PORTABLE EVIDENCE-RECORD HANDOFF

Auditable Competitor Evidence Record

Use this document to transfer one bounded competitor claim with enough identity, evidence relationships, source context, analysis, approval and reopening information for another qualified reviewer to reconstruct the permitted use.

METHOD	METHOD VERSION	ISSUED
How to Build an Auditable Competitor Evidence Record	1.0.0	1 August 2026

Truth boundary
A complete handoff is reconstructable. It does not prove that the claim is true, that the evidence is reliable enough for every use or that uncertainty has been resolved.

1. Record identity and decision context

RECORD ID	VERSION	RECORD STATUS
3-64 A-Z, 0-9 or single hyphens after normalization.	major.minor or major.minor.patch	☐ Draft ☐ Under review ☐ Approved ☐ Approved with conditions ☐ Reopened ☐ Retired

EXACT CLAIM

AFFECTED DECISION

COMPETITOR OR ENTITY / PRODUCT	MARKET / GEOGRAPHY / CUSTOMER SEGMENT

TIME BOUNDARY	RECORD OWNER

Identity rule: duplicate identity is normalized Record ID + normalized Version. A different valid Version may reuse the same Record ID; an exact pair must remain unique.

Status compatibility rule

Draft: Not submitted or Rejected. Under review: Pending review or Rejected. Approved and Approved with conditions require matching approval. Reopened requires Reopened. Retired allows Not submitted, Approved, Approved with conditions or Rejected. Other pairs fail closed.

2. Evidence Items, capture and relationships

List the key Evidence Items carried into this handoff. Preserve the complete repeated-use register in the workbook or controlled repository.

Evidence Item ID	Relationship role	Source owner / location	Observed period
	☐ Supports ☐ Contradicts ☐ Context only		
	☐ Supports ☐ Contradicts ☐ Context only		
	☐ Supports ☐ Contradicts ☐ Context only		

SOURCE VERSION OR REPRESENTED PERIOD

CAPTURE ID OR CAPTURE LOCATION

SOURCE MUTABLE?

☐ Yes ☐ No ☐ Unknown

CAPTURE DATE

CAPTURE METHOD

ACCESS RESTRICTION

☐ Open ☐ Internal ☐ Restricted

REVIEWER CAN ACCESS EVIDENCE?

☐ Yes ☐ No ☐ Conditional

HANDLING CONDITION OR ACCESS LIMITATION

OBSERVATION SUMMARY

Relationship rule
One Claim Record may link to several Evidence Items, and one Evidence Item may link to several Claim Records. Keep the Evidence Item once and preserve each relationship; do not compress or overwrite conflicting evidence.

3. Interpretation, uncertainty and permitted use

INTERPRETATION OR EXPLICIT STATEMENT THAT NONE WAS MADE

ASSUMPTIONS OR EXPLICIT NONE

LIMITATIONS

EVIDENCE STATE

☐ Observed ☐ Inferred

☐ Unresolved

CONFIDENCE BOUNDARY

CONTRADICTION STATUS

MATERIALITY

☐ Decision-blocking

☐ Material ☐ Contextual

REVERSIBILITY

☐ Reversible

☐ Costly to reverse

☐ Difficult to reverse

FINAL DISPOSITION

☐ Retain ☐ Narrow

☐ Supersede ☐ Retire

☐ Reopen

PERMITTED DECISION USE

☐ Exploratory only ☐ Supports a bounded decision ☐ Review required before use ☐ Do not use

REVIEW DATE

OBSERVABLE REOPEN TRIGGER

Completeness is not truth: a structurally complete record may remain unresolved or later prove factually wrong. Preserve the correction and change history rather than silently upgrading or deleting the earlier state.

4. Approval, access and AI verification

REVIEWER

APPROVAL STATUS

☐ Not submitted ☐ Pending review

☐ Approved ☐ Approved with conditions

☐ Rejected ☐ Reopened

APPROVER

APPROVAL DATE

APPROVAL CONDITIONS

AI-assisted source activity — Evidence Item

AI ASSISTANCE USED?

☐ Yes ☐ No

SOURCE-LEVEL ACTIVITY TYPE

AI TOOL OR MODEL / RUN REFERENCE

EVIDENCE ITEM VERIFICATION STATUS

☐ Not required ☐ Pending

☐ Verified ☐ Rejected

☐ Verification incomplete

EVIDENCE ITEM HUMAN VERIFIER

VERIFICATION DATE

AI-assisted cross-evidence activity — Claim Record

AI ASSISTANCE USED?

☐ Yes ☐ No

CLAIM-LEVEL ACTIVITY TYPE

AI TOOL OR MODEL / RUN REFERENCE

CLAIM RECORD VERIFICATION STATUS

☐ Not required ☐ Pending

☐ Verified ☐ Rejected

☐ Verification incomplete

CLAIM RECORD HUMAN VERIFIER

VERIFICATION DATE

VERIFICATION NOTES AND AI LIMITATIONS

AI ownership rule

Capture, extraction, OCR, translation and source-specific summaries belong on the Evidence Item. Cross-evidence synthesis, inference and claim drafting belong on the Claim Record. Human verification stays on the same object, and the same activity is not duplicated.

5. Review, reopening and non-destructive change history

SUPERSEDED RECORD ID	SUPERSEDED RECORD VERSION

Change Event ID	From Version	To Version	Changed By / Date	Change Reason

REOPEN TRIGGER MET?	SUPERSEDED VERSION RETAINED?
☐ Yes ☐ No	☐ Yes ☐ No

REVIEW OUTCOME AND REQUIRED NEXT ACTION

Connected methods

Use **What Counts as Reliable Evidence in Competitor Analysis?** for reliability; **How to Assign Confidence Without Fake Precision** for confidence wording; **How to Handle Contradictory Competitor Evidence** for conflict classification; **Observed, Inferred and Unresolved Evidence** for Evidence State; **Why Competitor-Analysis Scores Can Create False Certainty** for the scoring boundary; and **Evidence Freshness and Reliability Standard** for dedicated freshness review.

> **Handoff boundary**
> This PDF carries one static record into review. The workbook remains the repeated-use register and source of current relationship and change-history state. A PDF should not be mistaken for live source truth.

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