

Actions and returned evidence

Id: action-procedure

Owner role: Operations procedure owner

Action: Confirm the controlling procedure and resolve the secondary-review conflict with an approval or correction record.

Due milestone: Before any generated procedure instruction is used operationally

Calendar due date: Left blank

Evidence to return: Controlling-version confirmation and approved treatment of the conflicting instruction

Status: Resolved in illustration after sufficient returned evidence

Question ids

q-procedure

Closure source ids

src-procedure-confirmation

Closure scope: Version confirmation only; assistant authorization remains separate

Reviewer role: Illustrative procedure-control reviewer

Actual institution acceptance: Left blank

Id: action-staff

Owner role: Risk/compliance owner with operations

Action: Define permitted inputs, collect a redacted example, and review the staff-use disclosure before allowing the limited drafting workflow.

Due milestone: Before the limited staff drafting workflow begins

Calendar due date: Left blank

Evidence to return: Permitted-input rule, redacted input example and documented review

Status: Assigned role; completion not asserted

Question ids

q-staff-data

Id: action-vendor

Owner role: Vendor-management owner

Action: Obtain feature-specific default, field-access, retention, downstream-processing and disablement answers; reconcile the revised disclosure.

Due milestone: Before feature activation is reconsidered

Calendar due date: Left blank

Evidence to return: Written feature disclosure and handling terms with unresolved items identified

Status: Assigned role; completion not asserted

Question ids

q-vendor

Id: action-it

Owner role: IT owner

Action: Inspect the authorized feature setting and document what the off control covers; use approved synthetic test material if a control test is authorized.

Due milestone: Before feature activation is reconsidered

Calendar due date: Left blank

Evidence to return: Authorized setting record and any separately authorized control-test result

Status: Inspection and test are requested; neither is claimed completed

Question ids

q-vendor

Id: action-board

Owner role: Risk/compliance owner

Action: Return the evidence and unresolved items to the authorized reviewer, then record any actual decision separately.

Due milestone: At the next reviewer decision milestone after the evidence actions

Calendar due date: Left blank

Evidence to return: Reviewer observations and a separately completed institution decision record

Status: Reviewer acceptance and institution decision remain blank

Question ids

q-return

Id: assessment-version

Question id: q-procedure

Source ids

src-procedure-earlier

src-procedure-later

src-procedure-confirmation

Declaration received: Yes

Reference supplied: Yes

Source inspected: Synthetic reviewer compared the returned response with both excerpts

Sufficiency: Sufficient in this illustration for controlling version only

Reviewer role: Illustrative procedure-control reviewer

Review date: Left blank

Institution decision recorded: No

Limitation: No actual-institution approval, use authorization or verified signature

Id: assessment-inputs

Question id: q-staff-data

Source ids

src-staff

Declaration received: Yes

Reference supplied: Yes

Source inspected: Synthetic review of supplied disclosure

Sufficiency: Insufficient: input examples and an accepted safe-use treatment are missing

Reviewer role: Illustrative risk reviewer

Review date: Left blank

Institution decision recorded: No

Id: assessment-vendor

Question id: q-vendor

Source ids

src-vendor-disclosure

src-change

Declaration received: Yes

Reference supplied: Yes

Source inspected: Synthetic comparison of initial and revised disclosures

Sufficiency: Insufficient: configuration, shutdown, retention and downstream handling remain open

Reviewer role: Illustrative risk reviewer with IT

Review date: Left blank

Institution decision recorded: No

Id: change-vendor-disclosure

Trigger: A revised vendor feature disclosure is supplied after the baseline review.

Source id: src-change

Changed claim: The feature is described as enabled unless disabled, with access to free-text service notes as well as event metadata.

Affected question id: q-vendor

Reopened question: What can the feature read, and is it effectively off?

Reviewer observation: The changed default and broader stated data reach require new configuration and handling evidence. The source change does not prove the live feature is active or that a disable control works.

Actions reopened

action-vendor

action-it

Baseline disposition: Retain the baseline. Add this revision and a follow-up observation; do not silently replace the earlier evidence.

Recommendation after change: Continue to defer feature activation and request revised handling answers plus authorized setting evidence. The controlling-version action remains resolved in the illustration; permitted staff inputs and generated-answer review remain open.

Actual institution decision

Decision: Left blank

Reviewer: Left blank

Owner: Left blank

Calendar date: Left blank