve a raised question or a failed check

When the member raised a question, or failed the check after the allowed attempts, record answer or applicability decision and support arranged.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Read and acknowledge a document

Every person who must work to a controlled document has read the current version and confirmed it - and, where the site chooses, answered a short check. It is a receipt of reading, kept per person and per version.

Getting SOP 1 reviewed and signed by Lighting Contractors

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Document to read The task uses this material	The controlled document; the published version is pinned to every occurrence.
Understanding check The task uses this material	Three to eight questions tied to the document version; only for the 'acknowledge and check' variant.
Wording The task uses this material	Optional wording that explains why this group must read it.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose document to read from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Answer the understanding check”; “Resolve a raised question or a failed check”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains person, document version, timestamp and optional question. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring document to read. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the acknowledge and check variant is selected. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

An acknowledgment is retained for each person and document version. When selected, the understanding check or recorded applicability decision accompanies that response.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The person has to leave the work to find its instructions or help.	Open the selected document with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep person, document version and timestamp with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which people have acknowledged this document version, and who still needs a response?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact