# Availability of documentation during monitoring · How to access it?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: According to the profile and circumstances of the described case.

**Organise the documents by obligation and period, and assign someone to be responsible for finding them.**

## A starting point in practice

Keep evidence, certificates and valid versions with the responsible persons.

Perform a test search for one invoice, one contract and one solution.

## Working example · Availability of documentation during monitoring

Perform a test search for one invoice, one contract and one solution.

## Specific next steps

1. Keep evidence, certificates and valid versions with the responsible persons.
2. Perform a test search for one invoice, one contract and one solution.
3. Introduce a list of deficiencies with a deadline for resolving each finding.

## Limits of application

For procedures covered by the START system.

## Sources

**START · Frequently Asked Questions**

https://start.gov.hr/st/cesta-pitanja.html

## Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-dokumentacija-nadzor-gotovo-odluka