
EVIDENCE QUALITY WORKSHEET

Evidence check

Review one record before it is approved or reused.

SIX REVIEW AREAS

1 Identity and purpose · Source and version

2 Validity and timing · Responsibility and review

3 Assignment and traceability · Reuse and release

Four pages · ready to complete · one copy per case

Check the evidence in six dimensions.

Print the page or work through it together. For every unchecked point, note an owner and next action in your normal task system.

1. IDENTITY AND PURPOSE

Can another person understand what this record proves and where it belongs?

- ☐ The document or record has a clear title and evidence type.
- ☐ The related supplier, policy, contract, process or audit is identifiable.
- ☐ The intended use or requirement is documented.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		

2. SOURCE AND VERSION

Can the team identify the concrete content being reviewed?

- ☐ The source or submitting party is known.
- ☐ The concrete file or document version is identifiable.
- ☐ A newer or conflicting version is not silently being used elsewhere.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		

Check the evidence in six dimensions.

3. VALIDITY AND TIMING

Is the record current for the intended decision?

- ☐ Issue date, effective date or relevant period is known.
- ☐ Expiry or next review date is recorded where applicable.
- ☐ The responsible team will be reminded before action is due.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		

4. RESPONSIBILITY AND REVIEW

Has the responsible team made the required decision?

- ☐ A named owner is responsible for keeping the record current.
- ☐ The appropriate reviewer has assessed the concrete version.
- ☐ Review outcome, date and any qualification are documented.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		

Check the evidence in six dimensions.

5. ASSIGNMENT AND TRACEABILITY

Can the team explain how the record supports the business process?

- ☐ The related requirement, request or decision remains connected.
- ☐ Open gaps, exceptions or follow-up actions are visible.
- ☐ Relevant changes and approvals can be reconstructed.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		

6. REUSE AND RELEASE

Is reuse appropriate for the next recipient and purpose?

- ☐ The record is approved for the intended internal or external use.
- ☐ Sensitive information and recipient access have been considered.
- ☐ The shared version and its approval will remain traceable.

OWNER	DUE DATE	STATUS
NOTES AND NEXT ACTION		