ACAR Working Templates

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Use these records with AI Change Accountability & Reauthorisation, edition 30 September 2026. Begin with one operating scope and reference existing records. For a routine R0 event, use the short record below. For R1-R3 use Parts 1 and 2, completing additional modules only where their conditions apply. Section 10.4 of the guide controls required records and closure.

The bracketed prompts are writing spaces. Replace them with your record or an accessible reference and expand rows as needed. Preserve field identifiers when adapting the forms. Record-control references may inherit version, actor, timestamp and change reason from the authoritative parent record or system; separately exported modules retain their own identity and that reference. Do not send completed records to the method-feedback mailbox. A Word file or spreadsheet alone does not enforce immutable history; use version-controlled organisational storage and the append-only history discipline in §11.3.

R0 short record

Use only when the evidenced earlier approval remains applicable and R0 is confirmed. The route ends with O0 Continue. A new specialist question, protective restriction, invalid boundary or material uncertainty requires route review.

R0.1 Event and scope

B1/B2/C1: ID, name, dates, mode, edition, entity/system, owners, source, identifiers and linked records.

[Enter record or reference]

R0.2 Baseline and verified delta

B3/B4/B10: approval and authority references, baseline status, proposed/observed delta, source dates, full evidence labels and what they support.

[Enter record or reference]

R0.3 Screen route and boundary

B5-B9: classes/descriptors, touched lenses, trigger numbers, exemption/Boundary ID and checks, route proposer/confirmer and date; legal and parallel-response screen.

[Enter record or reference]

R0.4 Permission and decision

C2/C3/C5: authorised confirmer/delegation; No interim change required with approved baseline and documentation checkpoint; O0 Continue, reason and date.

[Enter record or reference]

R0.5 Action and closure

C6/C8/C9: action/evidence/verifier if applicable, closure type, evidence, confirmation/date; people-screen rationale; no unresolved closure hold.

[Enter record or reference]

R0.6 Standing review and history

C7/C10-C12: all holds or none; six axes; standing cumulation owner/cadence; reopen triggers; version/history references.

[Enter record or reference]

R0.7 Ten trace statuses

C16: each element has a status and reference or a reason it is not required. Conditional modules remain available.

[Enter record or reference]

Element	Status	Reference or rationale
1 Candidate signal	[Status]	[Reference or rationale]
2 Intake and classification	[Status]	[Reference or rationale]
3 Ownership	[Status]	[Reference or rationale]
4 Specialist inputs	[Status]	[Reference or rationale]
5 Actual decision authority	[Status]	[Reference or rationale]
6 Decision	[Status]	[Reference or rationale]
7 Changed practice or system	[Status]	[Reference or rationale]
8 Corrective-action ownership	[Status]	[Reference or rationale]
9 Evidence of completion	[Status]	[Reference or rationale]
10 Recurrence and learning	[Status]	[Reference or rationale]

Standing authority and event records

A1 Scope and record control

Standing record for the selected operating scope.

Field	Record
Scope Named system/workflow, legal entity/business unit, map reference and version	[Enter record or reference]
Record control Owner; last and next review dates; authoritative record system; record-control reference; G data-schedule reference	[Enter record or reference]
Signal channels Source, recipient and substitute; include provider and internal configuration notices; for self-hosting include maintainer, lineage, patch and dependency channels	[Enter record or reference]

A2 People and functions

Name the people or forums and reference their mandates.

Field	Record
Owners Process; triage; event; system/product; consequence; implementation; closure verification; register-and-learning	[Enter record or reference]
Specialist contacts Legal; technical/model; privacy/data; security; human factors/domain; other required expertise. Contacts do not imply universal review	[Enter record or reference]

Field	Record
Escalation Routing authority; escalation forum; authority-succession owner; conflicts, quorum, recusal, veto and deadlock arrangements	[Enter record or reference]

A3 Decision authority

Repeat this block for distinct decision scopes.

Field	Record
Decision scope Continue/condition; restrict/pause; suspend; transition; exit; reopen; emergency ratification. Specify the permitted system, population, geography and limits	[Enter record or reference]
Formal and actual authority Record separately; mandate reference; evidence quality; practical ability to allocate resources and compel action; any split budget or implementation powers	[Enter record or reference]
Delegates and substitutes Name each delegate/substitute by decision type, mandate, scope, limits and expiry; identify who confirms succession. No self-confirmation	[Enter record or reference]
Authority gaps What is missing; custodian and bounded powers; owner and deadline; applicable hold; who can actually stop this use today	[Enter record or reference]

A4 Timing and readiness

Rules rather than role names.

Field	Record
Response times Ratification period for emergency action; ratification of protective interim status; period for submitting reopen triggers; fallback and escalation if a deadline is missed	[Enter record or reference]
Cumulation Register owner, cadence, review window and organisation-specific aggregation prompt; no universal numeric threshold	[Enter record or reference]
Readiness and access For each readiness question in §4 record yes, or gap/owner/date. Complete G before external sharing. Confirm access to specialists, source references and version history	[Enter record or reference]

B1 Event identity

Core record for every event.

Field	Record
Event Event ID; short name; opened date; current record version; method edition; mode; operating format	[Enter record or reference]
Scope and ownership Legal entity; named workflow/system; event owner; system owner; consequence owner; Authority Map reference	[Enter record or reference]

Field	Record
System identifiers Inventory ID; provider/model version or alias; environment/cohort/market; configuration/prompt/policy reference; technical change/release ID	[Enter record or reference]
Links and boundary Related Event IDs; parent ID or none; external tier/H reference where applicable	[Enter record or reference]

B2 Signal and intake

Record what became visible before judging significance.

Field	Record
Signal What became visible; source/channel; date received; intake distinction: Signal, Verified change, Incident, Risk interpretation or Governance trigger	[Enter record or reference]
Evidence Reference; source/effective/inspection dates where different; statement type; evidence quality; limits	[Enter record or reference]
Intake disposition New event, linked event, duplicate or cancelled candidate; reason and related record. Cancellation needs owner and second-person confirmation	[Enter record or reference]

B3 Baseline

An observed historic practice is not evidence of approval.

Field	Record
Status approved / conditionally approved / reconstructed from an evidenced approval / no prior approval identified / approval contested / unable to determine	[Enter record or reference]
Approved state Purpose/use; model/provider/platform; data; people/scale/geography; permissions; human review; conditions and review dates	[Enter record or reference]
Approval evidence Decision and authority references; dates/versions; evidence quality; unresolved limits. Where no approval is identified, state first-authorisation or containment branch	[Enter record or reference]

B4 Delta and timing

Separate a verified proposal from implemented change.

Field	Record
Change What differs from the baseline; proposed or observed; effective date or planned date; candidate/verified status and who checked it	[Enter record or reference]
Support Specific proposition supported; evidence references, qualities and limitations; later implementation evidence belongs in C6/C8	[Enter record or reference]

Field	Record
Earlier period Did it operate before assessment? If yes, complete C18; otherwise state the basis	[Enter record or reference]

B5 Classification

Screen the taxonomy without forcing a single label.

Field	Record
Classes All relevant C1-C10 classes; primary class and rationale if used in the register	[Enter record or reference]
Descriptors Reality; timing; reversibility; observability; contained/cross-functional/cross-organisational; single/cumulative/coupled; routine/exception/emergency/externally forced; known/uncertain/contested	[Enter record or reference]

B6 Materiality review

Screen M1-M12 and repeat for each touched lens.

Field	Record
Lens and comparison Lens; baseline/status; verified delta; evidence and quality	[Enter record or reference]
Judgement Uncertainty/disagreement; specialist question or none; does earlier approval apply and why; dissent	[Enter record or reference]
Other lenses Record why remaining lenses do not change the route. R0 may use one concise scoped screening record	[Enter record or reference]

B7 Triggers boundary and route

Trigger first, exemption second, route third.

Field	Record
Triggers Numbers 1-15 identified; rationale/evidence; exclusions or none. Do not delete an identified trigger after an exemption	[Enter record or reference]
Boundary invocation Exemption invoked yes/no; F Boundary ID/version/expiry; within-scope evidence; excluded triggers checked; applicability confirmer, mandate and date	[Enter record or reference]
Route Proposed route with full label; proposer/date; confirmed route; confirmer/mandate/date; basis under §6.4.4; dissent; C12 history reference	[Enter record or reference]

B8 Legal triage

Core screening with conditional specialist input.

Field	Record
Triage No legal signal identified / Legal input required / Triage unresolved; screener/date; scope, sources considered and reason	[Enter record or reference]
Legal input Not required / pending / preliminary / received / contested / unavailable; question, qualified owner, due date and C4 reference when required	[Enter record or reference]

Field	Record
Use and change How advice affects the decision; limitations; re-screen trigger. Preserve original escalation reason after input arrives	[Enter record or reference]

B9 Parallel responses

These processes must not wait for ACAR.

Field	Record
Response check Applicable incident, security, privacy, safety, employment, customer-remediation or regulatory processes; or reason none is activated	[Enter record or reference]
Active processes For each: process/record ID, owner, deadline, required action and status; cross-reference existing record	[Enter record or reference]

B10 Evidence record

Repeat for each substantive proposition or reference.

Field	Record
Identity and access Evidence ID; repository; source document/record ID; owner; source date/version; inspection date; access limits	[Enter record or reference]
Proposition Exactly what the item supports; statement type: Fact / Specialist conclusion / Assumption / Risk interpretation / Decision	[Enter record or reference]

Field	Record
Provenance D Direct and contemporaneous / C Corroborated / R Reconstructed / A Asserted / U Unavailable or contested; independent supports if C; limitations; simulation marker where applicable	[Enter record or reference]

C1 Part 2 record control

Part 2 always carries its own Event ID.

Field	Record
Identity Event ID; short name; link to Part 1; current version; method edition	[Enter record or reference]
History Supersedes; created by/at; changed by/at; reason; authoritative record location; preserve previous versions	[Enter record or reference]

C2 Authority for this event

Evidence authority for the actual scope.

Field	Record
Formal authority Name/forum; mandate and evidence; scope, powers and limits	[Enter record or reference]
Actual authority Name/forum; ability to require action/resources/stop use; evidence and limits; split powers and commitments	[Enter record or reference]
Delegate or succession Delegate basis or none; substitute by decision type; C15 if authority changed or is vacant; conflicts/recusals	[Enter record or reference]

C3 Interim operating status

Separate from the review route and final outcome.

Field	Record
Permission and scope No interim change required / Continue temporarily / Continue temporarily with conditions / Restrict / Pause / Suspend; affected scope; approved baseline reference	[Enter record or reference]
Authority and timing Decider or protective-action actor; mandate; reason; date/effective time; expiry/review date; ratification status if needed	[Enter record or reference]
Open work Owner of missing facts; conditions; lapse consequence; escalation/reopen trigger; C7 and C12 references	[Enter record or reference]

C4 Specialist input

Repeat only for identified specialist questions.

Field	Record
Question and owner Precise question; specialist name/function; qualification or demonstrated expertise; independence or disclosed interest; domain limits	[Enter record or reference]
Input and status Dated/versioned and scoped conclusion when received; assumptions, uncertainty, dissent and limitations; pending/preliminary/received /contested/unavailable; evidence reference and quality	[Enter record or reference]

Field	Record
Decision use How authority incorporated, rejected or conditioned the input; unresolved issue/hold; for legal questions retain the original B8 triage result; received does not mean accepted or compliant	[Enter record or reference]

C5 Final decision

Set closure criteria at decision time.

Field	Record
Options Feasible options including non-AI alternative where relevant; evidence of external constraints and deadlines; reason options were excluded	[Enter record or reference]
Outcome and authority O0 Continue / O1 Continue with conditions / O2 Restrict / O3 Pause / O4 Suspend / O5 Transition / O6 Exit; actual authority or authorised delegate; decision date; effective date; preconditions before effect; mandate/reference	[Enter record or reference]
Rationale and limits Reason; conditions; restrictions; uncertainty; dissent; temporary measures; no silent widening of scope	[Enter record or reference]
Completion plan Closure types and criteria; action/condition owners; review dates; incoming linked Event ID for O5/O6 replacement; C8 reference	[Enter record or reference]

C6 Actions and dependencies

Repeat one record per action or use workbook Actions.

Field	Record
Action Action ID and Event ID; concrete action; one accountable owner; dependencies with their owners; due date	[Enter record or reference]
Evidence and verification Planned evidence; actual evidence ID/quality and completion date; verifier; confirmation and limitations; self-verification exception and compensating check if used	[Enter record or reference]
Status Not started / In progress / Ready for verification / Verified / Superseded; replacement decision reference if superseded	[Enter record or reference]

C7 Open issues and holds

Repeat one record per unresolved issue or use workbook Holds.

Field	Record
Issue Hold ID and Event ID; evidence pending / specialist input pending / authority pending / reopen decision pending; precise issue	[Enter record or reference]
Response Owner; due date; interim reference; lapse consequence; escalation route	[Enter record or reference]
Resolution Open / Resolved / Transferred to condition; resolution or condition reference; who confirmed it and when. Preserve other active holds	[Enter record or reference]

C8 Closure

Apply §10.4 for the confirmed route.

Field	Record
Criteria Closure type(s); criteria set at decision time and reference; route-specific floor applied	[Enter record or reference]
Evidence Evidence IDs and qualities; what each confirms; evidence status: not defined / defined / partial / complete / contested; missing or contested support	[Enter record or reference]
Verification Named reviewer/authorised confirmer; date; authority basis; action-owner separation or documented exception; limitations	[Enter record or reference]
Remaining conditions Holds resolved or explicitly transferred; ongoing conditions, owners and dates; C9 people assessment/screen; C10 learning and standing or event-specific review reference	[Enter record or reference]

C9 People and downstream consequences

R0/R1 may use the short screen where no relevant issue is identified.

Field	Record
People screen Who was or may have been affected; basis for no further assessment if applicable; screener and date	[Enter record or reference]

Field	Record
Assessment Notification/explanation; correction/appeal/redress/remediation; language/accessibility needs; owner/date; completion evidence; or named not-applicable rationale	[Enter record or reference]
Status complete / pending / not applicable with rationale / unavailable / contested; related C18 or parallel-process reference	[Enter record or reference]

C10 Review recurrence and learning

R0 may reference standing cumulation review.

Field	Record
Review Event-level or standing review; named owner; date/cadence; evidence source and question; recurrence window	[Enter record or reference]
Reopen Thresholds/triggers; submission route and timing; substitute if authority unavailable	[Enter record or reference]
Learning Finding retained; standing-process/Authority Map/boundary/template change; action owner and reference	[Enter record or reference]

C11 Current state

Six distinct axes; holds are a set.

Field	Record
Workflow and operation workflow_phase; operating_state; explicit references supporting each	[Enter record or reference]
Holds and disposition All active Hold IDs and reasons, or none; active/cancelled and reason/reference	[Enter record or reference]
Outcome and mode Final outcome code and full label or not yet decided; canonical mode; next action owner and due date	[Enter record or reference]

C12 Transition history

Append one entry per change or use workbook History.

Field	Record
Transition Transition ID; Event ID; field/axis; from value; to value; recorded date/time and effective time if different	[Enter record or reference]
Decision trail Actor/proposer; confirmer where required; mandate/evidence reference; reason; dissent/limitation; resulting record version	[Enter record or reference]

C13 Reopen review

Conditional on a new challenge to earlier closure.

Field	Record
Trigger Reason and evidence; submitter/date; earlier closed Event ID/version; new review record/version and link	[Enter record or reference]
Current protection Interim status; valid authority or substitute; new decision point/due date; pending hold; affected actions/conditions/evidence	[Enter record or reference]
Decision Reopen or retain closure and why; authority and dated reference; new version; preserved historical record	[Enter record or reference]

C14 Emergency action

Conditional; act before full framing where necessary.

Field	Record
Activation Urgency and declaration criterion; actor; emergency/substitute authority or fail-safe basis; available facts and specialist inputs	[Enter record or reference]
Protection Canonical interim status and restrictions; parallel processes/owners/deadlines; action owner and implementation evidence	[Enter record or reference]
Return to authority Expiry/review; ratification deadline/status/fallback; evidence-preservation/legal-hold question; full retrospective review deadline; later formal decision and learning	[Enter record or reference]

C15 Authority succession or vacancy

Conditional; successor cannot confirm their own mandate.

Field	Record
Prior state Why mandate ended/unavailable; last valid decision/conditions; affected events/actions/verification duties	[Enter record or reference]
New authority Appointing/superior authority; successor mandate and D/C evidence; custodian and bounded powers; quorum/veto/recusal/deadlock	[Enter record or reference]
Transfer Owner/verifier transfer date; new assignments and acknowledgement; overdue-gap hold; dated append-only transition	[Enter record or reference]

C16 Ten trace statuses

Complete for every route; use references instead of duplicate narratives.

Field	Record
Trace status record For each of the ten elements: completed / pending / not required with rationale / unavailable / contested / not within this trace; reference or rationale; owner/date for open work	[Enter record or reference]

Element	Status	Reference or rationale
1 Candidate signal	[Status]	[Reference or rationale]
2 Intake and classification	[Status]	[Reference or rationale]
3 Ownership	[Status]	[Reference or rationale]

Element	Status	Reference or rationale
4 Specialist inputs	[Status]	[Reference or rationale]
5 Actual decision authority	[Status]	[Reference or rationale]
6 Decision	[Status]	[Reference or rationale]
7 Changed practice or system	[Status]	[Reference or rationale]
8 Corrective-action ownership	[Status]	[Reference or rationale]
9 Evidence of completion	[Status]	[Reference or rationale]
10 Recurrence and learning	[Status]	[Reference or rationale]

C17 Method deviation

Conditional; a valid boundary invocation is not a deviation.

Field	Record
Departure Rule departed from; authority; reason; evidence; scope and limitations; do not waive protected gates	[Enter record or reference]
Control Temporary measures; expiry; reopen trigger; method edition; facilitator intervention and conflict record where relevant	[Enter record or reference]

C18 Earlier unassessed operation

Conditional on a change operating before assessment.

Field	Record
Period Earliest supported start; latest possible start; end or open; evidence quality and limits	[Enter record or reference]

Field	Record
Lookback Affected scope/population/outputs/decisions; review needed and why; owner; scope; result; notification/correction/remediation questions	[Enter record or reference]
Current position Interim operation; evidence; linked C10 notification-failure event if needed; ongoing owner and date	[Enter record or reference]

C19 Experiment or parallel variant

Conditional on experimentation.

Field	Record
Boundary Allocation logic; duration; exposed population/workflow/transactions; permitted data and permissions	[Enter record or reference]
Conditions Success/stop/harm thresholds; monitoring sources; owner; actual authority; interim status; end decision point; F reference if within standing experiment boundary	[Enter record or reference]

D Closure and learning supplement

Optional extra space; same Event ID and field identifiers.

Field	Record
Control Event ID; supplement date; version; supersedes; C6/C8/C9/C10 references	[Enter record or reference]

Field	Record
Additional records Repeat the applicable action, condition, evidence, remediation or learning blocks; retain IDs and owners. Do not create a second independent decision record	[Enter record or reference]

E Event Register

Use RuleBridge_ACAR_Event_Register.xlsx. The Events sheet holds the portfolio view and references to B/C records. Holds preserves all concurrent obstacles; Actions holds execution and verification; History records transitions. The Field Guide identifies fields held in the linked event record. The separate Example Register is a completed fictional illustration, not live organisational data.

F1 Pre-authorised Change Boundary

Standing authorisation with an expiry or review date.

Field	Record
Identity and scope Boundary ID/version; owner; operating scope; underlying approved baseline; creation/review/expiry dates; record-control reference	[Enter record or reference]
Permission Permitted C classes and magnitude; triggers expressly covered; required checks/evidence; permitted minimum route	[Enter record or reference]
Exclusions Non-delegable triggers and other excluded changes; no waiver of credible legal questions, material disagreement or emergency review	[Enter record or reference]
Authority Actual authority establishing it; decision/mandate evidence; authorised applicability confirmer and limits; conditions for R0 O0 confirmation	[Enter record or reference]

F2 Boundary invocation

Repeat for every event relying on the boundary.

Field	Record
Event and check Event ID/date; Boundary ID/version; trigger identified; evidence within permitted class and magnitude; checks for exclusions/expiry	[Enter record or reference]
Confirmation Applicability confirmer and delegation; date; permitted route and rationale; implementation verification; overrun/re-route record if applicable	[Enter record or reference]

G Record Ownership and Data Schedule

Complete before facilitated information sharing.

Field	Record
Parties and records Participating legal entities; scopes; organisational source evidence, event records and facilitator working records; owner for each class; record-control reference	[Enter record or reference]
Access and location System of record; access permissions; evidence-reference practice; external working-copy boundary; approved case-specific transfer channel	[Enter record or reference]
Retention and return Retention/deletion rule for each class; legal-hold exception; what remains with each external party; return/deletion confirmation and owner/date	[Enter record or reference]

Field	Record
Incidents Case-specific breach/incident/security route, contacts and deadlines under applicable organisational arrangements; feedback mailbox is not a case-evidence channel	[Enter record or reference]

H External Handoff Record

Conditional on a cross-entity event; distinct from F.

Field	Record
Scope and tier Event ID; record-control reference; external entity; full linked external trace / internal boundary evidence only / external decision or evidence unavailable; external event ID where accessible	[Enter record or reference]
Authority and notice External authority if known; notice/threshold; evidence; external decision deadline	[Enter record or reference]
Leverage and handoff Contractual and practical leverage; handoff owner/evidence; subprocessor/downstream depth known; constraints including multi-tenant limits	[Enter record or reference]
Visibility Unavailable fields, attempts to obtain them, access limits and supported conclusion; internal interim decision/owner/date	[Enter record or reference]

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