Roveya™

PRACTICAL GUIDE · 08

Roveya Compliance Evidence Guide

Capture the evidence. Keep its context. Make it ready to review.

A practical guide for teams that need a clear record of work, checks, exceptions and follow-up.

01	02	03	04
Plan	Capture	Review	Retrieve

PLAN · CAPTURE · REVIEW · RETRIEVE

01 PLAN

Know what the record must show

A useful evidence record answers four questions: what was required, what happened, who was involved and what still needs attention. Set the requirement before work starts, using the relevant contract, site rules, organisational procedures and activity-specific checks.

Evidence map

01
Requirement
The task, check, standard or instruction that applies

02
Activity
The work completed and when and where it happened

03
Evidence
The relevant form, result, photograph, note or attachment

04
Outcome
Review, acceptance, exception or follow-up

Before work

CHECKLIST

- [ ] Identify the job, site, client or project and responsible team
- [ ] Confirm the required checks, forms and supporting evidence
- [ ] Confirm who records the work and who reviews it
- [ ] Agree how exceptions and missing evidence will be escalated

02 CAPTURE

Record the work while the context is clear

Where practical, capture information at the point of activity rather than reconstructing it later. An entry made while the work is in view is easier to link to the right job and easier for a reviewer to follow.

Record recipe

1. Link the entry to the correct job, site and activity.
2. Record the date, time and person or team involved.
3. State what was done or checked, including the result.
4. Attach only relevant, clear supporting evidence.
5. Record any difference from the plan and the immediate action taken.

A well-contextualised entry

ILLUSTRATIVE EXAMPLE

Site	[site]
Activity	[activity]
Check	[requirement]
Result	[observed result]
Evidence	[reference]
Recorded by	[role]
Exception or next step	[if applicable]

03 REVIEW

Make exceptions visible

Review each record against the requirement it supports. A record may be complete, need clarification or carry an unresolved issue. A missing photograph or unsigned check should not be silently treated as complete.

RECORD STATE	WHAT IT MEANS AND WHAT TO DO
Complete	Required information and evidence are present; proceed through the organisation's review process.
Clarification needed	A detail is unclear or missing; return it to the appropriate person with a specific request.
Action needed	A finding, unsafe condition or incomplete requirement needs an owner, action and follow-up.

Exception record

ISSUE OR MISSING EVIDENCE	IMPACT	PERSON RESPONSIBLE
AGREED ACTION	**TARGET DATE**	**RESOLUTION/REFERENCE**

If a condition affects safety or the work cannot proceed as planned, pause the affected activity and follow the organisation's escalation process.

04 RETRIEVE

Leave a record someone else can use

A supervisor or back-office colleague who was not present should be able to find the job, understand the sequence of work, inspect the supporting material and see the status of any outstanding action.

Final review

CHECKLIST

- [ ] The correct job, site, activity and people are identified
- [ ] Dates, results and supporting files are understandable
- [ ] Required checks and approvals follow the organisation’s process
- [ ] Changes, gaps and exceptions are visible
- [ ] Open actions have an owner and next step
- [ ] The record can be retrieved for the relevant client, operational or assurance need

Where Roveya fits

Roveya Ops supports field teams in recording work and evidence. Roveya Admin supports back-office coordination and review. Roveya Hub supports managers working on the move. Together, the products help teams keep operational records connected.

Roveya™

Evidence is most useful when it tells the whole story.

Clear records help teams review work, respond to issues and provide the right supporting information when it is needed.

Continue exploring

01 Roveya Platform Overview

03 Roveya Ops Overview

02 Roveya Admin Overview

07 Field Operations Checklist

09 Mobilisation Checklist

See how Roveya fits your operation

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