

Fictional Contractor A — Example Contractor Readiness Review (management brief)

Review date: 2026-10-29 **Hypothetical submission due:** 2026-11-12

Scope: One fictional legal entity, one fictional hiring-client renewal, six synthetic document summaries, eight example requirements.

Supplied evidence: Six synthetic documents: D01, D03, D04, D05, D07, D08.

Status counts: 8 requirements reviewed: 2 evidence provided, 2 missing, 2 needs clarification, 2 field verification required. Counts describe evidence status, not compliance.

Six follow-up items:

1. R02: Ask the training coordinator for the agreed redacted matrix (Missing)
2. R03: Confirm entity applicability before recommending changes (Needs clarification)
3. R04: Client arranges qualified site verification; do not infer implementation (Field verification required)
4. R06: Request it through the client or authorized broker (Missing)
5. R07: Obtain the actual acceptance rule; do not invent expiration (Needs clarification)
6. R08: Client arranges observation and completion by an appropriate person (Field verification required)

Unresolved assumptions:

- The requirement list is invented for demonstration.
- No expiry dates are assumed for any training.
- The relationship between the entity named in D03 and the applicant is unknown.

Next steps:

- Send the four document requests and clarifications to the named owner roles.
- Client schedules qualified site verification for R04 and R08.
- Re-review after new evidence arrives; a person approves every released finding.

Remote-review limits: Remote document review. It cannot verify field practice, certify compliance, give legal or insurance opinions, or predict whether any customer would approve a submission.