

Annexure A - The Eight-Field Law (poster for every desk)

For every candidate, always:

- 62. Name
- 63. Passport number
- 64. Trade
- 65. Client (the right card, checked in the blue strip)
- 66. Recruiter (your name on your work)
- 67. Current status, updated the day it changes
- 68. Travel date the moment he is TRAVELLED
- 69. Drive label on every import

The system refuses the shortcuts: no date, no TRAVELLED; no recruiter, no SELECTED; missing fields burn red until filled. Fill it once, correctly, and every report in the company tells the truth without you.