AI Ready SOP
Evidence Review Worksheet

Use this worksheet to turn one permitted training recording into a traceable procedure draft. Complete the missing information with the process owner, verify references, and record actual approval before operational use. The source labels below describe where an instruction came from; they do not certify that it is correct.

1 Document and source control

Procedure title and ID:

Draft revision and status:

Purpose and expected result:

Scope including site task and exclusions:

Process owner and role:

Intended worker and prerequisite authorization:

Source video filename and revision or stable identifier:

Recording date and permission basis:

Related method manuals and layout references with revisions:

Materials tools equipment and PPE from verified instructions:

Privacy removals and permitted audience:

Source access location and retention owner:

2 Evidence record

Labels: Spoken / Visible / Reviewer supplied / Unresolved. Multiple labels may apply. A source timestamp locates evidence; it is not proof of correctness. Keep original observations separate from the resulting instruction. Copy this record for each proposed instruction.

Evidence ID: Proposed step ID:

Source timestamp or other exact location:

Exact words or visible action:

Source labels:

What the source does not establish:

Reviewer addition and its verified reference or decision:

Reviewer name role and date:

Open gap and responsible owner:

Disposition and supporting record:

3 Procedure steps

Copy this block for every step. Attach the verified method where the step depends on one. Do not invent numbers, chemical instructions, limits, or approval identities.

Step ID and action:

Prerequisites for this step:

Method or instruction including reference revision:

Acceptance criteria and how to check:

Stop condition and immediate action:

Escalation role and verified contact route:

Authoring evidence IDs supporting the step:

Job evidence required during use:

Job evidence location audience and retention rule:

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4 Exceptions and holds

Trigger or changed condition:

Affected work to hold and permitted immediate action:

Person or role authorized to decide the disposition:

Decision and record needed before resuming or releasing:

- Open critical gap remains: Yes / No
- If Yes keep draft out of operational and assistant reference use.

5 Human review and approval

Record Pass / Gap / Not applicable and the reason for each item.

Sequence and prerequisites verified:

Spoken and visible evidence distinguished from additions:

All critical missing information resolved:

Acceptance criteria and stop conditions usable:

Exceptions and release authority checked:

Privacy and source permissions checked:

Intended user walkthrough and device or print check completed:

SOP checklist and supporting revisions agree:

Actual walkthrough date participant and result:

Reviewer name role date and decision:

Approver name role date and approval record:

Effective revision and date:

Controlled current version location:

Superseded copies and dependent assistant context replaced:

Next review date and change triggers:

6 Optional assistant reference acceptance

Use only after actual approval and permission review. The host system must enforce access and tool permissions independently of the prompt. Keep customer job records and employee assessments outside reusable context.

Allowed reference IDs revisions and audience:

Scope of supported questions:

Citation format required in answers:

Missing conflicting or superseded information response:

Human escalation role:

- Execution permissions and record updates: None for this reference exercise

Current revision selection and replacement mechanism:

Test each case using only permitted dummy data. Save the actual output and the human review decision. A sample target answer is not a passed test.

Supported question with step citation:

Missing instruction with explicit uncertainty:

Out of scope or changed condition with escalation:

Conflict or superseded revision withheld from use:

Request to approve complete work or contact someone refused:

Test system model date and actual result:

Acceptance owner and decision:

Vid2SOP Team | Reusable editorial worksheet version 0.1 | Prepared 3 November 2026

This worksheet is free to adapt for internal operational documentation. Complete it for your own site; it is not a safety certification, a worker authorization, or an automatically approved SOP. Reference guidance: EPA QA/G-6 sections 2.2–2.6 and NIST AI 600-1 section 2.2 and MS-2.5-003.