

Guide to completing the electronic PPC Response Checklist

Space has been provided (shaded grey) for the completion of fields, along with the facility to indicate that no comment is being made using the 'none' check-boxes.

Navigation through the electronic form can be done by either:

- using the tab key to move through the fields
- using the mouse to click between the fields

There are two types of fields that have been used in this form

- **Text-boxes**

The size of these boxes varies depending on the anticipated size of the answer. If you do not have sufficient space please continue on a separate sheet and append to your printed response to SEPA.

- **Check-boxes**

Check-boxes have been used where a selection is available from a number of options, to indicate 'no response', and to selection yes/ no in answer to specific questions in the Response Checklist. If using the tab key to navigate, use the enter key to select your choice; if using your mouse, simply click on the field to select your choice.

The document can ONLY be saved if you have the full version of Adobe Acrobat, i.e. users of Adobe Acrobat Reader cannot save their form only print it. The typewritten response can then be printed and returned to SEPA as detailed in the instructions accompanying the PPC application.

To note any comments, suggestions or difficulties regarding the use of the electronic Response Checklist please contact [Dr Steve Hankin](#).