Screen 1:

DBAAT Training

Using the DBAAT

Screen 2:

This video introduces the DBAAT toolkit itself and will assist you in understanding how to complete it.

Screen 3:

As you can see, the DBAAT is an Excel document with 9 tabs.

The DBAAT has been formatted to operate in a consistent way across tabs. It has been protected so that you can only select and edit the tabs which are intended for your input.

Screen 4:

Boxes coloured blue are mandatory. The blue colour will disappear once the box has been completed

Date format should be in DD/MM/YYYY

The DBAAT will correct date formats where it can, or will show an error message where the format isn't recognised.

Use the drop down options where available to complete the DBAAT. Should you need to remove data from a cell with a drop down, select the cell and hit "delete".

Cells requiring numbers have been formatted to accommodate numbers, currency and percentages where relevant

Boxes coloured in grey should be considered "closed" and do not need completing. However, some of these boxes will "open" depending on how you answer other areas of the DBAAT

There are several free text boxes. If you need to expand these, use the formula bar at the top.

There are also purple boxes within the DBAAT. The presence of a purple box suggests other, key, mandatory blue boxes are incomplete within the DBAAT. Once those other boxes have been completed, the purple box will automatically disappear and the toolkit will make a suggestion for the rating of the file.

You should note that where the DBAAT provides ratings, these are just suggestions for the assessor based on the information input. It is for the assessor to rate the file, bearing in mind the suggestion made by the DBAAT.

Screen 5:

IMPORTANT - Enter data in cells individually. Do not copy and paste between cells, unless they are both free text cells. Using copy and paste in any other way may corrupt the spreadsheet.

Screen 6:

Once you have completed all the relevant information in a tab, you should move on to the next tab.

Screen 7:

The DBAAT is built to cater for four eyes review.

If the file is subject to Quality Assurance, the second reviewer should select "Yes" in cell G12 of the information tab.

Screen 8:

This will turn on multiple new parts of the tool for the second reviewer to complete. This will enable them to detail whether they agree or disagree with the first stage reviewer and why.

When completing the template, an assessor should ensure that the information they enter, including, without limitation, all values, notes, additional comments, rationale and evidence, is sufficiently detailed for a third-party assessor to carry out a quality assessment.

Screen 10:

This video has introduced you to the DBAAT, including its main functionality. The next videos will detail the purpose of each tab within the DBAAT.

Screen 11:

FCA

Financial Conduct Authority