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1. PURPOSE OF THIS DOCUMENT

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This document records only verifiable facts that are relevant for escalation around scope and agreements. It does not contain opinions, conclusions, legal interpretation or interpretation.

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2. RULES OF USE (HARD)

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- Include only objectively verifiable facts.
 - Each assertion has at least one primary source reference.
 - No summaries, no interpretation, no adjectives.
 - No cause-and-effect language (“because”, “through which”, “led to”).
 - No modality or normality (“had to”, “would”, “should”).
 - Uncertain = do not include.
 - Order is strictly chronological.
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3. DEFINITIONS

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Fact:

An event or act that demonstrably occurred on a specific date and/or time, by an identifiable party, and is supported by a concrete source.

A fact describes only what happened, not why.

Source:

Original document or system record (e.g. e-mail, contract, ticket, log file, invoice, chat export, minutes).

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4. FACTUAL OVERVIEW (CHRONOLOGICAL)

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[] FACT 01

Date:

Time (if applicable):

Party/parties involved:

Description fact (max 3 sentences, factual):

Source ID:

Type of source:

Source location (file name / folder / system):

-----[] FACT 02

Date:

Time (if applicable):

Party/parties involved:

Description fact (max 3 sentences, factual):

Source ID:

Type of source:

Source location (file name / folder / system):

-----[] FACT 03

Date:

Time (if applicable):

Party/parties involved:

Description fact (max 3 sentences, factual):

Source ID:

Type of source:

Source location (file name / folder / system):

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5. EXCLUDED CONTENT

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This document explicitly does NOT contain:

- Interpretations of agreements
- Descriptions of behaviour
- Legal qualifications
- Conclusions or recommendations
- Assumptions or assumptions

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6. CONTROL & CONSISTENCY

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- Each fact occurs exactly once.
- Each Source ID is unique.
- Each source is available and unchanged.
- Dates and times are consistent with the source.
- Facts do not contain explanatory or prescriptive language.

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7. SLOT

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This document serves solely as a factual basis for transfer to management, board, legal counsel or insurer.
No rights may be derived from this document without consulting the underlying sources.
END OF DOCUMENT