Using the ACAR package

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Start with one real or simulated change in one named operating scope. Choose an event owner and the organisational record system. Use the guide for decisions and the editable records for the work.

When	Open	Do
Starting a scope	Working Templates A1-A4	Name owners, authority, substitutes, response times and record system. Reference existing mandates.
Sharing case information with a facilitator	Working Templates G	Agree ownership, access, retention, incident routes and case-specific channel first.
Receiving a change or signal	Working Templates B1-B10	Record the baseline, proposed/observed delta, evidence, route and legal/parallel-process screening.
A verified routine change qualifies for R0	R0 short record	Use the short form instead of duplicating B/C. Record O0, supporting evidence, confirmation and standing review.
R1, R2 or R3 review	Working Templates C1-C12 and C16	Record the permitted interim operation, inputs, authorised decision, actions, evidence and closure.
A conditional issue arises	C13-C15, C17-C19, F or H	Add the module required by the event. A boundary exemption does not erase a trigger.
Managing several events	Event Register workbook	Maintain current states, concurrent Holds, Actions and append-only History; link to the detailed record.
Learning how to fill a record	Worked Examples and Example Register	Compare the completed fictional R3 case and short R0 case. Keep them separate from live records.

The three decisions stay separate: the depth of review, what may operate while review is open, and the final authorised outcome. Section 6.4.4 controls routing; §8.3 distinguishes legal screening from qualified legal advice; §10.4 controls required records and closure.

Where urgent protection is necessary, follow the emergency path and parallel response processes before completing the full record. A missing authority or evidence item is recorded with an owner and deadline. It does not disappear because another task is complete.

Keep one authoritative record. The editable files can be adapted or mapped into existing organisational systems. Preserve their field meaning, evidence references and dated history; a spreadsheet by itself does not enforce immutable records.

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