

CONTENT AUDIT

ORIGINAL COMPANION / Keep evidence, assumptions and decisions distinct. Name the context and date your version.

CONTENT SET / CRITERIA / DATE

State formats, channels, exclusions and the decision this audit informs.

ID / URL / TITLE	USER NEED	EVIDENCE / ISSUE	ACTION / OWNER

BELOW THE SURFACE

Check the reasoning behind the next action. Preserve contrary evidence, uncertainty and practical limits.

CONTENT & USER NEED

Identify the item and the decision it supports.

EVIDENCE & UNCERTAINTY

Accuracy, use, accessibility and missing information.

CONSEQUENCE

What happens if the answer is wrong or missing?

ACTION & RATIONALE

Keep, revise, merge, retire or investigate; why?

DEPENDENCIES

Other versions, links, redirects and approvals.

OWNER & REVIEW

Who implements, who checks and when?