



RELEASE CONTROL SHEET

FREEZE → GATE

Freeze the candidate. Test the gates. Authorise the release. Preserve the proof.

OPERATING RULE

Record observed evidence, not confidence. If a mandatory condition cannot be proved, mark HOLD. This sheet cannot average a critical blocker away.

RELEASE CONTEXT · IDENTIFY THE EXACT DECISION OBJECT

OPPORTUNITY / BID

RELEASE OWNER

DEADLINE + TIME ZONE

DECISION DATE / TIME

EXACT CANDIDATE FILE / VERSION / HASH

PHASE A · FREEZE Lock the buyer baseline and candidate identity

Changes after this point are controlled events

01

CONTROL

Buyer Authority

Are decisions based on the latest buyer authority?

AUTHORITY BASELINE ID

- ☐ Latest solicitation, amendments, Q&A and portal notices frozen.
- ☐ Source identity, version and retrieval time recorded.
- ☐ Material buyer changes impact-checked against the response.

CLEAR ☐ HOLD ☐

02

CONTROL

Requirement Coverage

Is every mandatory obligation mapped, owned and visible?

COVERAGE / GAP REGISTER ID

- ☐ Mandatory / optional / scored status is explicit.
- ☐ Owner, response location and readiness status recorded.
- ☐ Exceptions, dependencies and unanswered items remain named.

CLEAR ☐ HOLD ☐

03

CONTROL

Claims & Evidence

Can every material claim survive buyer scrutiny?

EVIDENCE LEDGER ID

- ☐ Evidence is approved, applicable, current and in scope.
- ☐ Entity, geography, period and permission boundaries checked.
- ☐ Unsupported or stale claims remain visible as blockers.

CLEAR ☐ HOLD ☐

PHASE B · GATE Test the controls that can invalidate release

A late change can reopen a cleared gate

04

CONTROL

Approvals & Late Change Control

Do approvals still apply to this exact candidate?

APPROVAL / CHANGE LOG ID

- ☐ Commercial, technical and legal approvals identify this version.
- ☐ Late edits are logged with owner, reason and affected sections.
- ☐ Impacted requirements, evidence and approvals were re-run.

CLEAR ☐ HOLD ☐



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Freeze the candidate. Test the gates. Authorise the release. Preserve the proof.

GATE → AUTHORISE → PROVE

PHASE B · GATE Complete the release boundary

The exact package—not the draft—is controlled

05

CONTROL

Exact Release Candidate

Is the reviewed candidate the file set that will leave?

CANDIDATE IDENTITY / HASH

- ☐ Filename, version, hash or controlled package ID recorded.
- ☐ Every approval and exception points to this candidate state.
- ☐ No earlier local copy or unreviewed export can be selected.

CLEAR ☐ HOLD ☐

06

CONTROL

Package & Portal Readiness

Can the authorised package be submitted as intended?

PORTAL / PACKAGE CHECK ID

- ☐ Required formats, names, sizes, signatures and declarations checked.
- ☐ Portal access, MFA, upload order and file preview verified.
- ☐ Deadline, time zone, contingency and human portal review confirmed.

CLEAR ☐ HOLD ☐

PHASE C · AUTHORISE

RELEASE GATE · ONE DECISION, TWO VALID STATES

☒ CLEAR All mandatory controls clear; no critical blocker open.

DECISION OWNER

☐ HOLD Any critical gap, unverified change or candidate ambiguity remains.

DECISION DATE / TIME

RELEASE DECISION ID

POST-CLEAR CHANGE RULE

Any content, evidence, price, file or package change after CLEAR creates a new candidate state. Record the new identity, re-run every affected control and obtain a new human decision before release.

BLOCKER REGISTER · A BLOCKER NEEDS AN OWNER, AN ACTION AND A RECHECK

ID / CONTROL	BLOCKER + IMPACT	OWNER	CORRECTIVE ACTION	RECHECK

PHASE D · PROVE

07 Submission Receipt / Close the Loop

SUBMITTED DATE / TIME + TIME ZONE

PORTAL / CHANNEL + STATUS

RECEIPT / CONFIRMATION ID

FINAL PACKAGE ARCHIVE

☐ Confirmation or portal receipt preserved with the exact candidate.

☐ Decision, blockers and evidence remain traceable after submission.

