

Source record

Keep a claim connected to its provenance and limit.

01 / USE THE EXAMPLE

See what a useful entry contains

Every row below is illustrative. It shows the level of specificity that makes a record useful: a real event, an accountable role, evidence and a later decision.

02 / MAKE IT YOURS

Replace before use

Download the editable CSV, delete the example rows, then enter your own case. Check requirements and privacy before adding sensitive details. Review the record with the people doing the work.

WORKED EXAMPLE · FICTIONAL SCENARIO

Example status	Claim or decision	Publisher	Original URL	Event date	Access date	Source type	What checked	Limit or next check
ILLUSTRATIVE	ISO 9001:2026 publication	ISO	Open publisher record ↗ Full URL in CSV	2026-09-16	2026-09-25	Official edition record	Designation and edition	Read licensed text for exact requirements
ILLUSTRATIVE	ISO 14001:2026 publication	ISO	Open publisher record ↗ Full URL in CSV	2026-04-15	2026-09-25	Official news	Publication announcement	Check edition record before transition
ILLUSTRATIVE	UK procurement change	Cabinet Office	Open publisher record ↗ Full URL in CSV	2025-02-25	2026-09-25	Government announcement	Commencement date	Check contract-specific rules

How to review it

Ask whether an owner can show a dated example, explain the decision and demonstrate that an action changed the result. A completed template alone does not establish conformity with any standard.