



Method and handover note

Illustrative structure. A one-page guide to the decisions, evidence and ownership that accompany an agreed output.

Scope

Record the decision or reporting requirement, organisation or product boundary, reporting period, exclusions, intended audience and named outputs.

Inputs and provenance

List data owners, source files, versions, coverage, units and dates. Record missing evidence and how it affects the work.

Method and judgements

State the method and factor versions used, assumptions, calculations, conversion basis and any comparability checks. Keep company accounting distinct from product/material assessment.

Review and limitations

Name preparer and reviewer. Record checks, corrections, unresolved gaps and the permitted use of the output. Keep estimates and measured inputs distinguishable.

Handover and next cycle

Provide the final output and supporting register, access arrangements, owner responsibilities, update triggers and review points. Agree what the team needs to maintain it.

Each assignment is scoped separately. This example does not set a reporting standard, verify an EPD or provide independent assurance.