

Bank Examination Playbook File Index

Ten files organized by examination step and intended use.

No.	File name	Purpose and use
1	Examination Readiness Guide - Step1	Editable Word guide explaining proactive examination readiness, the liaison's role, regulator relationships, examination planning, and identifying the people responsible for bank documents.
2	Examination Readiness Guide - Step1	PDF copy of the readiness guide for reading, sharing, or distributing the finalized guidance. It covers the same examination readiness topics as the editable Word version.
3	Examination Readiness Workbook - Step1	Supports advance examination planning and records regulator contacts and document owners, including whether documents already go to regulators through continuous monitoring and how frequently.
4	Exam Notification and Request Tracker - Step2	Records examination details and tracks requested documents, responsible bank contacts, deadlines, progress, and submission dates. Continue using it for additional requests throughout the examination.
5	Management Announcement Email - Step3	Provides a reusable email to notify managers of an upcoming examination, communicate scope and deadlines, assign preparation responsibilities, and arrange a kickoff when needed.
6	Policy Submission Tracker - Step3	Records requested policies and their owners, approved versions, associated examinations, issuing agencies, recipients, submission status, and delivery dates. Maintains a clear record of which policy went to whom.
7	45 Day Exam Prep Guide - Step3	Explains how the liaison prepares the bank for an examination, clarifies examiner requests, collects documents, coordinates management availability, and uses the request and policy trackers.
8	Findings MRA-MRIA Tracker - Step4	Tracks MRAs, MRIs, and observations by agency and examination, including responsible managers, corrective actions, response submissions, resolution deadlines, audit and regulatory validation, closure, and days open.
9	Opening Meeting Template - Step5	Reusable PowerPoint for management's opening discussion with examiners. Covers strategy, bank condition, loan composition, elevated risks, leadership changes, key initiatives, prior regulatory issues, and examination coordination.
10	Exam Meeting Record Template - Step6	Records each meeting between examiners and management, including attendees, discussion points, clarifications, commitments, unresolved matters, and follow-up actions with owners and due dates.