



COMMERCIAL CONTROL KIT™ • STAGE 04 • THE FILE

The File™

Evidence Assembly

The evidence that makes the case stick. Every claim in the entitlement narrative must have a document behind it — indexed, verified complete, and ready for the assessor. No narrative claim survives without its evidence anchor.

PROJECT

Crestfield Distribution Centre — Phase 2 M&E

CONTRACT

NEC4 ECC Option A · £3,814,200

PERIOD

Month 7 of 12 · May 2026



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Pack 04 / 09 · Commercial Control Kit™ · © 2026 Built AI Ltd **BUILT AI**

CCK WORKFLOW

1 The Radar →

2 The Clock →

3 The Case →

4 The File →

WHAT THE FILE DOES

Every Claim Needs a Document Behind It

The Case builds the argument. The File proves it. For every claim in the entitlement narrative — "the PM instructed," "the cost is £X," "the programme is delayed by Y weeks" — there must be a document in the evidence bundle that supports it. The File indexes every evidence item, cross-references it to the narrative, and flags gaps before the submission goes out.

Evidence assembled after submission is evidence the assessor didn't see. Evidence the assessor didn't see is evidence that doesn't exist. The File makes sure everything is in the pack before it leaves.

CE-009 - EVIDENCE INDEX

10 Evidence Items — Indexed & Cross-Referenced

Every evidence item for CE-009 (HV switchgear design change), indexed against the narrative section it supports. This index becomes the appendix to the submission pack assembled in The Drop (Stage 06).

REF	EVIDENCE ITEM	TYPE	DATE	SUPPORTS	STATUS
EV-009-01	PMI-047 — PM instruction changing HV specificationSigned instruction from R. Whitworth (Alder) to Built AI	Instruction	24 Mar 26	Cause §1	Filed
EV-009-02	DNO connection agreement — DNO-CRE-2026-044Revised agreement specifying 33kV incoming supply (was 11kV)	Third-party	18 Mar 26	Cause §1	Filed
EV-009-03	Works Information Part 2, Section 4.3.1 (extract)Original Scope specifying 11kV ring-main unit (Schneider RM6)	Contract	Oct 25	Entitlement §3	Filed

REF	EVIDENCE ITEM	TYPE	DATE	SUPPORTS	STATUS
EV-009-04	Schneider quotation — SC-2026-1147 33kV MCSET panel quotation vs 11kV RM6 baseline. Shows differential £18,400.	Quotation	28 Mar 26	Effect \$2	← CCK PACK Filed
	Civil works estimate — CE009-CIV-01 Additional civil base 2.4m × 1.8m × 300mm. Labour, materials, plant breakdown. £8,200.	Estimate	2 Apr 26	Effect \$2	Filed
	Programme Rev 6 — accepted programme (extract) Shows HV commissioning completing Week 38, 2-week DNO lead for 11kV.	Programme	14 Mar 26	Programme \$4	Filed
	Programme Rev 7 — revised programme (extract) Shows HV commissioning completing Week 39.5, 4-week DNO lead for 33kV. 1.5-week delay.	Programme	8 Apr 26	Programme \$4	Filed
	Early warning notification — 25 Mar 2026 EW issued to PM under clause 15.1. Acknowledged same day.	Notice	25 Mar 26	Notice trail	Filed
	CE notification & PM response CE notified 26 Mar (clause 61.3). PM responded 28 Mar — not disputed. Quotation requested.	Notice	26–28 Mar	Notice trail	Filed
	Site photographs — existing 11kV installation 4 photos showing existing RM6 unit, cable entries, civil base. Establishes as-built baseline.	Photo	26 Mar 26	Cause \$1	Filed

— COMPLETENESS VERIFICATION

CE-009 — Evidence Completeness

The File checks every claim in the narrative against the evidence index. If a claim doesn't have a corresponding evidence item, it's flagged as a gap before the submission goes out. CE-009 scores 10/10 — no gaps.

CE-009 Evidence Completeness

- ✓ PM instruction documented — PMI-047 (EV-009-01)
- ✓ Root cause documented — DNO agreement (EV-009-02)
- ✓ Original Scope baseline documented — WI Part 2 §4.3.1 (EV-009-03)
- ✓ Supplier quotation supporting cost — Schneider (EV-009-04)
- ✓ Civil works estimate with breakdown (EV-009-05)
- ✓ Accepted programme showing baseline (EV-009-06)
- ✓ Revised programme showing delay (EV-009-07)
- ✓ Early warning on file (EV-009-08)
- ✓ CE notification + PM response on file (EV-009-09)
- ✓ Photographic record of existing installation (EV-009-10)

— EVIDENCE GAP — CAUGHT & RESOLVED

CE-010 — Missing Evidence Flagged

Not every CE arrives at The File with a complete evidence set. CE-010 (concealed asbestos in riser duct) was flagged with a gap during completeness verification — the licensed asbestos survey report was referenced in the narrative but not yet received from the specialist contractor. The File caught it before submission.

CE-010 Evidence Gap — Asbestos Survey Report

— CCK PACK

The entitlement narrative for CE-010 states: "concealed ACMs identified during riser duct modification, confirmed by licensed asbestos survey (ref ASB-CRE-2026-012)." However, the survey report had not been received from Pennine Asbestos Solutions at the time of evidence assembly. The narrative made a claim without evidence to support it.

The File flagged this on 22 April. J. Navarro (Commercial Lead) contacted Pennine Asbestos Solutions the same day. Survey report received 25 April. Filed as EV-010-04. Completeness score moved from 6/7 to 7/7.

Resolved: Survey report ASB-CRE-2026-012 received 25 Apr, filed as EV-010-04. CE-010 submission proceeded 1 May with complete evidence bundle. Without The File, the submission would have gone out with a gap the assessor would have queried — adding 2–3 weeks to the assessment cycle.

EVIDENCE PORTFOLIO

14 CEs — 127 Evidence Items Indexed

Across all 14 compensation events, The File has indexed 127 evidence items. Every item is cross-referenced to the narrative section it supports. 2 gaps have been identified and resolved before submission. Zero submissions have gone out with missing evidence.

127

EVIDENCE
ITEMS

14

CEs INDEXED

2

GAPS CAUGHT

0

INCOMPLETE
SUBMISSIONS

Every Claim Evidenced. Zero Gaps.

— CCK PACK

Before a CE moves to The Count (Stage 05), The File confirms: every claim in the entitlement narrative has a corresponding evidence item, every item is indexed and cross-referenced, and no gaps remain. The submission will not go out with missing evidence.

- ✓ Evidence index created with cross-references to narrative sections
- ✓ Completeness check — every narrative claim has a supporting document
- ✓ Gaps identified, chased and resolved before submission
- ✓ Evidence items filed in structured folder (CE number / evidence ref)
- ✓ Photographic evidence date-stamped and captioned
- ✓ Evidence bundle handed to The Count for valuation cross-check

Handover note to Stage 05 — The Count™: CE-009 evidence bundle is complete (10 items). The Schneider quotation (EV-009-04) provides the switchgear differential. The civil estimate (EV-009-05) provides the base extension cost. The Count needs to build the full Defined Cost assessment from these source documents — not from the narrative summary figures alone.

— THE FILE — SNAPSHOT

127 items indexed. 2 gaps caught. Zero missed.

Evidence assembled after submission is evidence the assessor didn't see. Evidence the assessor didn't see might as well not exist. The File makes sure every document is in the pack before it leaves — indexed, cross-referenced, and verified complete.

EVIDENCE ITEMS

[← CCK PACK](#)

127

CEs INDEXED

14

GAPS CAUGHT

2

INCOMPLETE SUBS

0



[← PREVIOUS STAGE 03](#)

The Case

[NEXT STAGE 05 →](#)

The Count