Evidence and gap register

Illustrative structure. Synthetic records show how evidence, uncertainty and responsibility stay visible. No client information or calculated emissions are shown.

Record	Source and version	Coverage / method / assumption	Status	Owner	Next action
E01 | Purchased electricity	Example meter export v1; reporting-year dates recorded	Site coverage and units checked; factor source/version still required	Gap open	Finance data owner	Confirm factor, method and reviewer before calculation
E02 | Insulation product	Example product record P02; supplier document v2	Declared unit present; technical performance and quantity need checking	Needs review	Product data owner	Confirm performance and comparison basis
E03 | Supplier response	Example supplier questionnaire v1; received date recorded	Reporting period absent; cannot assign to the requested period	Clarification needed	Procurement lead	Request period and supporting evidence; record reply

A gap stays visible until it is resolved

In a working register, also record source link, reporting boundary, factor or method version, date checked, due date, reviewer and closure evidence. “Evidence received” does not mean “approved for use”.