

Screening Process

1. Arrives at ASU - lunar house - security - send up to ASU
2. ASU - AIO - bag search - direct to right team, language and accommodation (AIO - 10mins-25mins) - may need interpreter
3. Applicant waits - case given to CIO - put on electronic board - allocate to IO - (CIO - 3-5mins)
4. IO - they would do the reception (mini interview) complete CID, (IO - single person 30, family 15 mins per extra person)
5. IO refer to NAM routing team (ring - 5-10mins)
6. Screen person - form 19 pages, basic details of case - (IO - 60-90mins) - if have documentation have to do security checks (15mins)
7. Refer to CIO - to check - sign off, CIO creates file - (10-15 CIO)
8. IO time with CIO (10-15)
9. Files goes to file creation - AIO (paper file) plus file tracking (SA - 10mins, - family - 20mins)
10. IO complete checks - WICU, PNC, (10mins)
11. File goes to finger print room - done by AIO (input finger prints - wait for results for verified match - ARC card - check details - SA 20-60 - family about the same but extra system for finger prints if over 5 - 30-70)
12. CIO - updates CID (5mins)
13. IO - illegal entry papers (30mins)
14. Wait for NAM to produce FRE dates and papers - issue to person (30mins - issues instructions and explain ARC etc)
15. Applicant leaves or waits for transport G4S (transport plus) - movement orders (AIO - 15mins)
 - could language analysis - testing for nationality if disputed - phone call recording - 0-60 (after finger prints) - done on all Somali and Eritrean nationals plus others

Also do

- VISA - interviewing with valid VISAs - now claiming asylum - interviews can take an hour
- DFT - paperwork not that long - refer to AIU - detention paper work and referral to AIU (ream of paper work - 60-90 - IO)
- Can be interpreter problems

Minors

- unaccompanied child - need social worker as cant finger print or interview without appropriate adult or social worker (meant to be 5 or 6 on site) -
- If child room - (team called childrens team) - CIO collects bring up - will contact social workers (10mins)
- Process same - have police if any issues - have to run checks on appropriate adult with police and social services IO - (0-60)
- 100% NAM

- Also get port and LEO cases -
- interpreters - have a pool - say what intake is meant to be - have minimum of cases and will book extras if needed - can use big word if no face to face (more expensive)
 - normally 10 minimum (booked via interpreter booking unit)

[REDACTED]