

DOCUMENT: ED-01.01 - STATEMENT OF FACTS (ESCALATION CONTEXT)
DOSSIER: Escalation - Scope & Agreements (ED-01)
STATUS: FILL-IN TEMPLATE (FACTUAL, NO INTERPRETATION)

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1. PURPOSE OF THIS DOCUMENT

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This document records only verifiable facts that are relevant to file ED-01 (Escalation - Scope & Agreements).
The document builds on ED-00.01 - Fact Base and contains only facts that are demonstrably related to established scope, agreements changes and formal escalation actions.
The document contains no review, judgement, legal characterisation or conclusions.

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2. RULES OF USE (HARD)

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- Include only objectively established facts.
 - Each fact is traceable to at least one primary Source ID.
 - No assumptions, analysis, norming or emotive language.
 - No cause-and-effect language (“because”, “through which”, “led to”).
 - No modality (“had to”, “should”, “belonged”).
 - Uncertain or unverifiable = do not include.
 - Include facts only if demonstrably relevant to ED-01.
 - Facts are ordered strictly chronologically.
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3. RELATIONSHIP TO FACT BASE (ED-00)

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This document:
- reuses facts from ED-00.01 if relevant to ED-01
- does not introduce new, non-source-based facts
- cannot be read independently without ED-00.01
Reference document:
ED-00.01 - Fact base

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4. DELINEATION OF ESCALATION CONTEXT

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Escalation context (factual, max 2 sentences):
[] factual description of the moment or action in which formal escalation was recorded]
Date of first escalation act:
Source ID reference:

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5. REGISTER OF FACTS (ESCALATION-RELATED)

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Only facts that demonstrably relate to scope, agreements, changes or formal escalation acts.
[] FACT E01-01]
Date:
Time (if known):
Type of fact:
[] appointment recorded
[] change proposed
[] change confirmed
[] change rejected
[Additional work requested
[escalation communicated

[decision recorded
[communication sent
[] communication received
[] other, namely:
Party/parties involved:
Description fact (max 3 sentences, factual):
Source ID(s):
Source location:

-----[] FACT E01-02]

(repeat if necessary)

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6. COMMUNICATION INDEX (OPTIONAL)

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Index only; no content description.

Date:

Channel:

Direction:

Subject/title:

FACT ID:

Source ID:

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7. EXCLUDED CONTENT

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This document expressly does NOT contain:

- description of agreements, expectations or motives
- evaluation of compliance or deficiencies
- contextual descriptions, conclusions or claims
- recommendations or follow-up actions

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8. CONTROL & CONSISTENCY

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- [] Each fact has at least one Source ID.
- [] All Source IDs used are registered in ED-00.04.
- [] Chronology is internally consistent.
- [] No duplicates or interpretive language present.
- [] All facts are demonstrably relevant to ED-01.

Check performed by:

Name:

Date:

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9. FINAL

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This statement of facts constitutes the factual underlay of file ED-01 and is for transfer and escalation management purposes only.

No rights may be derived from this document without consulting of the underlying source documents.

END DOCUMENT