



OSEBO 360 · BUSINESS COMPLIANCE GUIDE

The Osebo Business Compliance 360 Book

A plain-language, step-by-step guide to knowing what the law requires of your company on Osebo – from the profile and the sites that decide what you are held to, through the register, the calendar and the licences, to the evidence you can produce, the people allowed on tomorrow's shift, and the day the law underneath one of your duties moves.

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- Part 2** The register
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- Part 6** Shift readiness
- Part 7** Staying ahead of the law
- Part 8** Reading the standing

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How to use this book

This guide walks you through Business Compliance 360 – the standalone Osebo app for companies that need to know what the law requires of them, when each thing is due, and whether they can prove they did it. It is one of the Osebo 360 apps: a single product sold on its own, with its own signup and its own menu. You are not buying an HR platform with a compliance tab bolted to it.

Work through Part 1 once, in order, when you are setting up – it is the part that decides what your company is held to, and everything after it is a consequence of the answers you give there. After that you will live in Part 3, which is the week, and come back to Part 8 when somebody asks how the company is doing.

Every figure in this book comes from one real workspace – Adom Foods Ghana, a food manufacturer on the Business Compliance 360 Plus plan, operating from four places in four regions. Its register holds 126 obligations across 160 calendar dates, 64 documents in the vault and 5 licences. Where this book quotes a number, that number is on the screen beside it.

The big picture – three moves

Whatever your company does today about its statutory duties, this app does three things, and the menu is organised around them:

- **Find out what you owe.** Answer a short profile about what your company is and where it operates, and the app proposes the obligations that follow from those answers – with the law behind each one. Part 1. Take it slowly: these answers decide your whole register.
- **Work the dates.** Each duty with a schedule produces occurrences on a calendar – a filing due on the 14th, a return due in March. Somebody files it, marks it done, and attaches what they filed. Parts 2 to 4, the work that repeats.
- **Prove it, and stay ahead of it.** The evidence vault holds what you can show an inspector; shift readiness says whether the people on tomorrow's rota are allowed to do the work; the change feed tells you when the law under one of your duties moves. Parts 5 to 7 – these are the Plus capabilities.

The one idea to hold on to: an obligation is a duty with a date, and the register is the list of them

Everything in this app hangs off one row type. An **obligation** is something your company owes somebody – a regulator, a scheme, a ministry – expressed as a duty with an authority behind it, a legal basis, a consequence for not doing it, and usually a schedule. The **register** is the list of your obligations. The **calendar** is what the schedules produce: dated occurrences of those duties, which are the things people actually tick off.

On Adom Foods Ghana the register holds 126 obligations, and they are not evenly spread. Health and safety accounts for 42 of them, labour and social security 34, registrar and corporate filings 21, tax 16, sector licences 5, and 8 sit under other. That shape is normal for a factory: a food manufacturer is regulated far more as a workplace and an employer than as a taxpayer.

◆ GOOD TO KNOW

An obligation is not a task somebody typed. It comes from a researched library entry that cites the Act and the section it rests on, and names the authority that enforces it. When a register row tells you a premises registration is required, you can click through to the statute and the quoted words that say so.

What you actually pay for – and what Plus adds

This is the commercial idea, and it is worth understanding before you invite anybody.

A **seat** is somebody with a login to the app. Business Compliance 360 and Business Compliance 360 Plus are both charged per seat per month, with a lower rate if you pay for the year. Both include the register, the calendar, the licence register, the sites list and the dashboard. There is no free reader tier here – unlike a help desk, there is nobody in a compliance app who only raises things. Pricing is on the Osebo website, and the team will size a band with you.

Plus buys four capabilities, and each of them exists because a single-site, single-country assumption breaks as soon as a company grows:

- **The regional and municipal half of the library.** Base proposes the duties your country imposes. Plus also proposes the ones your REGION and your DISTRICT impose, for every place you operate. Adom Foods has sites in Greater Accra, Ashanti, Western and Northern – four regions, four sets of local duties.
- **The evidence vault.** Everything the company can prove, in one place, with the gaps named – see Part 5.
- **Shift readiness.** Whether the people rostered for tomorrow hold the credentials their shift requires – see Part 6.
- **The regulatory change feed.** When a duty on your register commences, is amended or is repealed, the feed says so and names which of your rows it touches – see Part 7.

★ IMPORTANT

A downgrade does not break your register. If you move from Plus back to Base, the regional rows you already adopted stay on your calendar and keep their dates – the app simply stops proposing new ones. Nothing disappears and nothing errors. A capability that destroyed a legal

register on a billing change would be worse than one nobody buys.

Who can do what

Three permissions divide this app, and the difference between them is the difference between reading, working and deciding.

- **organization-compliance.view** – read the register, the calendar, the licences, the vault and the dashboard. Everybody who needs to know gets this.
- **organization-compliance.manage** – work the register: mark a filing done, attach evidence, declare a gap, edit a row.
- **organization-compliance.setup** – run the wizard, commit the register, and administer the workspace. This is the one that decides what the company is held to at all, and it is also what gates People & seats and Workspace.

▲ WATCH OUT

A Tenant Owner appears able to do everything, because the ownership check answers yes to any permission question asked in the abstract. The screens do not ask in the abstract – they ask for the permission itself, from a role in this organisation. So a colleague can look all-powerful on their profile and still be refused by a page. If somebody cannot open a screen they should be able to open, give their ROLE the permission; do not go looking for a switch on the person.

How to read a figure in this app

Two things on these screens are easy to misread, and both have a reason.

A stored status is not the same as today's date. Every calendar occurrence carries a status – upcoming, due soon, overdue – that was written when it was scheduled, and nothing rewrites it when the clock passes midnight. The screens that matter therefore derive lateness from the date rather than trusting the column, which is why a row can read as late while a stale status still calls it upcoming.

And a dashboard count is a count within a window. The dashboard looks three months back and twelve months forward. Adom Foods has four occurrences past their date across the whole register, and the dashboard reports two – the other two fell out of the back of the window. Neither number is wrong; they answer different questions, and the register is the one to read when you want all of them.

The risk score is capped, and it saturates. The score runs 0 to 100 and each exposure carries points weighted by its consequence. Adom Foods scores 100 – band critical – on the strength of two pension remittances that are one day late. Each carries criminal or personal

liability at 40 points, and a handful of lesser items finish the job. A score of 100 does not mean everything is wrong; it means enough is wrong that the number has stopped being able to get worse. Read the list underneath it, not the number.

✓ TIP

The alert list is ordered worst-first and every line says why it scored what it did – the duty, the date, the consequence and the arithmetic. That list IS the explanation. If you only read one thing on the dashboard, read the top three lines of it.

What this app does not do

Being clear about this now will save you a disappointment later.

- **It does not file anything for you.** Nothing here submits a return, pays a contribution or renews a licence. It tells you what is due, lets you record that it was done, and holds the proof.
- **It is not legal advice, and it does not invent law.** Every library entry is researched from the statute and the regulator's own words, carries a citation and a confidence level, and is verified by a person before it can ever reach a tenant. Entries awaiting verification are invisible to you by design. Where the app is not confident enough to put a date in front of you, it says so instead of guessing.
- **It does not know your country unless you are in one it holds a library for.** If the app has not researched your jurisdiction, it proposes NOTHING and tells you why. An empty register is unhelpful; a foreign one is actively wrong, and you would have no way to tell.
- **It does not decide that you are compliant.** It records what you told it and what you attached. Nobody at Osebo inspects your documents.

Part 1 – Setting up: deciding what you are held to

This part runs once. Everything in the rest of the book is a consequence of the answers you give here, so it is worth an unhurried hour with somebody who actually knows how the company is set up.

Step 1. Tell the app what your company is

Open **Compliance setup**. The wizard opens on the profile: a short set of questions about what your company does and how it is constituted. Does it employ staff. Is it registered. Does it handle food, drugs or cosmetics. Does it operate vehicles. Each answer is a fact about the company, and each one switches a set of duties on or off.

Do this now

1. Open Compliance setup from the menu.
2. Answer every question on the profile honestly, including the ones you would rather not.
3. Where a question does not apply, say so explicitly rather than leaving it blank.
4. Save and move to the next step.

osebo BUSINESS COMPLIANCE 360

Review your compliance obligations
Adam Foods Ghana - Ghana statutory register

Step 5 of 5: Where you stand today | Last completed 15 Oct 2025 | Run it | Declared gap

5/5 STEPS ANSWERED | 4 ACTIVE PREMISES | 126 OBLIGATIONS | 0 MISSING RESPONSES

What this page still owns

- Steps left to answer: 0
- Premises missing an input: 0
- Nobody responsible: 0
- You told us you do not have these: 0

Step 5: Where you stand today

YOUR REGISTER WILL TRACK 126 obligations in total - 0 added by you, 126 already on your register

ON THE REGISTER, NOT YET IN PLACE 0 you told us there are premises and you do not have them yet - they are added

YOUR PROFILE KEYS OFF 0 every obligation you answer yes/no not given - you can change any answer later

DATES STILL NEEDED 7 each one is a deadline we cannot compute without it

Fact: we already hold Not asked again - two versions of one fact to how the return and the accounts come to disagree

Your financial year starts in January The registration return has to match the quarterly statements we both counted from your year end, not from 31 December. Align in your accounting fiscal calendar - change it there and every deadline follows.

These dates are when turn an obligation into a deadline. A fee certificate renews on the anniversary of the day it was issued, on each of your premises renews on its own date - there is no single company-wide answer. If you do not have a date to hand, say so: the obligation is still adopted, and the register will show it as a blank spot until you fill it in.

Annual medical examination for workers in hazardous conditions
A Labour Department / Department of Factories Inspectorate - Health & Safety
B Renewal on the anniversary of the issue date on this certificate - so each site renews on its own date
C The renewal falls on the anniversary of the day this document was issued, so it is different for every one you hold

Gender equity policy - made with employees, submitted to the Gender Equity Committee and reviewed at least every four years
A Gender Equity Committee (Ministry of Gender, Children and Social Protection) - Labour & Social Security
B Adam Foods Ghana
C Due 4 years after the date on the document you file - reviewed periodically, at least every four years
D The renewal falls on the anniversary of the day this document was issued, so it is different for every one you hold

Compulsory insurance - public liability, professional indemnity and fire insurance on commercial buildings
A National Insurance Commission (NIC) - Other
B Renewal date (after National Insurance Commission)
C Renewal on the anniversary of the issue date on the certificate - so each site renews on its own date
D The renewal falls on the anniversary of the day this document was issued, so it is different for every one you hold

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D The renewal falls on the anniversary of the day this document was issued, so it is different for every one you hold

Auditor rotation - maximum six-year term and six-year cooling-off
A The company (Benevolence) change notified to the Office of the Registrar of Companies (ORC) - Registrar / Companies
B Adam Foods Ghana
C Runs for a fixed term of 6 years - the expiry date printed on the instrument governs
D This one rule is called expiry rather than a calendar date, so the expiry on the document is the only thing that can schedule it

☐ Consulting issues your register tracking (GA obligations) - 0 of more added here, 7 already yours, records 0 as not yet in place on your own consent, and issues 0 on your profile. It is left to run again - nothing is duplicated.

Back | Save and finish later | Complete my register

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Figure 1 – Compliance setup. The profile is the first step and the one every later screen depends on – each answer about what the company is and does switches a set of duties on or off.

▲ WATCH OUT

An unanswered question is treated as "no", and that is the cautious direction for a proposal but the wrong direction for you. A duty you genuinely owe will simply not be proposed, and you will not know it is missing. Answer everything.

♦ GOOD TO KNOW

There is a third answer besides yes and no, and it matters: **not yet**. "We employ staff but have not registered with the pension scheme" is not the same as "we do not employ staff". A "not yet" answer still puts the duty on your register, because you owe it either way – a company operating unregistered is not excused from the obligation to register. Saying "not yet" is how you get a register that reflects reality rather than a greener dashboard.

Step 2. List the places you operate from

Open **Sites**. A site is a physical place the company works from – a factory, a depot, an office, a distribution point. Each one carries a region and a district, because that is what decides which local duties attach to it.

Do this now

1. Add every place the company operates from, including the ones that are only an office.
2. Give each a region and a district. Not just a city – a city is not an assembly, and Accra alone is a dozen of them.
3. Record the date operations began at each site, where you know it.
4. Mark any place that has closed as inactive rather than deleting it.

Adom Foods lists four: the head office and factory in Tema Metropolitan, Greater Accra; a depot in Kumasi Metropolitan, Ashanti; a sales office in Sekondi-Takoradi Metropolitan, Western; and a distribution point in Tamale Metropolitan, Northern.

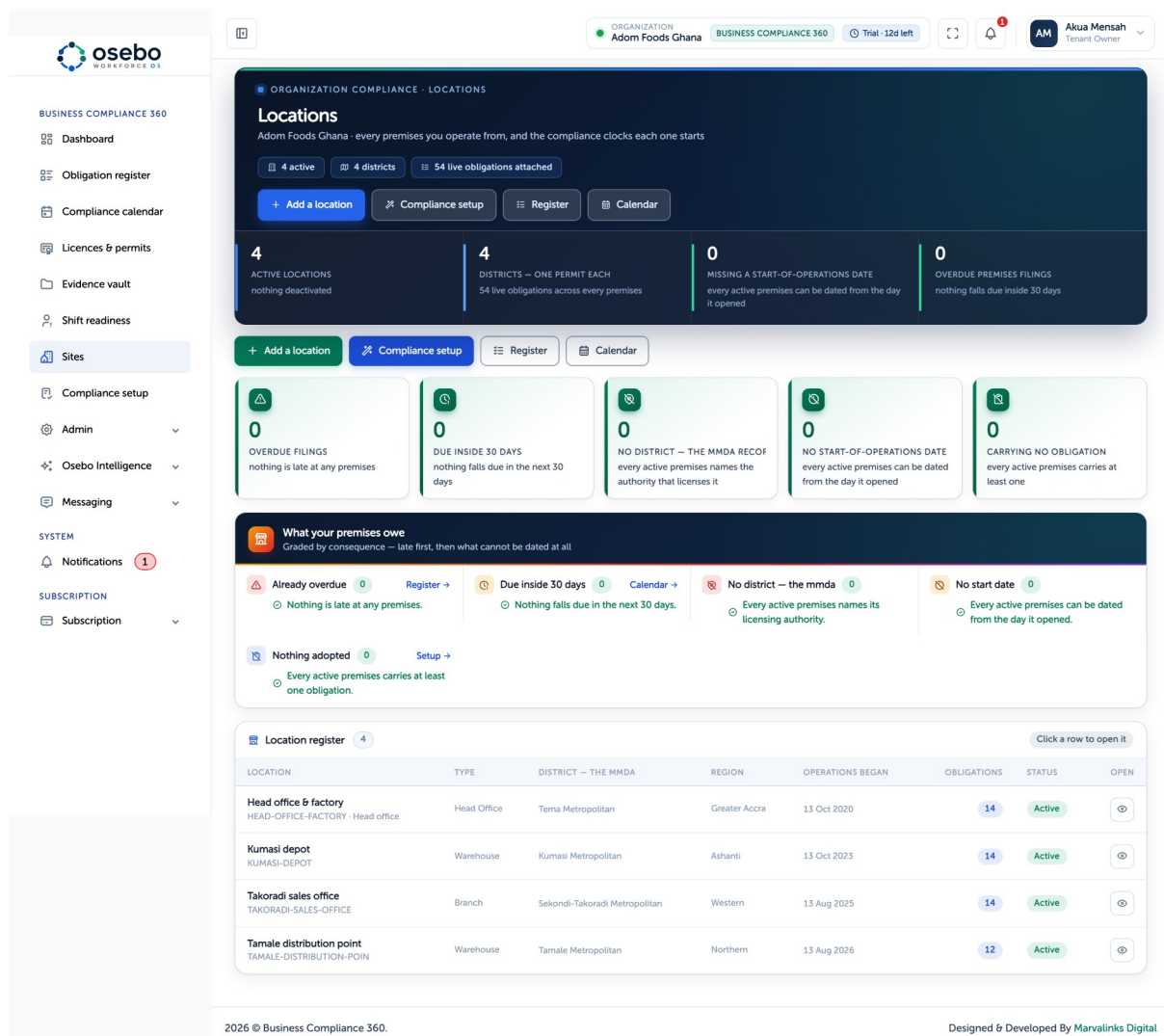


Figure 2 – The four places Adom Foods works from, each carrying the region and district that decide which local duties attach to it: Tema Metropolitan, Kumasi Metropolitan, Sekondi-Takoradi Metropolitan and Tamale Metropolitan.

★ IMPORTANT

This is where Plus earns its money. On Base, the four sites get your country's duties. On Plus, each one also gets the duties its region and district impose – and a company with four sites in four regions is exactly the company for which that difference is not academic.

✓ TIP

A closed depot's municipal duties are not owed. Mark it inactive and it stops proposing them – but its history stays on the register, so last year's filings do not vanish from the record.

Step 3. Review what the app proposes – and say no where no is the answer

With the profile and the sites in place, the wizard proposes a register: every obligation in the library that your answers say applies to you, grouped by domain, each with its authority and the law behind it.

Do this now

1. Read the proposal domain by domain rather than top to bottom.
2. For anything you do not recognise, open it and read the legal basis and the quoted words.
3. Where a duty genuinely does not apply to you, declare it – and say why.
4. Commit the register when you have been through all of it.

♦ GOOD TO KNOW

Declaring that you do not hold something is a first-class answer, not a way of hiding a row. Adom Foods has one: the Takoradi sales office does not handle or store product, so no FDA premises registration has been applied for. That reason is recorded against the row and shown on the licence register, so the next person to ask gets the answer rather than re-opening the question.

▲ WATCH OUT

Do not decline a duty because you have not done it yet. "We owe this and have not done it" is a gap, and the app has a place for it. "We do not owe this" is a declaration, and it is a statement about the company that somebody may one day have to defend.

Step 4. Commit the register

Committing turns the proposal into your register. Scheduled duties start producing calendar dates from this moment, and the dashboard starts scoring you.

Do this now

1. Press Commit at the end of the wizard.
2. Open the Obligation register and confirm the count matches what you reviewed.
3. Open the Compliance calendar and check the next three months look like the year you recognise.

Adom Foods Ghana committed 126 obligations. Those produced 160 dated occurrences in all, of which 100 fall inside the next twelve months – the figure the dashboard reports as filings ahead.

✓ **TIP**

You can run the wizard again later. Re-running it proposes what is new – a duty added to the library, or one that a new site brings – without disturbing the rows you have already adopted or the filings recorded against them.

Part 2 – The register: what the company owes

Step 5. Read a register row properly

Open **Obligation register**. Each row is one duty. The columns tell you what it is, who enforces it, what it attaches to, when it is next due, and how it stands.

Do this now

1. Open any row from the register.
2. Read the authority and the legal basis at the top.
3. Look at what it is attached to – the company itself, or one named site.
4. Look at the consequence, which is what happens if it is not done.

The subject matters more than people expect. A premises registration attaches to a PLACE, so a company with four sites owes four of them; an annual return attaches to the COMPANY, and there is one however many places you work from.

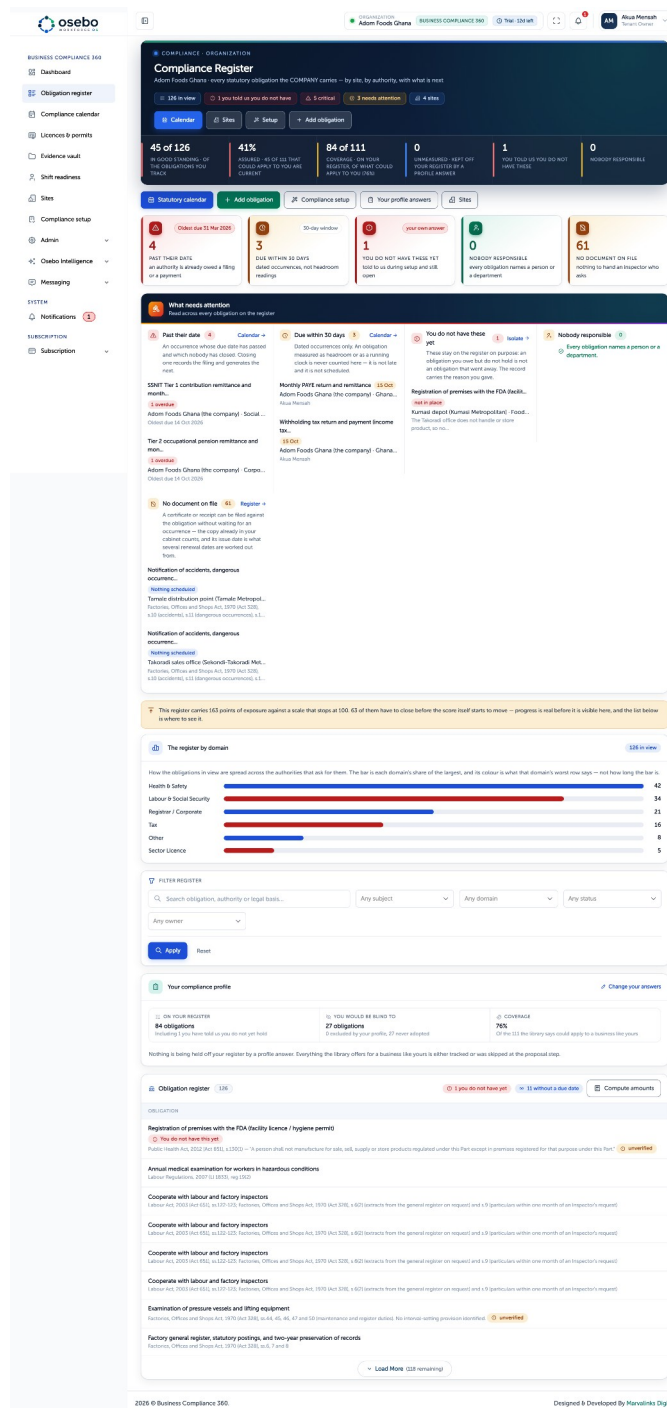


Figure 3 – The register – 126 obligations, each with the authority that enforces it and the thing it attaches to, whether that is the company or one named site.

Registration of premises with the FDA (facility licence / hygiene permit)

Food and Drugs Authority (FDA Ghana) - Human aspect (human aspect)

Summary:

- OVERDUE NOW:** nothing on this obligation is late
- OCCURRENCES ON RECORD:** 0 all open, 0 settled
- DOCUMENTS HELD:** nothing filed, so this renewal clock runs off memory
- LAST VERIFIED:** Jul 2026 (Low confidence: from the Bureau)

Outstanding on this obligation: You do not have this yet - Food and Drugs Authority (FDA Ghana)

- Already overdue:** Nothing on this obligation is past its date.
- Still to file:** Nothing is scheduled ahead of today.
- Evidence on file:** A renewal clock runs off the document, not off memory: the issue and expiry dates on the certificate are what schedule the next one. File it against an occurrence.
- What the schedule waits on:** You told us this is not as given yet.

Where it stands: You do not have this yet.

The Takoradi office does not handle or store product, so no premises registration has been applied for. It stays on your register: undated because an obligation you owe does not stop being owed while it is outstanding – and no deadlines are projected for it, because there is nothing to file until it exists.

Legal basis & provenance: Low confidence

Test any date here as unconfirmed. This obligation could not be verified against a primary source. It is shown so you know it exists – confirm the deadline with Food and Drugs Authority (FDA Ghana) before you go on it.

With this applies to you: The obligation library attaches this to a business that answers yes to – Do you carry on any of these regulated activities: food, drugs & cosmetics

LEGAL BASIS: Public Health Act, 2012 (Act 851, s.130(2)) – “A person shall not manufacture for sale, sell, supply or store products regulated under this Part except in premises registered for that purpose under this Part.”

IF YOU NEED IT: The FDA states it will “not hesitate to impose regulatory sanctions against establishments that fail to comply”. No specific fine confirmed.

AUTHORITY: Food and Drugs Authority (FDA Ghana) | **LAST VERIFIED:** 28 Jul 2026 | **SOURCE:** Open source | **ORIGIN:** Obligation library | **RESPONSIBLE:** Alisa Mensah

Actions: Not applicable to us – ends the whole obligation, with a reason. It still counts against your risk score as an exposure nobody is measuring, and for more if you were overdue on it.

Occurrences: No occurrences. Nothing can be scheduled until the fact above is recorded.

Evidence held: Nothing filed yet. A renewal clock runs off the document, not off memory – the issue and expiry dates on a certificate are what schedule the next one.

Figure 4 – One row opened: the FDA premises registration, showing the Act it rests on, the words quoted from it, the authority behind it and the consequence of not holding it.

◆ GOOD TO KNOW

The consequence is not decoration – it is what weights the risk score. A duty whose consequence is criminal or personal liability scores 40 points when it goes overdue; one that merely attracts a daily penalty scores less. That is why two one-day-late pension remittances can take a score to 100 on their own.

Step 6. Declare a gap when you have one

A gap is a duty you owe and cannot currently satisfy. Recording it is better than leaving the row looking ordinary, because a declared gap leads the register – it sorts above everything else, whatever the alphabet says.

Do this now

1. Open the obligation.
2. Declare the gap, and write the reason in words somebody else will understand.
3. Check it now leads the register list.

★ IMPORTANT

This is the honest-books principle the whole app is built on. A register where everything looks fine because the awkward rows were quietly deleted is worth nothing to the person who has to answer for it. Declaring a gap costs you a red line on a dashboard and buys you a defensible record.

Part 3 – The calendar: the week's work

Step 7. Work the calendar

Open **Compliance calendar**. Every scheduled obligation produces dated occurrences, and this is where they live. Each one has a due date, and many have a window that opens before it – the period in which the thing can actually be filed.

Do this now

1. Open the calendar and look at the current month.
2. Work the items whose window is open.
3. Mark each one done as it is filed, and attach what you filed.
4. Look one month ahead before you close the tab.

Adom Foods carries 160 occurrences. Two are past their date inside the dashboard's window and five are due soon; across the whole register, four are past their date.

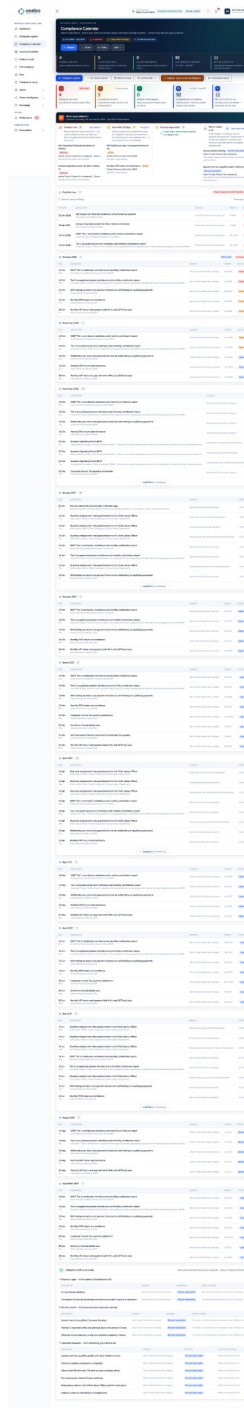


Figure 5 – The calendar. Every scheduled duty appears as dated occurrences, and the window that opens before a due date is shown as well as the date itself – a return filable only in the first half of the month cannot be worked on the twentieth.

▲ WATCH OUT

The window matters as much as the date. A return that can only be filed in the first fifteen days of the month cannot be worked on the twentieth, however willing you are, and a calendar that showed only due dates would have you discover that at the wrong moment.

Step 8. Complete a filing, and say who did it

Marking an occurrence complete records the date it was done and the person who did it. That pairing is the audit trail, and it is what the history on the obligation page shows.

Do this now

1. Open the occurrence from the calendar or from its obligation.
2. Mark it complete and set the date it was actually filed, not today's date.
3. Attach the receipt, acknowledgement or certificate.
4. Check it now appears in the obligation's history with your name against it.

✓ TIP

File the date it happened, not the date you got round to recording it. The history is the thing you will one day hand to somebody, and a run of filings all dated the same afternoon tells its own story.

Part 4 – Licences and permits

Step 9. Read the licence register

Open **Licences & permits**. This is the subset of your register that consists of permissions to trade – the things a regulator grants you, that expire, and that somebody will one day ask to see.

It sorts your licences into six standings, and the distinction between them is the point of the screen:

- **In date** – a current certificate is on file.
- **Renewal open** – it can be renewed now.
- **Expired** – you are trading without it.
- **No document** – adopted, but nothing has been filed against it.
- **You told us you do not have these** – declared, with a reason.
- **Nobody has looked** – it applies to you and is not yet on the register.

Do this now

1. Open Licences & permits.
2. Deal with anything under Expired first.
3. Work the Renewal open list next, while the window is open.
4. Then attack No document – those are licences you probably hold and cannot prove.

Adom Foods shows 5 on the register: 1 in date, 1 open for renewal, none expired, and 3 with no document filed against them. One more is declared as not held, and nothing is unconsidered.

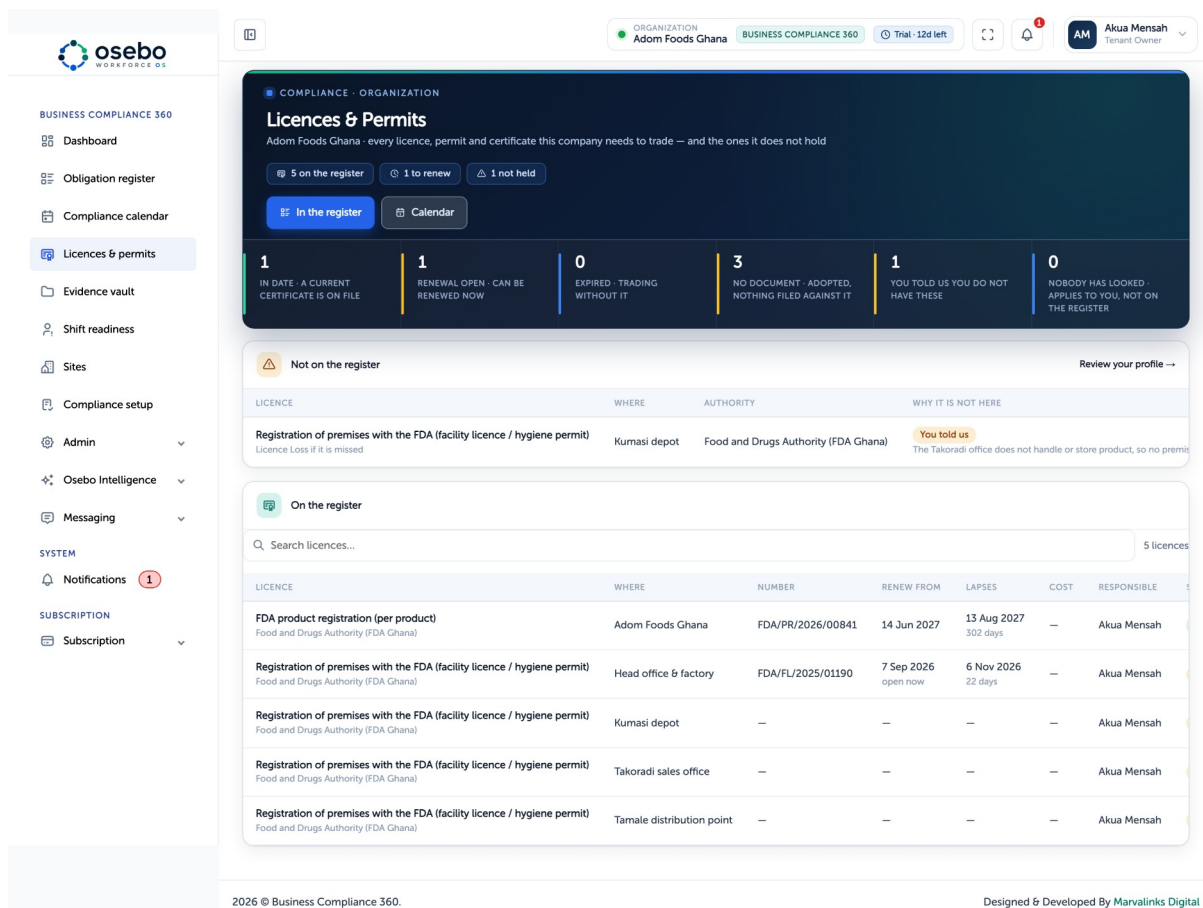


Figure 6 – Five licences sorted into the six standings: one in date, one open for renewal, none expired and three with no document filed against them. A sixth the company has declared it does not hold sits below, with its reason.

★ IMPORTANT

The gap between "no document" and "expired" is the one worth internalising. An expired licence is a problem you know about. Three licences you probably hold but cannot produce is a problem you discover on the morning an inspector asks, which is the worst possible morning to discover it.

Part 5 – The evidence vault (Plus)

Step 10. Fill the vault

Open **Evidence vault**. This is everything the company can prove, in one place: certificates, receipts, acknowledgements and permits, each attached to the obligation it satisfies, with the date it was issued and the date it expires.

Do this now

1. Open the vault and read the two counts at the top – what is held, and how many obligations have nothing against them.
2. Work the expiring list before it becomes the expired list.
3. For each gap, either attach the document or declare why there is not one.

Adom Foods has a document against 64 of its 126 obligations, and nothing at all against the other 62. Of what it holds, 63 are current, one has expired, and four stop being proof within ninety days.

The screenshot shows a software interface with a sidebar on the left containing navigation links like 'Dashboard', 'Reports', 'Settings', etc. The main area displays a table with multiple rows, each representing an obligation. The table has columns for 'Status' (with green and red indicators) and 'Date' (with specific dates). The interface is titled 'Obligations' and includes a search bar at the top.

Figure 7 – The vault. A document against 64 of the 126 obligations and nothing at all against the other 62; of what is held, 63 are current, one has expired and four stop being proof within ninety days.

◆ GOOD TO KNOW

A document that has expired is still worth keeping. It proves you held the licence for the period it covers, and the question an inspector asks is usually about last year rather than this morning.

Step 11. Produce the pack

The **pack** is the vault arranged as somebody outside the company would want to read it: what you hold, what is current, what has lapsed, and – stated plainly rather than omitted – what you cannot prove. On Adom Foods that last section runs to 62 obligations, grouped by domain: 24 under labour and social security, 12 under health and safety, 9 under tax, 8 under registrar and corporate, and one sector licence.

Do this now

1. Open Evidence vault, then the pack.
2. Read the gaps section first, because that is the section that will be read first.
3. Close the gaps you can close before you send it anywhere.

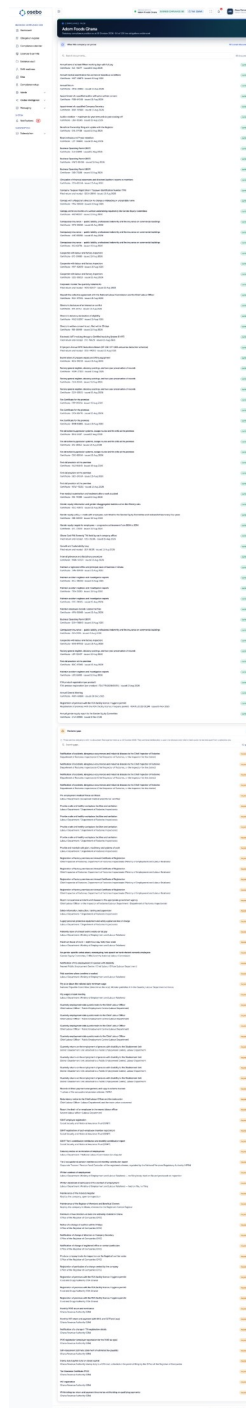


Figure 8 – The compliance pack, arranged for somebody outside the company – and declaring its own 62 gaps, grouped by domain, rather than omitting them.

★ IMPORTANT

The pack declares its own gaps on purpose. A pack that silently omitted what was missing would be a document that looks complete and is not, handed to somebody entitled to rely on it. Naming the gap is what makes the rest of it trustworthy.

Part 6 – Shift readiness (Plus)

Step 12. Check tomorrow before tomorrow

Open **Shift readiness**. This screen answers one question: of the people rostered for tomorrow, which ones do not hold the credential their shift requires?

Do this now

1. Open Shift readiness.
2. Read the list for tomorrow.
3. For each person named, either move them off the shift or get the credential renewed.
4. Check again after any change to the rota.

On Adom Foods, 4 people are rostered for tomorrow and 2 of them cannot lawfully do the work: one forklift licence lapsed three days ago, and one person never held the certificate at all.

The screenshot displays the 'Shift readiness' interface for 'Adom Foods Ghana'. The top navigation bar includes the 'osebo' logo, a sidebar menu with options like 'Dashboard', 'Obligation register', 'Compliance calendar', 'Licences & permits', 'Evidence vault', 'Shift readiness' (selected), 'Sites', 'Compliance setup', 'Admin', 'Osebo Intelligence', 'Messaging', 'SYSTEM', 'Notifications' (1), and 'SUBSCRIPTION'. The main content area shows a header 'BUSINESS COMPLIANCE 360 PLUS' and a sub-header 'Rostered without what the licence requires'. Below this, it states 'Adom Foods Ghana - who is on the roster for Friday 16 October 2026 without a certification their shift demands' and '2 people blocked'. A date selector shows 'Friday 16 October' with '2 gaps'. A search bar 'Search people...' is present. The list of people includes:

- Abena Owusu: Forklift operator licence - Certification has lapsed (lapsed)
- Adwoa Boateng: Forklift operator licence - Holds no such certification (missing)

Figure 9 – Tomorrow's roster. Two of the four people scheduled for Friday 16 October cannot lawfully do the work: one forklift operator licence has lapsed, the other was never held.

▲ WATCH OUT

The reason the lapsed one is dangerous is that the certificate still READS as verified. The stored

status on a credential stays as it was when somebody checked it, and for up to a day after the expiry date a screen that trusts that column will show the person as cleared. This screen compares the date, which is why it disagrees with the credential record – and why it is the one to believe.

◆ **GOOD TO KNOW**

This is also why the screen exists at all. The roster refuses, at the moment of rostering, to put somebody on a shift they are not credentialled for. But nothing re-runs that check when a certificate expires overnight. Somebody rostered last week whose licence lapses tonight passes every check that was ever made and is still not allowed to drive the truck.

Part 7 – Staying ahead of the law (Plus)

Step 13. Read the change feed

Open the **Dashboard** and find the regulatory change feed. When a duty on your register commences, is amended, is superseded or is repealed, the feed says so and names the rows of YOUR register it touches.

Do this now

1. Read the feed on the dashboard.
2. For a commencement, check the first date it produces on your calendar.
3. For an amendment, re-read the obligation – what you file may have changed even if when you file it has not.
4. For a repeal, stop work on it; the row stays on your register with its history intact.

♦ GOOD TO KNOW

The feed reports the library moving, not somebody editing your register. Every entry behind it carries the statute and the regulator's own words, and a person verified it before it could reach you. The app will not tell you the law has changed on the strength of a guess.

Step 14. Add a site and watch the register grow

The regional half of the library is not a one-off at setup. Adding a site in a region you did not previously operate in brings that region's duties with it.

Do this now

1. Add the new site with its region and district.
2. Re-run Compliance setup.
3. Review what is newly proposed – it will be the local duties that follow from the new place.
4. Commit.

✓ TIP

Do this before the site opens rather than after. Several municipal permits have to be in place before operations begin, and the first date the calendar produces for them is frequently in the past if you add the site late.

Part 8 – Reading the company's standing

Step 15. The dashboard, read properly

Open **Dashboard**. It is a reading of the register, not a second calculation: the counts group the same obligations and occurrences the register lists, and the band comes from the same scorer every other screen grades on.

Do this now

1. Read the band and the score.
2. Read the top three lines of the exposure list under it.
3. Look at Coming up and work anything already past its date.
4. Glance at the vault summary – evidenced against total.

Adom Foods reads 100, band critical. The list underneath explains it: a SSNIT Tier 1 remittance and a Tier 2 pension remittance, each one day past due on 14 October, each carrying criminal or personal liability at 40 points.

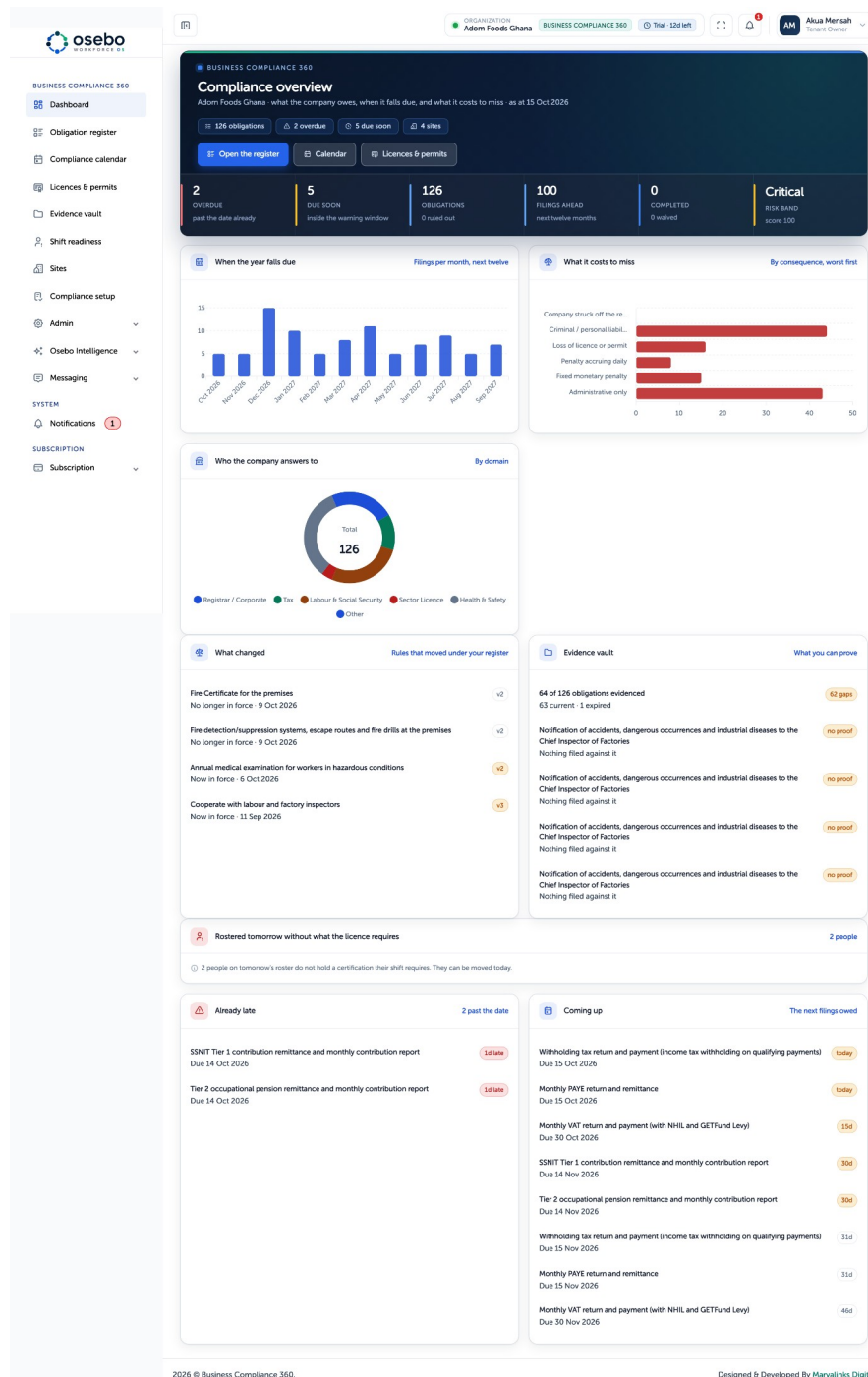


Figure 10 – The dashboard as at 15 October 2026. Two filings are one day late and both carry criminal or personal liability, which is enough on its own to put the band at critical with the score saturated at 100 – read the list, not the number.

▲ WATCH OUT

Do not manage the number. Two filings made tomorrow morning move this company from critical to something far calmer, and nothing about the business will have changed. The score is a way of ordering today's work, not a grade.

✓ **TIP**

The Coming up list is colour-graded by standing – past due, nearing, in time – so the thing to do next is the thing at the top in the strongest colour. If a row reads as late there and the headline count disagrees, believe the row: it derives lateness from the date.

Glossary

- **Obligation** – a duty the company owes, with an authority, a legal basis and a consequence.
- **Register** – the list of obligations this company has adopted.
- **Occurrence** – one dated instance of a scheduled obligation; what appears on the calendar.
- **Window** – the period before a due date in which the thing can actually be filed.
- **Declared gap** – a duty you owe and have recorded that you cannot currently satisfy.
- **Declaration** – a statement that a duty does NOT apply to you, with the reason.
- **Evidence** – a document attached to an obligation, with an issue date and usually an expiry.
- **Pack** – the vault arranged for an outside reader, including its own gaps.
- **Library** – the researched, human-verified corpus of duties the app proposes from.
- **Blind spot** – an adopted duty with no schedule and no date, so nothing will ever remind you.

Setup checklist

1. Profile answered in full, including the "not yet" answers.
2. Every site listed, with region and district.
3. Proposal reviewed domain by domain.
4. Declarations recorded with reasons.
5. Register committed.
6. Calendar checked three months out.
7. Seats given to the people who need them, with the right permission.
8. Evidence loaded for anything you already hold (Plus).

The routine

- **Weekly** – work the calendar: anything whose window is open, anything past its date.
- **Weekly (Plus)** – check Shift readiness against next week's rota.
- **Monthly** – clear the No document column on the licence register.
- **Monthly (Plus)** – read the change feed and act on commencements.
- **Quarterly** – re-run Compliance setup to pick up new library rows and new sites.
- **Annually** – review every declaration. A company changes, and a duty you genuinely did not owe last year may be one you owe now.

Where to go next

If you also run payroll on Osebo, the statutory deductions your payroll produces and the remittance duties on this register are the same obligations seen from two ends – the payroll book covers the calculation, this one covers the filing.

If you hold Osebo360 HRMS Core, the people whose credentials Shift readiness checks are the same employee records that app maintains, and a certificate renewed there clears the warning here without anything being typed twice.