Claim and evidence check

Quick start and fictional worked example

Test whether a record supports the specific claim you want to make.

1. Write the claim before looking for supporting details.
2. Separate direct observation from the inference you want to make.
3. Identify one missing fact that matters and a way to check it.

A useful finish: Your conclusion is no broader than the evidence you can point to.

FICTIONAL EXAMPLE / Adapt the process, not the facts.

Claim in one sentence	Supplier 42 completed approval before work began.
Record being used	Fictional register export EX-12, row 42, dated 12 October 2026.
Direct observation	The status column reads approved in the export.
Inference being made	That a valid approval happened before the work started.
Missing context or alternative explanation	The export contains no approval date or criteria; the status may have been updated later.
Proportionate next check	Compare the dated approval record with the work start record before making the timing claim.

Claim and evidence check

Your worksheet / Start here

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

1. Claim in one sentence

Make the claim narrow enough to check.

2. Record being used

Identify the item, source, date and version.

3. Direct observation

Write only what you can actually see in the record.

Claim and evidence check

Your worksheet / Continue and review

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

4. Inference being made

State what you are concluding beyond that observation.

5. Missing context or alternative explanation

What could change the interpretation?

6. Proportionate next check

Choose the smallest check that would resolve the important uncertainty.

Before you finish: Your conclusion is no broader than the evidence you can point to.

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