MADESAI

ANONYMISED PUBLICATION

FINAL ASSESSMENT REPORT

ISO 19650 Assessment and Implementation Strategy

Project Sample A | PROJECT SAMPLE B

Prepared for	Engineering Consultancy
Prepared by	**MADESAI**
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Independent readiness assessment and implementation planning support

DOCUMENT CONTROL

Table 1. Document control register

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Limitation	This report is not a certification decision. assessor retains certification authority.

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Acronyms and Abbreviations

Table 2. Acronyms and abbreviations used in this report

Acronym	Full Form
ACC	Autodesk Construction Cloud
BEP	BIM Execution Plan
BIM	Building Information Modelling
assessor	British Standards Institution
CDE	Common Data Environment
IM	Information Management
MEP	Mechanical, Electrical and Plumbing
MIDP	Master Information Delivery Plan
client	ENGINEERING CONSULTANCY
QA/QC	Quality Assurance / Quality Control
SOP	Standard Operating Procedure
TIDP	Task Information Delivery Plan

Preface

This report records the final client-facing outcome of the ENGINEERING CONSULTANCY ISO 19650 readiness assessment. It consolidates the Stage 1 assessment context, documentary evidence reviews for two representative projects, the evidence-validation workshop held on date withheld, and the resulting implementation strategy.

The report is intended to support management decisions, controlled remediation and preparation for subsequent certification-stage activity. Detailed working registers remain in the accompanying assessment workbook; this report presents the factual assessment position, validated conclusions and required actions.

The assessment is evidence-based and limited to the material made available for review. It does not constitute certification or replace decisions made through the applicable certification process.

EXECUTIVE SUMMARY

Assessment outcome

ENGINEERING CONSULTANCY demonstrates established project-delivery capability, experienced technical teams and active use of collaboration, coordination and checking tools. The assessment nevertheless identified a material gap between operational activity and the controlled, attributable and repeatable evidence expected from an ISO 19650 information-management system.

POSITION	The workshop discussed the assessment findings and confirmed the client's audit positioning as an Appointed Party operating through Task Teams.

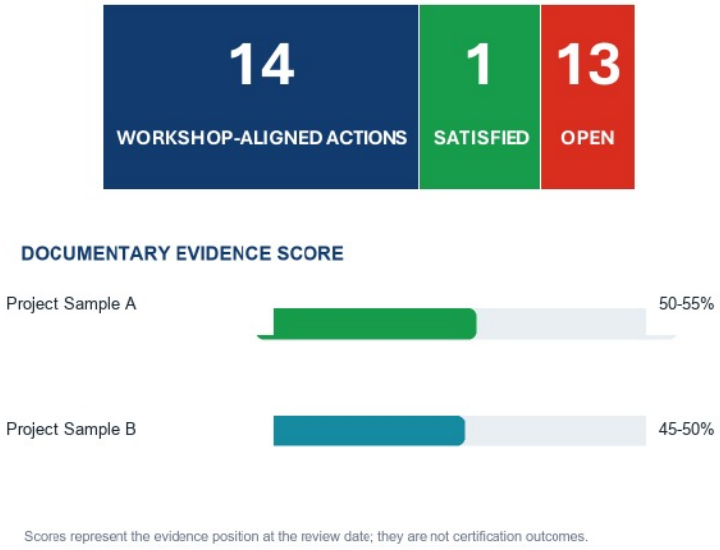


Figure 1. Comparative documentary evidence scores for the assessed project samples

Management conclusion

The central requirement is to convert the practices already occurring across the client projects into one governed information-management life cycle: appointment and requirements, delivery planning, mobilization, controlled production, checking and authorization, submission and response, issue/change control, acceptance, closeout and retained evidence.

Immediate priorities

- Approve one controlled appointment and information-requirements pack for each representative project.
- Baseline container-level delivery plans and demonstrate the interface with the lead appointed party programme or MIDP.
- Demonstrate CDE state transitions, metadata, QA/QC, release authorization and receiving-party response using the same selected containers.
- Assign owners and target dates to the thirteen open actions and validate closure evidence before changing status.

1 | INTRODUCTION

1.1 Background

ENGINEERING CONSULTANCY commissioned an evidence-based review against ISO 19650 Part 2 to assess their information-management readiness using two representative project samples. The review examined whether current practices were supported by controlled, attributable and repeatable project evidence and whether the evidence could support progression toward subsequent certification-stage activity.

1.2 Purpose and objectives

This report provides a formal conclusion of the evidence review and workshop validation. It defines the current documentary position and a prioritized implementation strategy for strengthening assessor Audit Stage 2 readiness.

1.3 Problem statement

Operational information-management activity is visible across the assessed projects, but the evidence is fragmented across systems, communications and project records. The resulting control gap limits end-to-end traceability from received requirements and appointments through planning, production, authorization, exchange, acceptance and closeout.

1.4 Assessment scope

The assessment considers evidence submitted for two representative project samples—Project Sample A and **PROJECT SAMPLE B**—together with the Stage 1 assessment context and clarifications recorded during the workshop on date withheld.

1.5 Projects assessed

Table 3. Representative project samples and evidence positions

Project sample	Assessed use	Current position
Project Sample A	MEP / information-delivery sample	50-55%documentary evidence score; action required
PROJECT SAMPLE B	Multidisciplinary project sample	45-50%documentary evidence score; action required

1.6 Report structure

The report presents assessment methodology, evidence findings, workshop validation, consolidated gap analysis, implementation strategy, delivery governance, conclusions and supporting appendices in that order.

2 | ASSESSMENT METHODOLOGY

2.1 Evidence-review method

01	REVIEW	Review each submitted item against the defined evidence requirement.
02	SCORE	Assign an evidence-based status using the controlled 0–3 scoring method.
03	VALIDATE	Test material gaps through workshop questions and project examples.
04	CONCLUDE	Revise conclusions only where the workshop record directly supports the item.
05	PLAN	Translate validated gaps into controlled actions and closure evidence.

2.2 Scoring framework

Each requirement was assigned an evidence status using the controlled 0–3 scoring method reproduced in Appendix A. Scores measure documentary readiness at the review date; they do not represent certification percentages.

2.3 Workshop-validation method

Fourteen evidence themes were tested through structured questions, project examples and discussion during the workshop. A finding changed only where the workshop record directly supported the relevant requirement; unrecorded or unattributed examples were not treated as closure evidence.

2.4 Evidence hierarchy

The assessment prioritized controlled project records over generic statements. Approved, attributable and revision-controlled evidence was treated as stronger than screenshots, verbal descriptions or uncompleted forms. The source hierarchy is recorded in Appendix B.

2.5 Assumptions and limitations

The evidence score is a documentary readiness indicator, not a certification percentage. Generic forms, policy statements and screenshots become meaningful evidence only when they are controlled, attributable to the assessed project and supported by completed implementation records. assessor retains authority for certification decisions.

3 | ASSESSMENT FINDINGS

3.1 Overall assessment outcome

The evidence confirms an established operational foundation but not yet a consistently governed information-management lifecycle. One workshop-aligned action is satisfied, and thirteen implementation actions remain open pending objective closure evidence.

3.2 Comparative project position

Table 4. Comparative evidence assessment by project sample

Measure	Sample A	Sample B	Interpretation
Evidence score	50-55%	45-50%	Both projects require material action
Adequate	3	1	Few requirements are fully evidenced
Partially adequate	31	41	Useful evidence exists but chains are incomplete
Inadequate	9	9	Direct corrective action required
Missing	8	12	Evidence must be created or obtained
Pending validation	11	0	Sample A includes unresolved validation items
Critical exposure	17	21	Prioritize controls that close multiple findings

3.3 Project Sample A findings

OVERALL POSITION	The evidence set shows established delivery activity but incomplete end-to-end traceability. Eleven items remain pending validation and seventeen sit within critical exposure.

- Scope, appointment and delegated information-management functions are not consistently demonstrated through controlled records.
- Planning evidence does not establish a complete container-level TIDP or a controlled interface with the lead appointed party program /MIDP.
- CDE screenshots and folder views do not demonstrate full WIP-to-archive state histories, responsible decisions and metadata integrity.
- QA activity is visible, but authorization for sharing and receiving-party acceptance are not consistently linked to the released revision.

3.4 PROJECT SAMPLE B findings

OVERALL POSITION	Sample B contains a larger volume of partially adequate evidence, but only one item is fully adequate, and twenty-one items remain within critical exposure.

- The controlled hierarchy of received requirements accepted response and BEP-equivalent controls is incomplete.
- Project attribution and exact supporting evidence are inconsistent in several records.
- Delivery planning, authorization, submission response and final acceptance are not reconciled into one controlled trail.
- Closeout indications exist, but retained records, lessons and cross-project repeatability are not fully demonstrated.

3.5 Cross-project findings

The assessment does not indicate an absence of information-management activity. It indicates that the activity is fragmented across communications, platforms, procedures and project records. The implementation strategy therefore focuses on joining these elements into one controlled lifecycle and proving repeatability across both project samples.

4 | WORKSHOP VALIDATION

4.1 Workshop purpose and participants

The workshop on date withheld reviewed the evidence findings, tested Stage 1 observations and Stage 2 readiness, and clarified ENGINEERING CONSULTANCY audit position. client representatives included management and BIM, MEP and architecture team members; the assessment team facilitated the evidence review.

4.2 Validation results

Fourteen themes were examined during the workshop. The discussion confirmed operational foundations in several areas and resolved the organizational audit-positioning question. It did not provide sufficient closure evidence for the remaining thirteen actions.

Table 5. Workshop validation outcomes by evidence theme

Ref.	Theme	Validated conclusion
Q01	Scope, role and appointment	The sampled evidence supports the client acting as an Appointed Party through Task Teams; prospective lead-party documents do not prove a current lead-party appointment.
Q02	End-to-end information management	Useful operational steps exist, but they were presented as separate practices rather than one controlled information-management lifecycle.
Q03	Roles, functions and authority	Operational allocation is evident, but information-management authority is not consistently documented at activity and information-container level.
Q04	Capability and capacity	A capability foundation exists, but the assessment is not yet objective, role-based or linked to project workload and reassessment.
Q05	Requirements, BEP and appointment protocol	Sample A provides a stronger requirements basis; Sample B does not demonstrate a complete controlled hierarchy of received requirements and accepted response/BEP-equivalent.
Q06	Information standard and reference information	Standards and methods exist, but consistent project attribution and control of reference information were not demonstrated.
Q07	TIDP, milestones and MIDP interface	Planning activity occurs, but neither project proves a compliant TIDP or a controlled interface with the lead appointed party MIDP/programme.
Q08	Mobilization and testing	Resources and access exist, but a controlled pre-production readiness decision and completed exchange test were not demonstrated.
Q09	CDE workflow and container history	The tools are in use, but screenshots and folder views do not prove controlled end-to-end information-container state transitions.
Q10	QA, review and approval for sharing	Operational QA practices are stronger than the original written evidence suggested. However, approval for sharing is not consistently linked to the released container. It is recommended to write the QA/QC processes even if they are dependent on project-based conditionality.
Q11	Coordination, issues and change control	Coordination activity is evident, but the controlled change chain is incomplete.
Q12	Submission, authorization and acceptance	Iterative delivery is visible, but internal authorization, formal issue status and final acceptance are not consistently reconciled.
Q13	Information-delivery risk	Risk awareness exists, but no repeatable information-delivery risk process was demonstrated.
Q14	Closeout, repeatability and learning	The statements support an emerging practice, but consistent closeout and cross-project repeatability were not proven.

4.3 Interpretation of workshop evidence

Workshop statements were used to clarify the assessed position, not to substitute for controlled evidence. A score or status changed only where the workshop records directly supported the relevant requirement. Operational examples that were not attributable, approved or traceable were retained as implementation gaps.

4.4 Confirmed decisions and positions

- The selected project evidence will present client as an Appointed Party operating through Task Teams.
- Existing operational practices require controlled, repeatable records and evidence trails.
- The BIM/information-management policy will remain distinct from the ISO 9001 quality policy, with appropriate cross-references.
- Completion of workshop discussion did not constitute completion of the remaining remediation actions.

4.5 Effect on assessment status

The audit-positioning action was resolved through the workshop. One of fourteen aligned actions is therefore satisfied. The other thirteen actions remain open until the specified closure evidence is implemented, reviewed and accepted. No completion dates for those actions were agreed during the workshop.

5 | GAP ANALYSIS

5.1 Thematic gaps

Table 6. Consolidated thematic gap analysis

Gap theme	Observed position	Required control
Appointment and requirements	Scope and obligations are not consistently joined to controlled project evidence.	Approved appointment, accepted information requirements and attributable task-team scope.
Delivery planning	Project plans do not consistently establish a complete container-level delivery baseline.	Approved TIDPs aligned with the received BEP, programme and available MIDP.
Roles and competence	Responsibilities and competency evidence are incomplete or inconsistent across projects.	Role framework, project responsibility matrix and evidence-based competency assessments.
CDE and mobilization	Tool use is visible, but configuration, access, testing and state-transition evidence is incomplete.	Mobilization record, CDE test evidence and auditable WIP-to-archive histories.
Quality and authorization	Checking occurs operationally but is not consistently linked to releasing decisions and responses.	Controlled QA/QC workflow with checker, reviewer, authorizer, release and acceptance records.
Closeout and learning	Closeout indications exist without a complete retained evidence and lessons trail.	Accepted handover, feedback, lessons learned and retained closeout records.

5.2 Existing controls and strengths

- Experienced technical teams and established project-delivery activity.
- Active coordination and checking through Revit, Navisworks, Bluebeam, ACC, Procore, Teams, email and shared folders but no documentation.
- Defined participants, task allocation, client communication and project coordination practices exist but not widely circulated to establish a company standard
- Management willingness to consolidate current practice into controlled and repeatable evidence.

5.3 Evidence deficiencies

The material deficiencies are incomplete project attribution, inconsistent identifiers and revision status, weak linkage between plans and delivered containers, missing authorization and acceptance trails, and insufficient retained evidence of repeatability across projects.

5.4 Organizational and project-level implications

At organisational level, client requires one governed information-management lifecycle with accountable ownership, controlled methods and management review. At project level, the same lifecycle must be demonstrated through representative records from appointment and requirements through planning, mobilization, delivery, authorization, exchange, acceptance and closeout.

6 | IMPLEMENTATION STRATEGY

6.1 Action portfolio

PORTFOLIO STATUS	13 open actions: 10 Priority 1 actions and 3 Priority 2 actions. Status remains open until the defined closure evidence has been reviewed and accepted.

A01	P1	Appointment governance
REQUIRED OUTCOME	Create one controlled pack covering received requirements, clarification outcomes, accepted scope and exclusions, appointment evidence, applicable BEP/protocol, responsibility allocation and mobilization authorization.	
CLOSURE EVIDENCE	Approved pack with controlled metadata and a completed Sample A or Sample B example linking requirements to accepted obligations.	

A02	P1	Delivery planning
REQUIRED OUTCOME	Define every information container, author, format, level of information need, planned and actual dates, review and authorization points, dependencies, milestone and current status.	
CLOSURE EVIDENCE	Approved and baselined TIDPs for Sample A and Sample B or current representative projects.	

A03	P1	Delivery planning
REQUIRED OUTCOME	Establish how the client TIDPs are issued to the lead appointed party, integrated with or reconciled to the MIDP/programme, and updated when dependencies or dates change.	
CLOSURE EVIDENCE	Submission and response record showing the TIDP-to-MIDP/programme interface, including identified gaps and dependencies.	

A04	P1	Roles and authority
REQUIRED OUTCOME	Map organizational and project roles to requirements review, planning, authoring, checking, coordination, authorization, CDE control, submission, response, acceptance, escalation and closeout.	
CLOSURE EVIDENCE	Approved project RACI with one accountable role per activity and named author, checker and authorizer for each information container.	

6 | IMPLEMENTATION STRATEGY — CONTINUED

A05	P1	CDE and metadata
REQUIRED OUTCOME	Define and demonstrate WIP, check, authorize, share, review, accept/publish, supersede and archive transitions, including permissions, revision, status/suitability and audit history.	
CLOSURE EVIDENCE	Live project walkthrough pack showing approved, rejected/resubmitted and superseded containers with metadata and responsible decisions.	

A06	P1	Mobilization
REQUIRED OUTCOME	Confirm team formation, competency, workload, software, versions, hardware, licences, CDE permissions, controlled resources, coordinate system and exchange/production-method testing before production.	
CLOSURE EVIDENCE	Signed readiness certificate supported by user-specific access/licence evidence and a completed information-exchange test with corrective actions closed.	

A07	P2	Issue and change control
REQUIRED OUTCOME	Maintain a controlled issue/change register linking trigger, authoritative response, owner, affected containers and revisions, implementation, QA, submission, acceptance, escalation and closure.	
CLOSURE EVIDENCE	One complete Sample A and one Sample B issue-to-closure trail with retained external decision and revised accepted information.	

A08	P1	Quality authorization
REQUIRED OUTCOME	Record author, checker, reviewer, authorizer, criteria, result, correction, recheck, date, revision, suitability/status and release decision before sharing or submission.	
CLOSURE EVIDENCE	Every sampled shared/submitted container has a complete check, correction, recheck and approval-for-sharing record linked to the released revision.	

6 | IMPLEMENTATION STRATEGY — CONTINUED

A09	P2	Document control
REQUIRED OUTCOME	Issue a project naming and metadata sheet covering filename, title, number, revision/version, date, author, reviewer/approver, status/suitability and project reference; prohibit placeholders at formal issue.	
CLOSURE EVIDENCE	Approved metadata sheet and sample audit confirming correctly attributed Sample A and Sample B records with no placeholder fields.	

A10	P1	Closeout and learning
REQUIRED OUTCOME	Confirm final deliverables, acceptance, outstanding/rejected items, residual risks, closed issues, archive, handover receipt, client feedback, lessons learned and assigned improvement actions.	
CLOSURE EVIDENCE	Completed closeout pack for a representative project, including BIM-specific client feedback and evidence that lessons were reviewed during delivery and at closure.	

A11	P1	Evidence integrity
REQUIRED OUTCOME	Quarantine unrelated and wrong-project records, correct filenames, remove unsupported generic unsupported claims, create direct evidence links and validate project, date, revision, approval and accessibility.	
CLOSURE EVIDENCE	Controlled evidence index with tested links and one complete requirement-to-accepted-delivery trail; all exceptions resolved or transparently recorded.	

6 | IMPLEMENTATION STRATEGY — CONTINUED

A12	P2	Capability and competency
REQUIRED OUTCOME	Define rating criteria and required levels; assess named staff using objective evidence; include workload, availability, tools, licences and CDE capability; assign training and reassessment dates.	
CLOSURE EVIDENCE	Approved required-versus-actual matrix with assessor/date, evidence, gaps, development actions and completed reassessments for priority roles.	

A13	P1	System deployment
REQUIRED OUTCOME	Apply the complete appointment-to-closeout control set on the next suitable project, perform internal stage-gate reviews and test the evidence chain before external audit sampling.	
CLOSURE EVIDENCE	Internal audit confirms one traceable lifecycle from requirement and appointment through TIDP, mobilization, CDE, QA, submission, acceptance, closeout and improvement.	

7 | DELIVERY ROADMAP AND GOVERNANCE

7.1 Recommended phases

Table 7. Recommended implementation phases and decision gates

Phase	Primary actions	Control objective	Decision gate
1 | Governance foundation	A01, A04, A12	Accepted scope, obligations, responsibilities and competent assignments	Appointment and role-control approval
2 | Planning and mobilization	A02, A03, A06	Baselined delivery plan, dependencies, resources, access and exchange testing	Mobilization readiness authorization
3 | Controlled delivery	A05, A07, A08, A09	Traceable containers, QA, release, issue/change and submission records	Representative container trail accepted
4 | Closeout and assurance	A10, A11, A13	Accepted handover, evidence integrity, lessons and repeatable lifecycle	Internal audit and management review

7.2 Ownership and accountability

The implementation programme requires an accountable sponsor, one named owner for every action and an authorized reviewer responsible for accepting closure evidence.

7.3 Governance requirements

- Nominate one accountable sponsor for the overall implementation programme.
- Assign one accountable owner and target date to every action.
- Maintain a single controlled action register and evidence index.
- Review progress at defined management intervals and record decisions.
- Change status only after the exact closure evidence has been reviewed against the requirement.
- Reassess both project samples and perform an internal appointment-to-closeout audit before Stage 2 sampling.

7.4 Success criteria

Table 8. Implementation success criteria

Criterion	Evidence of success
Traceability	One complete chain from received requirements to accepted closeout records
Responsibility	Named author, checker, reviewer, authorizer and accountable owner at each relevant step
Control	Revision, status, metadata, CDE state and approval decisions are auditable
Repeatability	The same governed method is demonstrated across more than one project
Improvement	Lessons, corrective actions and management-review decisions are retained and closed

8 | CONCLUSIONS AND RECOMMENDATIONS

8.1 Final assessment conclusion

ENGINEERING CONSULTANCY has a credible operational foundation for information delivery. The organization's principal challenge is to convert established practices into a controlled and repeatable information-management system that produces reliable evidence across the full appointment lifecycle.

The workshop resolved the audit-positioning action and confirmed that the client is assessed as an Appointed Party operating through Task Teams. The remaining thirteen actions form a practical implementation programme. Completion should be judged through controlled project evidence—not document production alone.

The decisive readiness test will be one complete, internally audited appointment-to-closeout trail, supported by evidence that the same controls can be applied consistently across representative projects.

MANAGEMENT DECISION	Approve the implementation programme, assign accountable owners and dates, and authorize phased validation of closure evidence before progressing to external Stage 2 sampling.

8.2 Immediate priorities

- Approve controlled appointment and information-requirements packs for the representative projects.
- Baseline delivery plans and demonstrate alignment with upstream requirements and programme controls.
- Demonstrate CDE state transitions, metadata, QA/QC, authorization and receiving-party response using selected containers.
- Assign owners and target dates to all thirteen open actions and validate closure before changing status.

8.3 Management recommendation

Approve the implementation programme, assign accountable owners and date, and authorize phased validation of closure evidence before progressing to external Stage 2 sampling. Overall start small on high-priority tasks and improve the processes after well documented structures to monitor and govern company resources and outcomes.

8.4 Formal limitation

This report supports readiness assessment and implementation planning. It does not constitute certification, assurance of conformity or a assessor decision. Certification conclusions remain subject to the relevant certification process and independently verified evidence.

APPENDIX A | SCORING METHODOLOGY

Table 9. Evidence scoring method

Status	Score	Meaning	Minimum evidence signal	Treatment
Adequate	3	Specific, attributable, controlled and sufficient evidence	Controlled arrangement plus completed project implementation evidence	Maintain and sample for repeatability
Partially adequate	2	Relevant evidence exists but the chain is incomplete or indirect	Some controlled or project evidence, but missing one or more required links	Close the identified evidence/control gap
Inadequate	1	Weak, generic, poorly attributable or materially deficient evidence	Generic statement or record that does not demonstrate the requirement	Implement corrective action and resubmit evidence
Missing		No evidence mapped for an applicable requirement	No document, record or live demonstration	Create/obtain evidence and validate implementation
Not applicable		Outside assessed role/stage and not delegated	Documented applicability rationale	Retain rationale and confirm if scope changes
Pending validation		Evidence requires access, clarification or live verification	Referenced evidence not yet validated	Validate before final scoring

A.1 Metric interpretation

Table 10. Assessment of metric interpretation

Metric	Interpretation
Project evidence scores	Sum of scored items divided by three times the number of scored items
Adequacy rate	Share of scored items assessed as fully adequate
Critical exposure	Count of inadequate and missing items requiring direct corrective action
Validation backlog	Count of items requiring access, clarification or live proof

APPENDIX B | SOURCE AND VALIDATION REGISTER

Table 11. Workshop source and validation register

Question	Theme	Action alignment	Source record
Q01	Scope, role and appointment	A01 (Open) A14 (Satisfied - audit positioning)	Workshop date withheld MoM D01, R01; Minutes Draft 2 prepared from two workshop recordings
Q02	End-to-end information management	A01, A13	Workshop date withheld MoM R03, R08, R10; Minutes Draft 2 prepared from two workshop recordings
Q03	Roles, functions and authority	A04	Workshop date withheld MoM D02, R05; Minutes Draft 2 prepared from two workshop recordings
Q04	Capability and capacity	A06, A12	Workshop date withheld MoM R05; Minutes Draft 2 prepared from two workshop recordings
Q05	Requirements, BEP and appointment protocol	A01	Workshop date withheld MoM D01, R01, R04; Minutes Draft 2 prepared from two workshop recordings
Q06	Information standard and reference information	A05, A09	Workshop date withheld MoM R02, R03; Minutes Draft 2 prepared from two workshop recordings
Q07	TIDP, milestones and MIDP interface	A02, A03	Workshop date withheld MoM R04; Minutes Draft 2 prepared from two workshop recordings
Q08	Mobilization and testing	A06	Workshop date withheld MoM R06; Minutes Draft 2 prepared from two workshop recordings
Q09	CDE workflow and container history	A05	Workshop date withheld MoM R06, R08; Minutes Draft 2 prepared from two workshop recordings
Q10	QA, review and approval for sharing	A08	Workshop date withheld MoM R08; Minutes Draft 2 prepared from two workshop recordings
Q11	Coordination, issue and change control	A07	Workshop date withheld MoM R07, R08; Minutes Draft 2 prepared from two workshop recordings
Q12	Submission, authorization and acceptance	A05, A08	Workshop date withheld MoM R02, R08; Minutes Draft 2 prepared from two workshop recordings
Q13	Information-delivery risk	A07	Workshop date withheld MoM R07; Minutes Draft 2 prepared from two workshop recordings
Q14	Closeout, repeatability and learning	A10, A11, A13	Workshop date withheld MoM D05, R09, R10; Minutes Draft 2 prepared from two workshop recordings

B.1 Controlled source hierarchy

- Final client Excel assessment workbook and project evidence review registers.
- Workshop questionnaire and summarized responses from date withheld
- Minutes of Meeting prepared from the workshop recordings.
- Stage 1 assessment report and the assessed project evidence references.

APPENDIX C | CONSOLIDATED WORKSHOP MINUTES

C.1 Meeting particulars

Field	Consolidated record
Meeting	client discussion on assesso audit readiness and ISO 19650 evidence closeout
Date	date withheld
Format	Two recorded sessions totaling approximately 2 hours 56 minutes, delivered across a workshop window with a lunch break
Purpose	Review the gap-assessment findings, discuss Stage 1 observations and Stage 2 readiness, and validate the evidence position
Source basis	Two meeting recordings and supporting transcript/subtitle material; these minutes consolidate the two draft records
Status	Controlled summary of substantive discussion; not a verbatim transcript

C.2 Attendance record

Client management and delivery representatives participated with the external assessment team. Individual identities are withheld in this publication edition.

C.3 Executive record of discussion

- the client's evidence demonstrated useful practices and a sound starting framework, but the evidence was fragmented, inconsistently labelled or not presented as one repeatable end-to-end process.
- For the two sampled projects, the audit evidence should consistently present client as an Appointed Party operating through Task Teams. Prospective lead-appointed party arrangements should not be mixed into the current evidence unless supported by a real appointment.
- Immediate readiness priorities included delivery planning, project responsibility and competence, a distinct BIM/information-management policy, mobilization and CDE testing, information-delivery risk, QA/QC traceability, and controlled closeout and lessons learned.
- client reported that remediation and weekly working activities were ongoing. The audit-positioning question was resolved during the workshop; no client remediation deliverable was confirmed complete and no specific completion dates were agreed.

C.4 Discussion summary

Discussion area	Consolidated minute
Audit scope and role	Sample A and Sample B support client acting as an Appointed Party through Task Teams. Responses should focus on received requirements, accepted scope, task-team delivery planning and coordination with the upstream lead appointed party.
Evidence strengths	Defined participants, task allocation, client communication, role descriptions, coordination practices and active use of ACC/Procore, Teams, email and shared folders were visible.
Quality practices	Operational checking through Revit/Navisworks, Bluebeam, Teams review channels and ACC issue workflows was stronger than the original written evidence indicated.

Discussion area	Consolidated minute
Control weakness	The workshop confirmed that operational practices were not consistently joined through controlled identifiers, responsibilities, approvals, status transitions and retained records.
Readiness treatment	client should consolidate the existing practices into one attributable appointment-to-closeout information-management lifecycle and demonstrate it through representative project evidence.

C.5 Decisions and agreed positions

ID	Decision / agreed position
D01	Current audit evidence will be framed around client s Appointed Party / Task Team role for the selected projects.
D02	Existing operational practices will be strengthened through controlled, repeatable documents and evidence trails.
D03	The BIM/information-management policy will remain distinct from the ISO 9001 quality policy, with relevant cross-references.
D04	The estimation, scope and tender-response process will address BIM requirements, capability, IT/software/hardware and CDE considerations.
D05	Lessons learned will be maintained as a live project record, reviewed through project meetings and consolidated for governance and closeout.
D06	The assessment remains intentionally conservative. assessor may grade individual matters differently, but the agreed remediation should improve repeatability and readiness.

C.6 Follow-up record

Ref.	Area	Required / ongoing work
R01	Audit positioning	Present selected-project evidence consistently from the Appointed Party / Task Team role.
R02	Document control	Apply controlled filenames, document numbers, revisions/versions, dates and status to evidence records.
R03	BIM/IM policy	Develop or update the BIM information-management policy/SOP and align relevant QA governance with ISO 9001.
R04	Delivery planning	Prepare project TIDPs and demonstrate alignment with the received BEP, client schedule and available MIDP.
R05	Roles and competency	Develop the role/competency framework and project responsibility matrix with defined assessment criteria.
R06	Mobilization and CDE	Document mobilization and retain evidence of CDE configuration, access and information-exchange testing.
R07	Risk management	Maintain an information-delivery risk register, escalation route and documented review process.
R08	QA/QC evidence	Document the end-to-end QA/QC workflow with representative evidence from the applicable checking and coordination systems.
R09	Closeout and learning	Maintain lessons-learned records and strengthen project closeout, acceptance and client-feedback evidence.
R10	Evidence register	Link each register item to its controlled source record and verify accessibility and audit readiness.

STATUS CLARIFICATION	The follow-up items were recorded as required or ongoing client remediation. None was confirmed complete during the final workshop, and no specific completion dates were agreed. The separate audit-positioning action was resolved through the workshop conclusion.

C.7 Workshop closeout

- The session concluded with the planned gap-assessment discussion and validation workshop within the agreed assessment scope.
- Completion of the workshop did not mean that the remaining client implementation work was complete.
- The assessment findings, evidence review, workshop conclusions and recommendations form the consolidated closeout record for the engagement.
- These minutes summarize substantive content rather than reproduce dialogue. Assessment conclusions rely on the consolidated record and controlled project evidence rather than uncertain isolated transcript phrases.

APPENDIX D | ACTION-TO-EVIDENCE CROSS-REFERENCE

Table 12. Detailed action-to-evidence cross-reference

Action	Workstream	Required outcome	Closure evidence
A01	Appointment governance	Create one controlled pack covering received requirements, clarification outcomes, accepted scope and exclusions, appointment evidence, applicable BEP/protocol, responsibility allocation and mobilization authorization.	Approved pack with controlled metadata and a completed Sample A or Sample B example linking requirements to accepted obligations.
A02	Delivery planning	Define every information container, author, format, level of information need, planned and actual dates, review and authorization points, dependencies, milestone and current status.	Approved and baselined TIDPs for Sample A and Sample B or current representative projects.
A03	Delivery planning	Establish how the client TIDPs are issued to the lead appointed party, integrated with or reconciled to the MIDP/programme, and updated when dependencies or dates change.	Submission and response record showing the TIDP-to-MIDP/programme interface, including identified gaps and dependencies.
A04	Roles and authority	Map organizational and project roles to requirements review, planning, authoring, checking, coordination, authorization, CDE control, submission, response, acceptance, escalation and closeout.	Approved project RACI with one accountable role per activity and named author, checker and authorizer for each information container.
A05	CDE and metadata	Define and demonstrate WIP, check, authorize, share, review, accept/publish, supersede and archive transitions, including permissions, revision, status/suitability and audit history.	Live project walkthrough pack showing approved, rejected/resubmitted and superseded containers with metadata and responsible decisions.
A06	Mobilization	Confirm team formation, competency, workload, software, versions, hardware, licences, CDE permissions, controlled resources, coordinate system and exchange/production-method testing before production.	Signed readiness certificate supported by user-specific access/licence evidence and a completed information-exchange test with corrective actions closed.
A07	Issue and change control	Maintain a controlled issue/change register linking trigger, authoritative response, owner, affected containers and revisions, implementation, QA, submission, acceptance, escalation and closure.	One complete Sample A and one Sample B issue-to-closure trail with retained external decision and revised accepted information.
A08	Quality authorization	Record author, checker, reviewer, authorizer, criteria, result, correction, recheck, date, revision, suitability/status and release decision before sharing or submission.	Every sampled shared/submitted container has a complete check, correction, recheck and approval-for-sharing record linked to the released revision.
A09	Document control	Issue a project naming and metadata sheet covering filename, title, number, revision/version, date, author, reviewer/approver, status/suitability and project reference; prohibit placeholders at formal issue.	Approved metadata sheet and sample audit confirming correctly attributed Sample A and Sample B records with no placeholder fields.
A10	Closeout and learning	Confirm final deliverables, acceptance, outstanding/rejected items, residual risks, closed issues, archive, handover receipt, client feedback, lessons learned and assigned improvement actions.	Completed closeout pack for a representative project, including BIM-specific client feedback and evidence that lessons were reviewed during delivery and at closure.
A11	Evidence integrity	Quarantine unrelated and wrong-project records, correct filenames, remove unsupported generic unsupported claims, create direct evidence links and validate project, date, revision, approval and accessibility.	Controlled evidence index with tested links and one complete requirement-to-accepted-delivery trail; all exceptions resolved or transparently recorded.
A12	Capability and competency	Define rating criteria and required levels; assess named staff using objective evidence; include workload, availability, tools, licences and CDE capability; assign training and reassessment dates.	Approved required-versus-actual matrix with assessor/date, evidence, gaps, development actions and completed reassessments for priority roles.
A13	System deployment	Apply the complete appointment-to-closeout control set on the next suitable project, perform internal stage-gate reviews and test the evidence chain before external audit sampling.	Internal audit confirms one traceable lifecycle from requirement and appointment through TIDP, mobilization, CDE, QA, submission, acceptance, closeout and improvement.

APPENDIX E | BLANK IMPLEMENTATION TEMPLATES

Reusable blank records aligned with the assessment action portfolio and closure-evidence requirements. These forms contain no client information.

Template	Control purpose
E1 Action register	Ownership, due dates, status and closure acceptance
E2 Evidence index	Controlled links between requirements, records and validation
E3 Appointment and requirements checklist	Accepted obligations, scope, exclusions and authorisation
E4 Task information delivery plan	Container-level planning and upstream programme interface
E5 Responsibility matrix	Named accountability across the information lifecycle
E6 Mobilisation readiness record	People, systems, access, resources and exchange testing
E7 CDE and metadata audit trail	State, revision, suitability and responsible decisions
E8 QA and release authorisation	Check, correction, recheck and approval for sharing
E9 Issue and change register	Trigger-to-closure decision and revision traceability
E10 Closeout and lessons record	Acceptance, residual matters, feedback and improvement

E1 | Action register

Programme-level ownership and evidence acceptance record.

ID	Workstream	Priority	Owner	Target	Status	Closure evidence	Reviewer / acceptance

E2 | Controlled evidence index

Requirement-to-record traceability and validation status.

Ref	Requirement / control	Project / process	Document / record	Revision / status	Location / link	Validation	Exception

E3 | Appointment and requirements checklist

Control pack completeness and approval record.

Control item	Applicable	Controlled reference	Owner	Approval / acceptance	Gap / follow-up

E4 | Task information delivery plan

Container-level delivery baseline and actual status.

Container ID / title	Author	Format / LOIN	Dependency	Milestone	Planned	Actual	Review / authorise	Status

E5 | Information-management responsibility matrix

Named responsibility across the delivery lifecycle.

Activity / decision	Accountable	Responsible	Consulted	Informed	Evidence / authority

E6 | Mobilisation readiness record

People, technology, access, resources and exchange testing.

Readiness item	Required state	Evidence	Owner	Result	Corrective action	Acceptance

E7 | CDE and metadata audit trail

Information-container states, metadata and responsible decisions.

Container	Revision	Suitability / status	From state	To state	Decision / date	Responsible role	Audit reference

E8 | QA and release authorisation

Checking, correction, recheck and approval for sharing.

Container / revision	Author	Checker	Criteria / result	Correction	Recheck	Authoriser	Release / status

E9 | Issue and change register

Controlled trigger, decision, implementation and closure trail.

ID / trigger	Authoritative response	Owner	Affected containers	Revision / action	QA / submission	Acceptance	Closure

E10 | Closeout and lessons record

Accepted handover, residual matters and retained improvement evidence.

Deliverable / topic	Acceptance / receipt	Outstanding / rejected	Residual risk	Feedback / lesson	Improvement owner	Closure evidence