

PROOFLANE

Proofplane Decision Record Workbook

Downloadable workbook for policy-gated approvals, evidence review, record verification, and durable operational recordkeeping.

Use

This workbook helps teams map a decision from proposal to acceptance to durable record, with explicit authority, policy attachment, evidence capture, and verification steps.

Section 1. Decision Intake

- Proposed action:
- Who proposed the action:
- Rule or approval frame:
- Supporting materials reviewed:

Section 2. Acceptance Boundary

1. Name the authorizer who can perform the next valid write.
2. Record the reason for acceptance or rejection.
3. Confirm whether the action is proposed, accepted, or recorded.

Section 3. Durable Record Review

- Record identifier:
- Expected hash:
- Verification outcome:
- Record lineage or supersession notes:

Section 4. Operational Compliance Check

- Was authority explicit?
- Was the governing policy attached?
- Was evidence review documented?
- Was the final record preserved as durable truth?