

Governance and monitoring records

Blank operational records for the recognition lifecycle. Templates are not issued recognition statements. Keep case IDs, scope versions, original evidence and authenticated authorizations traceable.

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Use indexed attachments and the continuation record for detailed evidence. Repeat templates as separately identified files; duplicated interactive field names may synchronize values.

Typed authorization fields are not cryptographic signatures. Retain authority and the adopted signature/authentication evidence.

F01 Intake and scope acceptance

ENTITY / SCOPE / CASE REFERENCE

CASE ID, APPLICANT LEGAL IDENTITY, CONTACT AND SUBMISSION VERSION

ELIGIBILITY, PROFILES/DOMAINS, ENTITY/HUB/DISCIPLINE AND AUTHORISATION BOUNDARY

SIX-MONTH CONTROLS, THREE CASES/DISCIPLINE/HUB, LEAD EXPERIENCE/PORTFOLIOS AND AUDIT/REVIEW

MISSING EVIDENCE, RESTRICTIONS AND PRIVATE READINESS VERSUS ASSESSMENT ROUTE

REASONED ACCEPTANCE/DEFER/REFUSE, ASSIGNED ROLES, DATE AND NOTICE

F02 Conflict declaration and resolution

ENTITY / SCOPE / CASE REFERENCE

PERSON, PROPOSED ROLE, CASE AND COMPETENCE REFERENCE

EMPLOYMENT, CONSULTANCY, OWNERSHIP, COMMERCIAL/PERSONAL INTERESTS OVER 36 MONTHS

RELATED ENTITIES, LONGER RESIDUAL RISKS AND NEWLY DISCLOSED INFORMATION

INDEPENDENT REVIEWER, EXCLUSION/REPLACEMENT/SAFEGUARDS AND RATIONALE

DECLARATION, AUTHENTICATED AUTHORITY, DATE AND CONTINUING DISCLOSURE DUTY

F03 Competence and team appointment

ENTITY / SCOPE / CASE REFERENCE

PROFILES, TECHNOLOGY, VEHICLE CLASSES, LANGUAGE AND LOCAL-CONTEXT COMPETENCE

AT LEAST TWO ASSESSORS, LEAD, SPECIALIST DUTIES AND ACTUAL SKILL COVERAGE

OBSERVED PERFORMANCE, TECHNICAL AUTHORISATIONS AND REVIEW DATES

COMPETENCE LIMITATIONS, REQUIRED SPECIALIST SUPPORT AND DEPUTY ARRANGEMENTS

CONFLICTS CLEARED, ASSIGNMENT APPROVAL, DATES AND AUTHORISED SCOPE

F04 Assessment plan, coverage and effort

ENTITY / SCOPE / CASE REFERENCE

ENTITIES/HUBS, DISCIPLINES, SCOPE VERSION, NAMED LEADS AND ASSESSMENT TYPE

TWO CENTRAL DAYS PLUS HUB-SIZE FLOORS AND RISK ADDITIONS; ANNUAL FLOORS SEPARATELY

ACTUAL EIGHT-HOUR DAYS, NO TRAVEL/DOUBLE COUNT, PHYSICAL DAY AND OBSERVATION TIME

ALL HUBS; PHYSICAL FACILITIES; INDEPENDENTLY APPROVED REMOTE-ONLY ROUTE; LEAD COVERAGE

THREE ENGAGEMENTS PER DISCIPLINE/HUB; ALL LEADS INITIAL/RENEWAL; ANNUAL ROTATION

DATES, ACCESS/PRIVACY, INTERPRETERS, ADEQUACY REVIEWER AND APPROVED LIMITATIONS

F05 Evidence, witness and interview log

ENTITY / SCOPE / CASE REFERENCE

CASE, REQUIREMENT, SITE/UNIT, PROFESSIONAL DISCIPLINE AND ENGAGEMENT/SAMPLE REFERENCE

ORIGINAL SOURCE, VERSION/DATE, OWNER, ACCESS ROUTE AND AUTHENTICITY CHECKS

OBSERVED WORK, WITNESS RESULT, INTERVIEW FACTS AND CONTRADICTIONS

SAMPLE RATIONALE, UNCERTAINTY, UNAVAILABLE EVIDENCE AND PRIVACY CONTROLS

SUPPORTED CONCLUSION, LINKED FINDING AND ASSESSOR/DATE

F06 Finding and corrective action

ENTITY / SCOPE / CASE REFERENCE

FINDING ID, EXACT REQUIREMENT, OBJECTIVE FACT AND AFFECTED SCOPE

MINOR/MAJOR/CRITICAL/PENDING RATIONALE AND ESSENTIAL-GATE IMPACT

IMMEDIATE CONTROL, PRIOR-ENGAGEMENT POPULATION, CLIENT PROTECTION AND NOTICE

CAUSE EVIDENCE, CORRECTIVE ACTION, OWNER AND MEASURABLE ACCEPTANCE

INITIAL GRANT HOLD OR ACTIVE DEADLINE, ESCALATION AND VERIFIED CLOSURE REFERENCE

F07 Independent closure verification

ENTITY / SCOPE / CASE REFERENCE

FINDING/ACTION REFERENCE, SITE/DISCIPLINE AND INDEPENDENT VERIFIER COMPETENCE

ACTUAL CORRECTION AND CAUSE-REMOVAL EVIDENCE, DATES AND VERSIONS

EARLIER ENGAGEMENTS, CLIENT REMEDIES AND JUSTIFIED POPULATION BOUNDARY

SUBSEQUENT ENGAGEMENTS, CHALLENGE RESULTS, ADVERSE EVIDENCE AND LIMITATIONS

CLOSED/OPEN, REASON, REMAINING PROTECTION AND AUTHENTICATED APPROVAL

F08 Independent recognition-case technical review

ENTITY / SCOPE / CASE REFERENCE

REVIEWER COMPETENCE, CONFLICT CLEARANCE AND EXACT CASE PACKAGE

REQUESTED/ASSESSED/PROPOSED SCOPE, PEOPLE, UNDERLYING PERMISSIONS AND EXCLUSIONS

HISTORY, REAL WORK, LEAD EXPERIENCE/PORTFOLIOS, HUB COVERAGE, EFFORT AND ESSENTIAL GATES

CONTRADICTIONS, APPLICABILITY, CLOSURES, TECHNICAL QUERIES AND VERIFIED RESPONSES

READY/DEFER/NOT SUPPORTED, BOUNDED RECOMMENDATION AND AUTHENTICATED REVIEW

F09 Independent panel decision

ENTITY / SCOPE / CASE REFERENCE

CASE, PROGRAMME/EDITION, SCOPE VERSION AND REVIEWED EVIDENCE MANIFEST

THREE UNINVOLVED MEMBERS, COMPETENCE, CONFLICTS AND PARTICIPATION

INDIVIDUAL VOTES, REASONS, DISSENT AND ALL APPLICABLE INITIAL GATES MET

GRANT/DEFER/REFUSE/RESTRICT/SUSPEND/WITHDRAW/RESTORE AND EXACT AFFECTED SCOPE

EFFECTIVE/EXPIRY WITHIN THREE YEARS, ANNUAL COVERAGE AND SURVEILLANCE DATES

AUTHENTICATED DECISION, CLAIM WORDING, APPEAL DEADLINE AND PUBLICATION INSTRUCTION

F10 Recognition statement - unissued template

ENTITY / SCOPE / CASE REFERENCE

RECORD ID, IAF PPR EDITION, LEGAL HOLDER AND EXACT INCLUDED ENTITIES

SITES/UNITS, PROFESSIONALS, AUTHORISATION LIMITS, EXCLUSIONS AND SCOPE VERSION

APPROVED PUBLIC STATUS AND EFFECTIVE/EXPIRY DATES FROM ACTUAL DECISION

INDEPENDENT DECISION REFERENCE; THIS BLANK FORM IS NOT ISSUED RECOGNITION

CURRENT VERIFICATION ROUTE AND STATEMENT OF CORPORATE ASSURANCE LIMITS

AUTHORISED ISSUE, AUTHENTICATION, DATE AND CONTROLLED PUBLIC COPY

F11 Urgent interim protection

ENTITY / SCOPE / CASE REFERENCE

CREDIBLE RISK, AWARENESS TIME, EVIDENCE AND UNCERTAINTY

AFFECTED ENGAGEMENTS/HUBS/DISCIPLINES, PROPORTIONATE PROTECTION AND ALTERNATIVES

PROGRAMME MANAGER AND INDEPENDENT TECHNICAL LEAD APPROVALS/EFFECTIVE TIME

PROMPT REASONS, CLIENT/ORGANISATION COMMUNICATION AND PUBLIC-STATUS ACTION

THREE-PERSON PANEL REVIEW WITHIN FIVE BUSINESS DAYS, VOTES AND OUTCOME

CONTAINMENT, EVIDENCE NEEDS, DEADLINES AND RESTORATION CONDITIONS

F12 Annual hub and personnel surveillance

ENTITY / SCOPE / CASE REFERENCE

TERM, MONTH-12/24 DEADLINES, EVERY HUB AND FULL NAMED-LEAD ROSTER

PHYSICAL TECHNICAL VISITS; APPROVED REMOTE-ONLY REVIEWS; DATES AND ACTUAL EFFORT

ALL NEW/MATERIALLY CHANGED LEADS AND ADVERSE CASES; DEDUPLICATED MANDATORY POOL

CEIL SQUARE ROOT OF REMAINING LEADS; THREE-YEAR ROTATION; THREE CASES/DISCIPLINE/HUB

RISK ADDITIONS, FINDINGS, VERIFIED ACTION, CONTINUING CONFIDENCE/PROTECTIVE REVIEW

F13 Material change and scope extension

ENTITY / SCOPE / CASE REFERENCE

DESCRIPTION, PLANNED/UNPLANNED, AWARENESS AND NOTIFICATION TIMES

ENTITIES/HUBS/DISCIPLINES/PEOPLE, PERMISSIONS, METHODS AND INTENDED USERS AFFECTED

COMPETENCE, METHODS, EQUIPMENT, EVIDENCE, REVIEW ARRANGEMENTS AND CLAIMS

NEW-SCOPE SIX MONTHS, THREE ENGAGEMENTS, INTERNAL AUDIT/REVIEW AND IR02 ASSESSMENT

INDEPENDENT REVIEW/DECISION, EFFECTIVE SCOPE VERSION AND COMMUNICATION

F14 Serious incident and affected engagements

ENTITY / SCOPE / CASE REFERENCE

FACTS, AWARENESS TIME, LOCATION, AFFECTED VEHICLE/ENGAGEMENTS AND UNCERTAINTY

IMMEDIATE SAFETY, REPORT ISSUE HOLDS, EVIDENCE PRESERVATION AND RESPONSIBLE OWNER

IAF NOTICE WITHIN 48 HOURS; EARLIER EMERGENCY/CLIENT/APPLICABLE DUTIES

POTENTIAL AFFECTED ENGAGEMENTS, SHARED FACTORS, BOUNDARY RATIONALE AND GAPS

OUTREACH, TECHNICAL DISPOSITION, COMPLETED REMEDIES AND NON-RESPONSE ESCALATION

CAUSE CORRECTION, INDEPENDENT EFFECTIVENESS CHECK AND RESTART AUTHORITY

F15 Complaint and protected investigation

ENTITY / SCOPE / CASE REFERENCE

COMPLAINT ID, CHANNEL/DATE, NECESSARY CONTACT DETAILS AND REQUESTED REMEDY

PROFESSIONAL/PROGRAMME/CLAIM ISSUE, URGENCY, CONFIDENTIALITY AND CONFLICT SCREENING

ORIGINAL RECORDS, SUPPORTING/CONTRARY EVIDENCE AND FAIR RESPONSE

FINDINGS, REASONS, RESPONSIBLE REMEDY AND SCOPE OF IAF ACTION

PROGRESS/OUTCOME COMMUNICATION, VERIFIED COMPLETION AND RETALIATION CHECKS

F16 Independent appeal

ENTITY / SCOPE / CASE REFERENCE

DECISION/NOTICE DATE, FILING WITHIN 30 DAYS, GROUNDS AND REQUESTED REMEDY

DIFFERENT THREE-PERSON COMPETENT PANEL, CONFLICTS AND COMPLETE-EVIDENCE DATE

FACTS, PROCESS, PROPORTIONALITY, APPELLANT EVIDENCE AND INDEPENDENT CLARIFICATION

INDIVIDUAL VOTES, REASONS, OUTCOME AND ANY REMITTED ASSESSMENT

45-DAY TARGET, DELAY UPDATES, NOTICE, REGISTRY CORRECTION AND SYSTEMIC LEARNING

F17 Current status verification

ENTITY / SCOPE / CASE REFERENCE

INQUIRY DATE/TIME, REQUESTER NEEDS, PROGRAMME AND EXACT RECORD ID

AUTHORITATIVE REGISTRY OR MANUAL SOURCE, DECISION/SCOPE VERSION AND RETRIEVAL TIME

CURRENT STATE, ENTITY/HUBS/DISCIPLINES, EXCLUSIONS AND EFFECTIVE/EXPIRY DATES

UNAVAILABLE/UNRESOLVED/UNKNOWN RESULT, CACHE WARNING AND FOLLOW-UP ROUTE

RESPONDER, EVIDENCE REFERENCE, AUTHENTICATION AND RETAINED CONFIRMATION

F18 Corporate mark licence and claim approval

ENTITY / SCOPE / CASE REFERENCE

LEGAL HOLDER, VALID DECISION, RECORD ID AND LICENSED CORPORATE SCOPE

CONTROLLED ARTWORK/VERSION, CHANNELS AND PROHIBITION ON SUBLICENSING

WEBSITE, PROPOSAL, PREMISES OR REPORT LETTERHEAD WITH CLEAR SCOPE WORDING

NO PERSONAL LICENCE, REPORT ENDORSEMENT, PRODUCT CONFORMITY SEAL OR GUARANTEE

LICENCE AUTHORITY, DATES, MONITORING AND REMOVAL/RESTORATION CONDITIONS

F19 Renewal, expiry and orderly exit

ENTITY / SCOPE / CASE REFERENCE

CURRENT TERM, RENEWAL DUE AT LEAST SIX MONTHS BEFORE EXPIRY AND SUBMISSION

CURRENT SCOPE, AUTHORISATIONS, FULL-HUB ASSESSMENT, ENGAGEMENTS AND CLOSURE STATUS

RENEWAL DECISION BEFORE EXPIRY OR EXPIRED/WITHDRAWN STATUS AND REASONS

OPEN WORK, CONTINUING RELIANCE, COMPLAINTS, PROPERTY AND RESPONSIBLE HANDOVER

RECORD CUSTODY, CLAIM REMOVAL, DIRECTORY UPDATE AND AUTHENTICATED CLOSURE

F20 Operator assurance and programme review

ENTITY / SCOPE / CASE REFERENCE

ANNUAL OPERATOR AUDIT OR INDEPENDENT THREE-YEAR REVIEW, OWNER AND SCOPE

REVIEWER COMPETENCE, CONFLICT SCREENING AND OPERATIONAL INDEPENDENCE

DECISION CONSISTENCY, COMPETENCE, COMPLAINTS, SAFETY PROTECTION AND REGISTRY TESTS

OPERATOR GAPS, AFFECTED CASES, CONTAINMENT AND CORRECTIVE ACTION

VERIFIED EFFECTIVENESS, PROGRAMME CHANGES, OWNERS AND INDEPENDENT CONCLUSION

F21 Pilot validation and launch approval

ENTITY / SCOPE / CASE REFERENCE

FOUR CASES: SOLE PRACTICE, MULTIDISCIPLINARY FIRM, DISPUTED PHYSICAL, REMOTE/DIGITAL

FAILED/CONTESTED CASE, CONFLICT, CRITICAL FINDING, APPEAL AND PROTECTION TESTS

COMPETENCE, DURATION, HUB/LEAD COVERAGE, EVIDENCE AND INDEPENDENT DECISIONS

ACTIVE/RESTRICTED/SUSPENDED/EXPIRED/UNKNOWN, OUTAGE AND MANUAL-FALLBACK TESTS

ESSENTIAL GAPS CLOSED, ADOPTION/EFFECTIVE DATE AND AUTHORISED LAUNCH DECISION

F22 Information and retention control

ENTITY / SCOPE / CASE REFERENCE

RECORD CLASSES, PURPOSE, NECESSARY IDENTIFIERS, OWNER AND LAWFUL TRANSFER

PERMISSIONS, PROVIDERS, PROTECTED ORIGINAL REVIEW, PRIVILEGE AND REVOCATION

CASES: TEN YEARS AFTER LATER FINAL ISSUE/CLOSURE; IAF: TEN YEARS AFTER END; LIMITS

VERSIONS, MATERIAL CORRECTIONS, AUTHENTICATION, BACKUPS AND RECOVERY TESTS

MINIMISATION, LAWFUL HOLDS, RESPONSIBLE CUSTODY AND DISPOSAL AUTHORITY

F23 Continuity and recovery exercise

ENTITY / SCOPE / CASE REFERENCE

LOSS OF LEAD, OFFICE, EVIDENCE OR DIGITAL DEPENDENCY; AFFECTED CASES AND PRIORITIES

RECOVERY OBJECTIVES, ALTERNATE COMPETENT PEOPLE, PROTECTED CUSTODY AND CONTACTS

ACTUAL SAFE EXERCISE, ELAPSED TIME, FAILED ASSUMPTIONS AND EVIDENCE

RESTORED ORIGINALS, PROVENANCE, ANALYSIS, REVIEW HOLDS AND ISSUED-REPORT LINKS

IMPROVEMENTS, OWNERS/DEADLINES, RETEST AND RESTART AUTHORITY

F24 Delivering hub admission and review

ENTITY / SCOPE / CASE REFERENCE

HUB/ENTITY ID, TYPE, ACCOUNTABLE CONTROL AND PARTICIPATION UNDERTAKING

DISCIPLINES, NAMED LEADS, METHODS, FACILITIES AND ACTUAL-ENGAGEMENT HISTORY

LAWFUL EVIDENCE ACCESS, PERMISSIONS, CONFIDENTIALITY AND CONTRACTING ENTITY

ANNUAL SOURCE REVIEW; PHYSICAL TECHNICAL VISIT OR APPROVED REMOTE-ONLY ROUTE

ADMISSION/RETENTION/EXIT RECOMMENDATION, LIMITATIONS, REMEDIES AND SCOPE CONTROL

F25 Professional competence and role decision

ENTITY / SCOPE / CASE REFERENCE

PROFESSIONAL ID, IDENTITY/CREDENTIAL CHECKS AND RELEVANT PERMISSIONS

DISCIPLINE/HUB, 24-MONTH EXPERIENCE, THREE ASSIGNMENTS IN PRIOR 36 MONTHS

TECHNICAL CHALLENGE, ACTUAL CONTRIBUTION, ROLE LIMITS AND PERMITTED WORDING

DEVELOPMENT EFFECTIVENESS, INACTIVITY, ERROR, DEPARTURE AND REPLACEMENT CONTROLS

COMPETENCE DECISION, AUTHORITY DATES, REVIEWER AND ROSTER/CLAIM UPDATE

F26 Practice performance and management review

ENTITY / SCOPE / CASE REFERENCE

PERIOD, DISCIPLINES/HUBS, CASE COHORTS AND ACCOUNTABLE PARTICIPANTS

MATERIAL CORRECTIONS, COMPLAINTS, REVIEW QUERIES, TIMELINESS AND DENOMINATORS

ORIGINAL/REVISED DEADLINES, SOURCE RECONCILIATION, EXCLUSIONS AND DISCOVERY LAG

ADVERSE TRENDS, CONFLICTS, AUDITS, RESOURCES, METHODS AND CLIENT/PUBLIC OUTCOMES

DECISIONS, OWNERS, DUE DATES, VERIFIED COMPLETION AND EFFECTIVENESS

F27 Public claim misuse and correction

ENTITY / SCOPE / CASE REFERENCE

CONTENT/CHANNEL/DATE, RESPONSIBLE PARTY AND CAPTURED EVIDENCE

MISLEADING IMPLICATION, AFFECTED SCOPE, STATUS AND CLIENT RISK

IMMEDIATE REMOVAL/CORRECTION AND IAF NOTIFICATION WHERE MATERIAL

CAUSE, DELIBERATE/REPEATED CONDUCT, FAIR RESPONSE AND STATUS-REVIEW REFERENCE

ALL CHANNELS CHECKED, DEPARTED HUBS ADDRESSED AND VERIFIED CORRECTION

F28 Future method or discipline extension

ENTITY / SCOPE / CASE REFERENCE

NEW TECHNOLOGY/TASK, INTENDED USE, VEHICLE/CONFIGURATION AND PILOT LIMITS

COMPETENCE, METHOD VALIDITY, PERMISSIONS, HAZARDS AND INDEPENDENT REVIEW

REPRESENTATIVE/ADVERSE VALIDATION, ACTUAL ENGAGEMENTS AND SIX-MONTH CONTROLS

HUMAN ACCOUNTABILITY, SAFE LIMITS, SUPPORT HORIZON AND EXCLUDED CAPABILITY

INTERNAL AUDIT/REVIEW, HUB/LEAD ASSESSMENT, INDEPENDENT DECISION AND MONITORING

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