



Three expired pieces of evidence, and what it took to revive them

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Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The three conditions applied to any evidence:** it is **dated**, it is **tied to a real session**, and it **covers the audited period**. One missing and the evidence is flagged — a complete file can be an expired file.

Indicator	What the file contained	Missing condition	What the agent tied in
Learner needs assessment	An excellent template, last completed copy from March 2025	Does not cover the audited period	41 assessments from 2026 recovered from e-mail
Assessment of learning	Complete grids, none later than December 2025	Not tied to a recent session	63 completed grids left in trainers' folders

Indicator	What the file contained	Missing condition	What the agent tied in
Trainer qualifications	Up to date for the 6 permanent staff	9 freelancers out of 23 have a CV more than three years old, 4 of whom taught in 2026	9 CV requests prepared, to be read over before sending

Where the documents were lost, and why

None of the three was a failure of work. Needs assessments went out as e-mail attachments and never came back to the file; assessment grids stayed with the trainer who completed them; CVs had no expiry date, so no moment at which anyone reopened them. **Three losses in circulation, not in diligence** — and that is exactly what filing as the sessions run removes.

Correction in place	Effect
The needs assessment is sent from the session and returns to it	The document no longer has to be found: it is in place
The assessment grid is tied to the session the moment it is filed	No more isolated document in a trainer's folder
Every trainer CV carries a review date	A request goes out automatically before the CV turns three

The three indicators move from "expired evidence" to "covered" without a single new document being produced. That is the most useful outcome of this review, and the least spectacular.

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the architecture chosen.

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deployment chosen.