

Engagement and expert report evidence

Use one controlled dossier per professional engagement. Link instructions, original evidence, reasoning and independent technical review. These records support accountable opinions; they do not issue an IAF endorsement of a report or replace the applicable technical method.

DOSSIER ID/VERSION, LEGAL PRACTICE, DELIVERING HUB, ENGAGEMENT AND DISCIPLINE

SUBJECT IDENTITY, ACTUAL CONFIGURATION, PROFESSIONAL QUESTION AND ROLE

CLIENT AUTHORITY, INTENDED USE, AGREED SCOPE AND TECHNICAL-REVIEW BASIS

EVIDENCE MANIFEST, CONFIDENTIALITY/ACCESS PLAN AND ORIGINAL SOURCE LOCATIONS

INCOMPLETE EVIDENCE, UNRESOLVED CONCERNS AND EXPLICIT REPORT-ISSUE HOLDS

ACCOUNTABLE OWNER, INDEPENDENT REVIEWER AND AUTHENTICATED AUTHORIZATION

E01 - Instructions and engagement acceptance

ENTITY / SCOPE / CASE REFERENCE

ENGAGEMENT ID, PRACTICE/HUB, CLIENT, PAYER AND LAWFUL INSTRUCTING AUTHORITY

EXACT QUESTIONS, INTENDED USERS/USE, PROFESSIONAL ROLE AND DECISION CONTEXT

VEHICLE/SYSTEM/ITEM IDENTITY, CONFIGURATION, LOCATION AND KNOWN HISTORY

DELIVERABLES, FEES, TIMING, RELIANCE LIMITS, CHANGES AND CORRECTION ROUTE

COMPETENCE/CAPACITY/PERMISSIONS REVIEW, UNRESOLVED LIMITS AND SIGNED ACCEPTANCE

E02 - Conflicts, independence and fee review

ENTITY / SCOPE / CASE REFERENCE

CLIENT, PAYER, RELEVANT COUNTERPARTIES, OWNERS AND CONFIDENTIALITY RELATIONSHIPS

PRIOR WORK, SELF-REVIEW, ADVOCACY, OWNERSHIP, CLOSE RELATIONSHIPS AND INCENTIVES

FEE BASIS, INDEPENDENCE FROM DESIRED OUTCOME AND EXTERNAL-REVIEW REMUNERATION

DISCLOSURES, ROLE LIMITS, INDEPENDENT ALTERNATIVE OR REFUSAL; CONTROL ADEQUACY

ACCEPT/LIMIT/DECLINE, REASONS, REVIEWER, DATE AND RECHECK TRIGGERS

E03 - Professional team and competence

ENTITY / SCOPE / CASE REFERENCE

NAMED LEAD, CONTRIBUTORS, REVIEWER AND ISSUER WITH PROFESSIONAL IDS

EACH PERSON'S DISCIPLINE, TASK, LIMITS AND RELEVANT PERMISSION

VERIFIED EXPERIENCE, CREDENTIALS/LEARNING, ACTUAL CONTRIBUTION AND PORTFOLIO

REVIEWER COMPETENCE, NO CREATION/DIRECTION OF CONCLUSION AND CONFLICT CLEARANCE

SUPERVISION, CAPACITY, ABSENCE/REPLACEMENT ARRANGEMENTS AND ROLE APPROVAL

E04 - Evidence strategy and safe plan

ENTITY / SCOPE / CASE REFERENCE

QUESTIONS, COMPETING EXPLANATIONS AND DECISIVE EVIDENCE NEEDED

SUBJECTS, RECORDS, WITNESSES, DATA AND AUTHENTIC TECHNICAL MATERIALS

METHOD/VERSION, VALIDATION, ASSUMPTIONS, ACCEPTANCE LIMITS AND UNCERTAINTY

HAZARDS, QUALIFIED PEOPLE, PERMISSIONS, SAFE CONDITIONS AND STOP/ESCALATION POINTS

CLIENT AUTHORITY, PRESERVATION DUTIES, PLAN REVIEW AND MATERIAL CHANGES

E05 - Physical identity and custody

ENTITY / SCOPE / CASE REFERENCE

SUBJECT/SAMPLE IDS, IDENTIFYING FEATURES, ORIGIN AND VERIFIED ASSOCIATION

RECEIPT CONDITION, PRIOR ALTERATION, CONTAMINATION AND ORIGINAL IMAGES

COLLECTION, EACH TRANSFER/ACCESS, DATE/TIME, RESPONSIBLE PERSON AND STORAGE

SPECIFIC DESTRUCTIVE/ALTERING PERMISSION, PRESERVATION REVIEW AND BEFORE/AFTER

CUSTODY GAPS, UNCERTAINTY, RETAINED MATERIAL AND AUTHORISED RETURN/DISPOSAL

E06 - Digital acquisition and provenance

ENTITY / SCOPE / CASE REFERENCE

LAWFUL ACCESS, PERMITTED SYSTEMS/ACCOUNTS, PURPOSE AND DATA MINIMISATION

SOURCE/DEVICE, TOOL/VERSION, SETTINGS, DATE/TIME AND ACQUISITION LIMITS

ORIGINAL FILES/ACQUISITION, HASHES WHERE RELEVANT, COPIES AND TRANSFORMATION LOG

CLOCK OFFSETS/TIME ZONES, FIRMWARE, UNITS, RATES, TRIGGERS AND MISSING DATA

PROTECTED STORAGE/ACCESS, AUTHENTICITY CONCERNS, CORROBORATION AND TRANSFER BASIS

E07 - Observations, interviews and adverse evidence

ENTITY / SCOPE / CASE REFERENCE

WHO OBSERVED WHAT, WHERE/WHEN, CONDITIONS AND ORIGINAL NOTES/MEDIA

SOURCE STATEMENTS, ROLES, FIRST-HAND VERSUS REPORTED FACTS AND INTERVIEW LIMITS

ADVERSE FACTS, INCONSISTENT ACCOUNTS, MISSING MATERIAL AND FOLLOW-UP

EVIDENCE IDS, AUTHENTICITY, CONTEMPORANEOUS RECORD AND TRANSFORMATION LINKS

EFFECT ON QUESTIONS, FURTHER WORK, UNRESOLVED ISSUES AND RESPONSIBLE REVIEW

E08 - Measurement and quantitative evaluation

ENTITY / SCOPE / CASE REFERENCE

QUESTION, APPLICABLE METHOD/VERSION, EQUIPMENT IDS AND CONDITIONS

CALIBRATION/VERIFICATION, RANGE, ACCURACY, TRACEABILITY AND SUITABILITY

ORIGINAL VALUES/UNITS, FAILURES, REPEAT READINGS AND ATTACHMENTS

UNCERTAINTY BASIS, CHOSEN DECISION RULE, LIMITS AND SENSITIVITY

INDEPENDENT CHECKS, INCONCLUSIVE RESULTS, EQUIPMENT CONCERNS AND PRIOR-CASE IMPACT

E09 - Model, spreadsheet or simulation record

ENTITY / SCOPE / CASE REFERENCE

INTENDED USE, LOGIC/EQUATIONS, SOFTWARE/VERSION AND OPERATING BOUNDARIES

ORIGINAL DATA, UNITS, ASSUMPTIONS, MISSING INPUTS AND SOURCE LINKS

INDEPENDENT VALIDATION, REPRESENTATIVE/ADVERSE CASES AND KNOWN LIMITS

ALTERNATIVE SCENARIOS, UNCERTAINTY, FAILED RUNS AND MATERIAL CHANGES

EXACT RUN/SETTINGS/DEPENDENCIES, INDEPENDENT CHECK AND RECONSTRUCTION RECORD

E10 - AI, automation and generated exhibits

ENTITY / SCOPE / CASE REFERENCE

TOOL/PROVIDER/VERSION, ACTUAL PURPOSE, CONSEQUENCE AND RESPONSIBLE PROFESSIONAL

LAWFUL DATA USE, CONFIDENTIALITY, PROMPTS/MATERIAL SETTINGS AND LIMITATIONS

ORIGINAL-SOURCE VERIFICATION, BIAS/VALIDITY CHECKS AND REJECTED HALLUCINATIONS

RETAINED OUTPUTS, HUMAN REASONING, INDEPENDENT REVIEW AND AUTHENTIC CITATIONS

SYNTHETIC/RECONSTRUCTED EXHIBIT LABELS, TRACEABILITY AND CHANGE/REVALIDATION NEEDS

E11 - Reasoning and conclusion map

ENTITY / SCOPE / CASE REFERENCE

EACH PROPOSED MATERIAL CONCLUSION AND THE PRECISE QUESTION ANSWERED

LINKED OBSERVATIONS, SUPPLIED FACTS, METHODS, ASSUMPTIONS AND CALCULATIONS

COMPETING EXPLANATIONS, ADVERSE FACTS AND REASONS FOR PREFERENCE/UNRESOLVED RESULT

UNCERTAINTY, SENSITIVITY, SCOPE LIMITS AND INFORMATION THAT COULD CHANGE OPINION

COMPETENT AUTHOR, BOUNDED WORDING AND TECHNICAL-REVIEW REFERENCE

E12 - Independent technical review and holds

ENTITY / SCOPE / CASE REFERENCE

REVIEWER COMPETENCE, CONFLICT CLEARANCE AND NO CREATION/DIRECTION OF CONCLUSION

INSTRUCTIONS, PROVENANCE, METHOD, CALCULATIONS, ALTERNATIVES AND RELIANCE CHECKS

MATERIAL QUERIES, REPERFORMANCE, RESPONSES, CHANGES AND DISAGREEMENTS

UNRESOLVED CONSEQUENTIAL MATTERS, ADDITIONAL EVIDENCE AND ISSUE HOLD/RELEASE REASONS

APPROVED/LIMITED/DEFERRED OUTPUT, EXACT VERSION AND AUTHENTICATED PRE-ISSUE APPROVAL

E13 - Expert report issue and recipient record

ENTITY / SCOPE / CASE REFERENCE

UNIQUE REPORT ID/VERSION/DATE, PRACTICE/HUB, AUTHORS AND ISSUE AUTHORITY

INSTRUCTIONS, USERS/USE, SUBJECT, EVIDENCE, AUTHENTIC SOURCES, REASONING AND LIMITS

INDEPENDENT-REVIEW COMPLETION, RESOLVED HOLDS AND TECHNICAL BASIS

ENTITLED RECIPIENTS, LAWFUL ROUTE, RELIANCE TERMS AND AUTHENTICATION EVIDENCE

ACTUAL ISSUE APPROVAL/TIME, PROTECTED FINAL COPY AND AUTHENTICITY-VERIFICATION ROUTE

E14 - Reliance extension or disputed use

ENTITY / SCOPE / CASE REFERENCE

NEW USER, PURPOSE, CONFIGURATION OR DISPUTED INTERPRETATION AND REQUESTER AUTHORITY

ORIGINAL EVIDENCE/ASSUMPTIONS, CURRENT FACTS, COMPETENCE AND FORUM-SPECIFIC DUTIES

CONFIDENTIALITY, PRIVILEGE, MATERIAL CONTRADICTIONS AND LAWFUL ACCESS ROUTE

EXTEND/LIMIT/REFUSE, REASONS, FURTHER EVIDENCE AND APPROVED WORDING

RECIPIENT COMMUNICATION, REVISED TERMS/VERSION AND AUTHENTICATED AUTHORITY

E15 - Material correction, withdrawal and affected cases

ENTITY / SCOPE / CASE REFERENCE

AWARENESS TIME, ERROR/INVALID BASIS, ORIGINAL REPORT AND MATERIAL CONSEQUENCES

RELATED METHODS/DATA/PEOPLE, OTHER REPORTS, RECIPIENTS AND JUSTIFIED BOUNDARY

IMMEDIATE HOLDS, LAWFUL NOTICES, SERIOUS IAF NOTICE AND EARLIER DUTIES

LINKED CORRECTED/WITHDRAWN VERSIONS, PRESERVED ORIGINAL, REASON AND ACTUAL RECIPIENTS

CAUSE REMOVAL, COMPLETED REMEDIES, INDEPENDENT EFFECTIVENESS AND RESIDUAL LIMITS

E16 - Closure, custody and continuing obligations

ENTITY / SCOPE / CASE REFERENCE

FINAL ISSUE AND CASE CLOSURE DATES, UNRESOLVED MATTERS AND ACCOUNTABLE OWNER

RETURN/STORAGE/DISPOSAL OF PROPERTY, EVIDENCE, CREDENTIALS AND CLIENT INFORMATION

TEN YEARS AFTER LATER FINAL ISSUE/CLOSURE; BINDING LIMITS, HOLDS AND LAWFUL EXCEPTIONS

POST-CLOSURE CORRECTION ROUTE, PROFESSIONAL DEPARTURE/INCAPACITY AND RECORD CUSTODIAN

COMPLAINT/REVIEW LESSONS, COMPETENCE/METHOD CHANGES AND VERIFIED IMPROVEMENT

Continuation and supporting detail

ENTITY / SCOPE / CASE REFERENCE

PARENT FIELD, REQUIREMENT OR RECORD ID / CONTINUATION NUMBER

FULL RESPONSE, SOURCE REFERENCES, RATIONALE AND LIMITATIONS

PREPARED BY / ROLE / DATE / AUTHORIZATION