

Evidence handover

Prepared by Operations manager · For Example advisory team

2 requests have checked source details and sharing permission. 2 need follow-up. Your partner determines whether evidence is suitable.

Ready for review

P-01 · Current approved AI policy and its approval record

Owner: Operations manager · Due: 2026-10-21

Partner requested the current version and evidence of approval.

E-01 · AI policy v2 and approval minutes

Location: Shared drive / Policies / AI / Policy-v2.pdf

Owner: Operations manager · Date/version: 2026-09-30 · v2

Coverage: Operations team; approved policy and signed approval minutes.

Sharing notes: Internal reviewer access approved for this fictional example.

P-03 · AI tool inventory for the weekly stock summary

Owner: Office manager · Due: 2026-10-23

Use the existing inventory; confirm the scope with the partner.

E-03 · Weekly stock summary AI inventory

Location: Shared drive / AI / Tool-inventory.xlsx

Owner: Office manager · Date/version: 2026-10-05 · v3

Coverage: Tools used by the operations team as of October 5.

Outstanding requests

P-02 · Records of completed AI training for the operations team

Owner: Warehouse supervisor · Waiting for someone · Due: 2026-10-21

September AI training attendance: check the source details; September AI training attendance: confirm permission to share

P-04 · Evidence of the latest management review

Owner: Unassigned · Needs work · Due: 2026-10-25

Assign an owner; Link supporting evidence

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