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”.

EPD comparability gate

Illustrative structure. Use the intended material decision to define the comparison. Unit conversion alone is insufficient.

01 Function and performance
Equivalent function, technical performance and required quantity?

No / unknown

02 Unit and scope
Compatible declared or functional unit and assessment scope?

No / unknown

03 Life cycle and service
Consistent modules, reference study period and service-life assumptions?

No / unknown

04 Method and indicators
Compatible rules, PCR versions, indicators and calculation approach?

No / unknown

05 Representativeness
Appropriate geography, age, technology and use/end-of-life scenarios?

No / unknown

Record the limit

Identify the failed or unknown check. Seek missing evidence, adjust the comparison scope, or keep the figures separate.

Do not rank products on incompatible figures.

Any adjustment and residual uncertainty remain visible.

Checks support a scoped judgement

If all checks are satisfied, a comparison may be supported within the recorded scope and limits. This is a review structure, not EPD verification or whole-life assessment.

Tender requirements tracker

Illustrative structure. Example wording only. A live tracker follows the buyer's actual questions, scoring criteria and deadline.

ID	Buyer requirement	Evidence / output	Owner	Next action	Status
T01	State the reporting period and organisational boundary	Boundary/method note and authorised disclosure	Boundary owner	Confirm entities and reporting year	Awaiting clarification
T02	Provide the carbon evidence specified by the buyer	Calculation summary, factor log and source register	Sustainability lead	Match answer to exact wording and evidence	In preparation
T03	Describe actions, ownership and review arrangements	Action register and management approval	Bid manager	Check commitments with action owners	Review required

One route from requirement to response

Add question reference, verbatim requirement, applicability decision, response-file link, evidence version, dependency, due date, reviewer and approval date. Flag unsupported answers before submission.

Product dataset schema

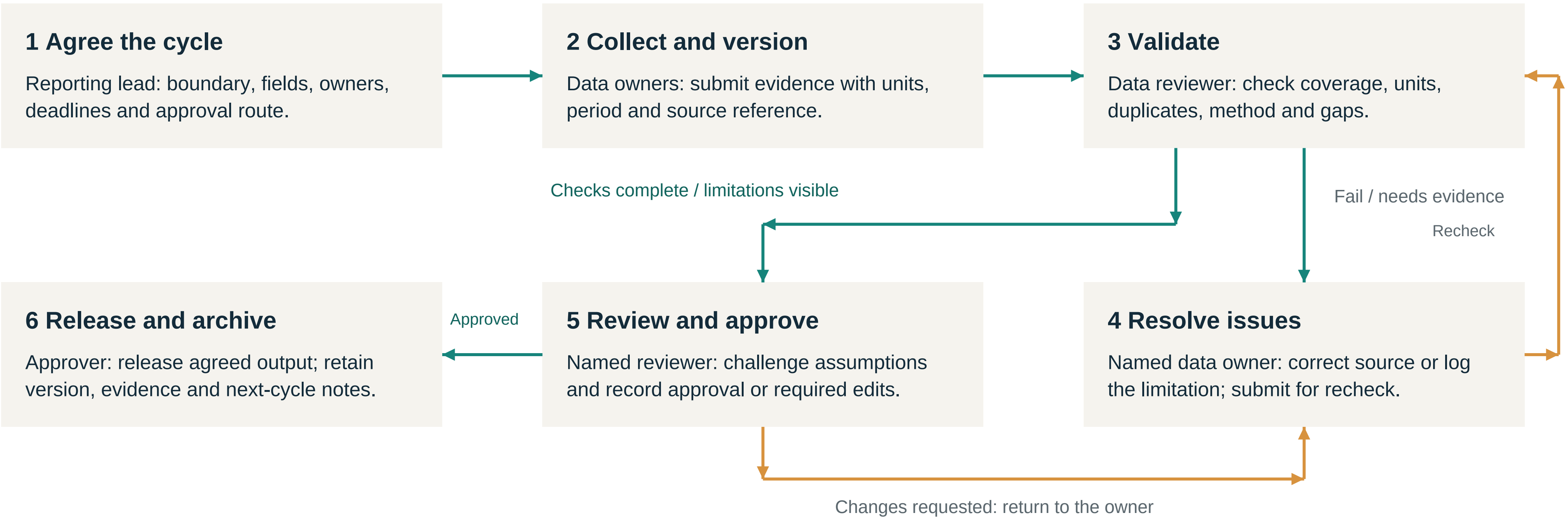
Illustrative structure. Annotated field groups for a reusable product, supplier and evidence dataset. Sample values are synthetic.

Field group	Example fields	Illustrative entry	Why it is included
1 Identity	product_id, supplier_id, product_name	P02 | S01 | Example insulation product	Stable IDs keep names and documents linked.
2 Evidence	document_id, programme_operator, source_url, version, valid_to	Example supplier document v2; source link pending	Keep a separate evidence record; do not invent an EPD ID.
3 Comparison basis	declared_unit, modules, function, technical_performance, service_life	Unit recorded; performance evidence pending	Store basis alongside the value, not in a footnote.
4 Result record	indicator, value, unit, scenario, method_version	No value entered: review incomplete	One result per indicator/module/scenario; never treat missing as zero.
5 Maintenance	status, data_owner, checked_on, next_action, due_date	Needs review | Product data owner | Confirm performance	Make responsibility and currency part of the dataset.

Relationship: one supplier can have many products; one evidence document can cover several products. Link them by IDs and record coverage explicitly. Missing, expired and non-comparable are separate statuses.

Reporting process map

Illustrative structure. A reporting cycle with named owners, validation, review, correction and an archived approved version.



The next cycle starts from the agreed calendar and handover notes. Approval does not remove recorded uncertainty.

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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.

Practical sustainability support for construction

Carbon footprints, reporting and tender help, with specialist support for embodied carbon, product data and reporting processes.

Carbon reporting and tender support

For a customer question, reporting requirement or bid. Receive a response pack, evidence tracker and documented assumptions.

Sustainability consultancy

For a company footprint, reduction plan or reporting need. Receive a documented boundary, calculations and agreed actions. Double materiality can be scoped separately.

Embodied carbon review

For a material or EPD decision. Receive a scoped materials summary, comparability review, sources and gaps.

Product and supplier data review

For scattered product evidence. Receive a structured dataset with evidence status, owners and next actions.

Reporting process improvement

For recurring collection and approval. Receive practical templates, checks, responsibilities and handover notes.

Project and ongoing support

Agree a defined project, deadline support or recurring capacity alongside your team and advisers. Scope, outputs, timing, review points and fee are agreed in writing.

Book a scoping call

Andy Evans | Principal Consultant | Milton Keynes, working across the UK

Andy Evans

Principal Consultant | Reinventives Construction

Construction experience with a data and delivery mindset.

I help construction businesses prepare clear carbon and sustainability reporting, answer customer requirements and improve the information and processes behind the work.

Construction and reporting

As ESG Reporting Manager at Travis Perkins, my work covered Scope 3 emissions calculations, annual sustainability reporting, customer reporting and ESG dashboards. My background includes ten years with the business and three years in sustainability reporting.

Data, systems and project delivery

I bring twenty years in data and project management. Earlier roles at J.P. Morgan covered fund accounting, operations, business analysis and product development. I also worked on finance systems and process improvement at Travis Perkins.

When to involve me

For a scoped company footprint, tender or questionnaire, material-carbon review, supplier dataset or reporting process. I work alongside internal teams, sustainability advisers and existing systems.

What the work gives you

Practical outputs such as calculation workbooks, evidence registers, reporting packs, structured datasets and handover notes. The scope, responsibilities, outputs, review points and fee are agreed before work starts.

Better data. Defensible reporting. Practical change.

Book a scoping call

Andy on LinkedIn

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