

V.E.S.T. documentation clarity check

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Choose one document you are authorized to inspect. Record its title and version locally. Do not copy personal data, passwords, client identities or confidential incident details into this checklist.

Mark each question Yes, No or Not applicable. For each No, write the exact section and one small correction. These questions assess document usability; they do not establish compliance or operational effectiveness.

Question	Yes / No / N/A	Section and next change
Does the document say what it covers and when to use it?		
Is one role responsible for keeping it current?		
Does it show a version, revision date and next review date?		
Can a new reader identify who performs each step?		
Are unfamiliar terms defined consistently?		
Is the sequence clear, including exceptions?		
Do exceptions identify an escalation role, backup and timing?		
Do records include an ID, date, owner and due date where needed?		
Is closure supported by evidence and a named verifier?		
Is the current approved copy distinguishable from old versions?		
Does it explain what sensitive information must not be recorded?		

Choose the next action: fix an unclear responsibility or escalation first, then missing record fields, then document-control housekeeping. Assign one owner and due date. Verify the edited wording using a fictional walkthrough; do not test a real emergency procedure through this worksheet.

FICTIONAL TEST MATERIAL - NOT A REAL CUSTOMER

Example: a fictional equipment checklist says "tell someone if a check fails." A documentation improvement is to name the responsible role, backup role, expected timing and the record to create. The organization must determine suitable operating requirements itself.

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This educational self-check is not legal advice, a regulatory determination, an audit, certification, technical security testing or a guarantee. A count of Yes answers is not a compliance score. No documents need to be sent to use this resource.