Keep the evidence beside the finding

Type in a compatible PDF reader and save a copy, or print. Repeat this sheet for more topics.

Draft A: title, version and scope

Draft B: title, version and scope

Purpose / audience / review date

Topic 1

Exact quote + location in A

Exact quote + location in B (or not stated)

Topic 2

Exact quote + location in A

Exact quote + location in B (or not stated)

Topic 3

Exact quote + location in A

Exact quote + location in B (or not stated)

Classify, question and verify

Use evidence from both versions. Leave unsupported decisions unresolved.

Topic 1: changed / added / absent / unchanged / needs review

Correction or unresolved question / person to ask

Topic 2: changed / added / absent / unchanged / needs review

Correction or unresolved question / person to ask

Topic 3: changed / added / absent / unchanged / needs review

Correction or unresolved question / person to ask

Missing sections, omitted lines or scope limitations

- [ ] I matched every quote and source location to the originals.
- [ ] I preserved names, counts, dates and approval conditions.
- [ ] I did not turn missing information into a cancellation or decision.
- [ ] I reviewed the final change note and kept open questions visible.

Keep both originals, the reviewed comparison and unresolved questions together.