

SponsorFort

# Mock-audit pack

Harbourview Care Group Ltd (sample)

Licence number: SAMPLE-0000 · Rating: A · Size band: Small

Generated: 5 Jul 2026

**Audit-readiness score: 78/100 — Gaps to close**

A v1 heuristic based on the records held in SponsorFort at generation time.

## Score breakdown

FINDING	POINTS
2 missing mandatory worker documents	-6
1 missing mandatory organisation document	-5
1 worker with missing or overdue right-to-work evidence	-10
Key personnel incomplete (Level 1 user / Authorising Officer)	-5

## Sponsored workers (2)

NAME	ROLE	COS	VISA EXPIRES	STATUS
Amina Yusuf	Senior Care Worker	C2G7X12345A	2 Feb 2029	active
Tomasz Nowak	Registered Nurse	C2G7X67890B	1 Apr 2029	active

## Open actions register

TYPE	ITEM	DUE
RTW re-check	Amina Yusuf	2 Feb 2029
Event report	Salary change	20 Jul 2026

## Organisation documents

APPENDIX D REQUIREMENT	UPLOADED	STATUS
HR processes document *	10 Feb 2026	OK
Premises evidence *	—	MISSING
Organisation hierarchy chart *	10 Feb 2026	OK

\* mandatory item

# Amina Yusuf

Senior Care Worker · SOC 6136 · Salary £26,200/yr · Started 2 Feb 2026 · CoS C2G7X12345A (expires 5 Jan 2029) · Visa expires 2 Feb 2029

## Document checklist

Right-to-work check evidence *	3 Feb 2026	OK
Contract of employment *	3 Feb 2026	OK
Contact details (including history) *	3 Feb 2026	OK
Absence records *	1 Jun 2026	OK
Salary and payslip evidence *	28 Jun 2026	OK
Job description *	3 Feb 2026	OK
Qualifications and professional registrations *	3 Feb 2026	OK
Recruitment evidence (adverts and shortlist notes) *	—	MISSING

## Right-to-work checks

1 Feb 2026      Share code      pass      re-check by 2 Feb 2029

## Events history

Work location change (including hybrid/remote) 1 Jun 2026      reportable      reported (due 15 Jun 2026)

## Tomasz Nowak

Registered Nurse · SOC 2237 · Salary £34,100/yr · Started 1 Mar 2026 · CoS C2G7X67890B (expires 1 Mar 2029) · Visa expires 1 Apr 2029

### Document checklist

Right-to-work check evidence *	—	<b>MISSING</b>
Contract of employment *	2 Mar 2026	<b>OK</b>
Contact details (including history) *	2 Mar 2026	<b>OK</b>
Absence records *	30 Jun 2026	<b>OK</b>
Salary and payslip evidence *	28 Jun 2026	<b>OK</b>
Job description *	2 Mar 2026	<b>OK</b>
Qualifications and professional registrations *	2 Mar 2026	<b>OK</b>
Recruitment evidence (adverts and shortlist notes) *	—	<b>MISSING</b>

### Right-to-work checks

No right-to-work checks on record.

### Events history

No events recorded.

## Appendix — document inventory

FILE	SCOPE	UPLOADED
contract-amina-yusuf.pdf	Amina Yusuf	3 Feb 2026
payslips-q2-2026.pdf	Amina Yusuf	28 Jun 2026
contract-tomasz-nowak.pdf	Tomasz Nowak	2 Mar 2026
hr-processes-v2.pdf	Organisation	10 Feb 2026
hierarchy-chart-2026.pdf	Organisation	10 Feb 2026