

**.01 Region QC-100 Responsibilities - Reviewing the QC-100**

The QC-100 MUST be reviewed immediately upon receipt.

The local office must complete the following:

- Review the QC-100.
- Take any necessary action, and document that action.
- Place the QC-100 in the [case file\(g\)](#).

When an error is cited, the region must be prepared to discuss the error cited at the scheduled [QCRC](#) meeting. When the region designated field representative is unavailable, a back-up must be appointed.