

THE GRAVITY RESTAURANT LEADERSHIP SYSTEM



The Gravity Standards & Intelligence Center

Thirty editable, print-ready tools for governing Gravity standards,
intelligence, risk, evidence, and renewal.

FORMS AND TEMPLATES LIBRARY

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Author: Thomas Butler

How to Use This Forms Library

Customize system owners, jurisdictions, authorities, review frequencies, risk levels, retention rules, and source references before approval. Keep one controlled editable master, distribute approved working versions, and connect active records to the digital workbook.

1. Select the required tool by GRV-I ID.
2. State the subject, location, jurisdiction, source, status, version, and owner.
3. Separate final requirements from proposals, guidance, interpretation, or unverified information.
4. Record the decision, affected systems, due date, evidence, and verification.
5. Replace outdated working copies after the approved release is available.
6. Retest the installed result and schedule the next review.

AUTHORITY These forms organize management review. They do not replace regulators, legal counsel, food-safety authorities, cybersecurity or privacy professionals, accessibility specialists, payment-security obligations, insurers, auditors, or binding contracts.

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System Registry & Ownership Map

Tool ID	GRV-I01	Owner	Owner/GM
Category	Governance & Control	Frequency	Quarterly and at change

Purpose: Registers every active Gravity system, scope, owner, authority, source records, and review rhythm.

SYSTEM IDENTITY

System/family		Purpose/scope	
Primary owner		Executive sponsor	
Locations		Status	

CONTROL

Source records		Required outputs	
Review rhythm		Decision authority	
Escalation owner		Linked systems	

CURRENCY

Current version		Effective date	
Last review		Next review	
Known gap		Action ID	

MANAGEMENT REVIEW

Reviewed by		Review date	
Decision/action		Next review	

Control note: Use the approved version of GRV-I01. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Standards Hierarchy & Authority Matrix

Tool ID	GRV-I02	Owner	Owner/GM
Category	Governance & Control	Frequency	Annual and at change

Purpose: Defines which law, regulation, contract, policy, Gravity standard, SOP, or local practice controls when requirements differ.

REQUIREMENT

Subject		Location/jurisdiction	
Controlling authority		Authority level	
Effective date		Citation/link	

HIERARCHY

Law/regulation		License/permit	
Contract/platform		Company policy	
Gravity standard		Local procedure	

DECISION

Conflict identified		Qualified review	
Controlling rule		Approved by	
Document affected		Review date	

MANAGEMENT REVIEW

Reviewed by		Review date	
Decision/action		Next review	

Control note: Use the approved version of GRV-I02. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Controlled Document Master Register

Tool ID	GRV-I03	Owner	Standards Owner
Category	Governance & Control	Frequency	Monthly

Purpose: Controls the identity, location, owner, status, effective date, and next review of each approved document.

DOCUMENT

Document ID	_____	Title	_____
System/family	_____	Owner	_____
Type	_____	Controlled location	_____

VERSION

Current version	_____	Status	_____
Approval date	_____	Effective date	_____
Supersedes	_____	Archive location	_____

REVIEW

Review frequency	_____	Last review	_____
Next review	_____	Distribution	_____
Training required	_____	Open change ID	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I03. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Version History & Release Record

Tool ID	GRV-I04	Owner	Standards Owner
Category	Governance & Control	Frequency	Per release

Purpose: Records what changed, why, who approved it, what it replaces, and who must receive the new version.

RELEASE

Document ID	_____	Prior version	_____
New version	_____	Release date	_____
Effective date	_____	Change owner	_____

CHANGE

Reason	_____	Sections changed	_____
Requirement/source	_____	Risk addressed	_____
Testing completed	_____	Approval	_____

DISTRIBUTION

Copies replaced	_____	Recipients	_____
Training/briefing	_____	Archive complete	_____
Verified by	_____	Verification date	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I04. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Archive & Replacement Authorization

Tool ID GRV-I05

Category Governance & Control

Owner

Owner/GM

Frequency

Per retirement

Purpose: Authorizes removal of outdated copies only after the replacement, retention, access, and communication controls are verified.

RETIREMENT

Document/tool
Version
Retirement reason
Replacement
Effective date
Authorized by

CONTROL

Current master confirmed
Working copies located
Records retention checked
Access removed
Links updated
Users notified

VERIFICATION

Archive location
Legal hold checked
Final search completed
Verified by
Date
Exception/open item

MANAGEMENT REVIEW

Reviewed by
Review date
Decision/action
Next review

Control note: Use the approved version of GRV-I05. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

External Intelligence Source Register

Tool ID	GRV-I06	Owner	Intelligence Owner
Category	Change & Intelligence	Frequency	Monthly

Purpose: Maintains trustworthy primary sources, monitoring owners, review frequency, jurisdiction, and last verification.

SOURCE

Source organization	_____	Page/report	_____
Official URL	_____	Subject	_____
Jurisdiction	_____	Source type	_____

MONITORING

Owner	_____	Frequency	_____
Subscription/alert	_____	Last checked	_____
Current version/date	_____	Next check	_____

USE

Gravity systems affected	_____	Reliability limits	_____
Qualified review needed	_____	Retention	_____
Change record	_____	Status	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I06. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Regulatory & Legal Change Monitor

Tool ID GRV-I07

Category Change & Intelligence

Owner

Owner/Compliance Lead

Frequency

Monthly and at alert

Purpose: Captures possible legal or regulatory changes for qualified review without presenting the Center as legal advice.

CHANGE SIGNAL

Change ID	_____	Authority/source	_____
Subject	_____	Jurisdiction	_____
Published date	_____	Possible effective date	_____

ANALYSIS

Official/final/proposed	_____	Qualified review owner	_____
Affected people/process	_____	Documents/systems	_____
Risk if missed	_____	Uncertainty	_____

DECISION

No action/monitor/implementation	_____	Owner	_____
Due date	_____	Evidence	_____
Approval	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I07. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Industry & Consumer Trend Brief

Tool ID GRV-I08
Category Change & Intelligence

Owner GM/Strategy Owner
Frequency Quarterly

Purpose: Separates a useful operating signal from noise and identifies the evidence, relevance, test, owner, and expiration date.

SIGNAL

Brief ID	_____	Trend/topic	_____
	_____		_____
Source	_____	Date range	_____
	_____		_____
Segment/market	_____	Confidence	_____
	_____		_____

MEANING

What changed	_____	Evidence	_____
	_____		_____
Restaurant relevance	_____	What would disprove it	_____
	_____		_____
Expiration date	_____	Systems affected	_____
	_____		_____

CONTROLLED RESPONSE

No action/test/adopt	_____	Test scope	_____
	_____		_____
Primary metric	_____	Guardrails	_____
	_____		_____
Owner	_____	Decision date	_____
	_____		_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	_____		_____
Decision/action	_____	Next review	_____
	_____		_____

Control note: Use the approved version of GRV-I08. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Technology & Platform Change Brief

Tool ID	GRV-I09	Owner	Technology Owner
Category	Change & Intelligence	Frequency	Monthly and at notice

Purpose: Reviews product, pricing, integration, permission, data, service, and contract changes before adoption.

CHANGE

Vendor/platform		Product/module	
Notice date		Effective date	
Change type		Contract reference	

IMPACT

Price/fees		Features/workflow	
Integration/data		Security/privacy	
Guest/employee access		Support/availability	

DECISION

Accept/configure/test/exit		Owner	
Due date		Fallback	
Approval		Verification	

MANAGEMENT REVIEW

Reviewed by		Review date	
Decision/action		Next review	

Control note: Use the approved version of GRV-I09. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Food Safety & Public Health Intelligence Brief

Tool ID	GRV-I10	Owner	Food Safety Owner
Category	Change & Intelligence	Frequency	Monthly and at alert

Purpose: Routes official food-safety and public-health changes to jurisdiction review, SOP impact, training, and verification.

ALERT

Source/agency	_____	Topic/pathogen/risk	_____
Jurisdiction	_____	Published date	_____
Effective/alert period	_____	Official link	_____

LOCAL REVIEW

Regulator guidance checked	_____	Affected food/process	_____
Supplier/item	_____	Employee health	_____
Cleaning/sanitizing	_____	Communication	_____

ACTION

SOP/tool affected	_____	Immediate control	_____
Training	_____	Owner	_____
Verification	_____	Closure date	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I10. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

RISK & TRUST | OPERATING TOOL

Cybersecurity Baseline Assessment

Tool ID GRV-I11
Category Risk & Trust

Owner Owner/Technology Lead
Frequency Quarterly

Purpose: Assesses governance, identity, access, devices, backups, vulnerabilities, response, recovery, and vendor dependencies.

SCOPE

Assessment date	_____	Locations	_____
Systems	_____	Assessor	_____
Prior score	_____	Risk owner	_____

BASELINE

Govern	_____	Identify	_____
Protect	_____	Detect	_____
Respond	_____	Recover	_____

PRIORITY GAPS

Identity/access	_____	Updates/ vulnerabilities	_____
Backups/recovery	_____	Vendor risk	_____
Incident plan	_____	Payment environment	_____

PLAN

Top action	_____	Owner	_____
Due date	_____	Evidence	_____
Retest date	_____	Residual risk	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I11. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

RISK & TRUST | OPERATING TOOL

Data Privacy & Consent Review

Tool ID GRV-I12
Category Risk & Trust

Owner Privacy Owner
Frequency Quarterly and at change

Purpose: Reviews what data is collected, why, where it goes, who can use it, retention, deletion, permission, and incident risk.

DATA USE

Process/system

Data categories

People affected

Purpose

Collection source

Legal/contract review

LIFECYCLE

Notice/permission

Access roles

Sharing/vendors

Retention

Deletion/correction

Security

DECISION

**Necessary/
proportionate**

Risk

Change required

Owner

Due date

Verification

MANAGEMENT REVIEW

Reviewed by

Review date

Decision/action

Next review

Control note: Use the approved version of GRV-I12. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

RISK & TRUST | OPERATING TOOL

AI Use Case & Risk Review

Tool ID GRV-I13
Category Risk & Trust

Owner Owner/AI Lead
Frequency Per use case

Purpose: Requires a defined purpose, approved data, human oversight, testing, disclosure, access control, and stop rule before AI use.

USE CASE

AI use ID	_____	Purpose	_____
Business owner	_____	Users	_____
Vendor/model	_____	Decision supported	_____

INPUTS/OUTPUTS

Allowed data	_____	Prohibited data	_____
Output use	_____	Human reviewer	_____
Retention	_____	Disclosure	_____

RISK TEST

Accuracy	_____	Bias/fairness	_____
Privacy/security	_____	Copyright/ownership	_____
Automation reliance	_____	Failure consequence	_____

APPROVAL

Approved/test/rejected	_____	Guardrails	_____
Stop rule	_____	Owner	_____
Review date	_____	Incident route	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I13. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

RISK & TRUST | OPERATING TOOL

Vendor & System Risk Review

Tool ID	GRV-I14	Owner	Owner/Technology Lead
Category	Risk & Trust	Frequency	Annual and before contract

Purpose: Evaluates operational dependency, security, privacy, accessibility, integration, support, exit, and evidence before approval.

VENDOR

Vendor/system	_____	Service	_____
Owner	_____	Contract term	_____
Renewal date	_____	Criticality	_____

RISK

Data handled	_____	Payment scope	_____
Security evidence	_____	Privacy terms	_____
Availability/support	_____	Subprocessors/ integration	_____

OPERATIONAL CONTROL

Access owner	_____	Backup/manual process	_____
Incident notice	_____	Data return/deletion	_____
Exit plan	_____	Insurance/legal review	_____

DECISION

Approve/condition/ reject	_____	Required action	_____
Owner	_____	Due date	_____
Evidence	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I14. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

RISK & TRUST | OPERATING TOOL

Accessibility & Inclusion Review

Tool ID	GRV-I15	Owner	Owner/GM
Category	Risk & Trust	Frequency	Annual and at change

Purpose: Reviews guest, applicant, employee, physical, communication, and digital access requirements and barriers.

SCOPE

Location/digital property	_____	Guests/applicants/employees	_____
Reviewer	_____	Date	_____
Prior issue	_____	Requirement source	_____

REVIEW

Physical access	_____	Communication access	_____
Website/app/menu	_____	Reservation/ordering	_____
Hiring/workplace	_____	Emergency access	_____

BARRIER

Barrier found	_____	Impact	_____
Immediate accommodation	_____	Permanent correction	_____
Owner	_____	Due date	_____

VERIFICATION

Person consulted	_____	Test completed	_____
Result	_____	Evidence	_____
Next review	_____	Open exception	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I15. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

STANDARDS VERIFICATION | OPERATING TOOL

Gravity Standard Requirement Record

Tool ID	GRV-I16	Owner	Standards Owner
Category	Standards Verification	Frequency	Per requirement

Purpose: Converts one controlling requirement into an owner, procedure, evidence, test, review date, and linked Gravity tool.

REQUIREMENT

Requirement ID	_____	Subject	_____
Exact requirement	_____	Authority/source	_____
Effective date	_____	Applies to	_____

IMPLEMENTATION

Owner	_____	Procedure/SOP	_____
Gravity tool	_____	System configuration	_____
Training	_____	Communication	_____

EVIDENCE/TEST

Evidence retained	_____	Test method	_____
Frequency	_____	Reviewer	_____
Pass criteria	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I16. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Evidence & Traceability Log

Tool ID	GRV-I17	Owner	System Owner
Category	Standards Verification	Frequency	At review

Purpose: Links each important conclusion or control result to the exact source, period, version, reviewer, and retained evidence.

CONCLUSION

Evidence ID	_____	Decision/control	_____
System/tool	_____	Period/as-of date	_____
Prepared by	_____	Reviewer	_____

SOURCE

Record/report	_____	Exact location	_____
Version	_____	Extraction date	_____
Adjustment	_____	Retention path	_____

TRACE

Requirement ID	_____	Calculation/test	_____
Result	_____	Limitation	_____
Action ID	_____	Verified date	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I17. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

STANDARDS VERIFICATION | OPERATING TOOL

Exception & Deviation Request

Tool ID	GRV-I18	Owner	Owner/GM
Category	Standards Verification	Frequency	Per exception

Purpose: Documents the reason, risk, temporary control, approval, expiration, and return-to-standard plan for any deviation.

DEVIATION

Exception ID	_____	Standard/ requirement	_____
Requested by	_____	Date	_____
Reason	_____	Scope	_____

RISK/CONTROL

Risk created	_____	People/data affected	_____
Temporary control	_____	Monitoring	_____
Escalation	_____	Qualified review	_____

APPROVAL

Approved/denied	_____	Approver	_____
Start date	_____	Expiration	_____
Conditions	_____	Return owner	_____

CLOSURE

Returned to standard	_____	Permanent change	_____
Evidence	_____	Verified by	_____
Closed date	_____	Reopened	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I18. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

STANDARDS VERIFICATION | OPERATING TOOL

Standard Conformance Audit

Tool ID	GRV-I19	Owner	Independent Reviewer
Category	Standards Verification	Frequency	Quarterly

Purpose: Tests whether the approved requirement is current, understood, executed, evidenced, effective, and corrected when it fails.

AUDIT

Audit ID	_____	Standard/ requirement	_____
Scope	_____	Auditor	_____
Date	_____	Sample	_____

TEST

Current document	_____	Owner understands	_____
Execution observed	_____	Evidence complete	_____
Outcome effective	_____	Exception controlled	_____

FINDING

Pass/minor/major/ critical	_____	Evidence	_____
Root cause	_____	Immediate control	_____
Action owner	_____	Due date	_____

CLOSURE

Correction verified	_____	Retest result	_____
Document/training change	_____	Closed by	_____
Date	_____	Next audit	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I19. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Cross-System Control Test

Tool ID	GRV-I20	Owner	GM/Systems Lead
Category	Standards Verification	Frequency	Quarterly

Purpose: Tests a requirement across connected Gravity systems so conflicting definitions, owners, timing, or evidence are found.

CONTROL

Test ID	_____	Requirement	_____
Systems/families	_____	Owner	_____
Period	_____	Reviewer	_____

CROSS-SYSTEM TEST

Definition consistent	_____	Source consistent	_____
Owner/timing aligned	_____	Transfer complete	_____
Exception linked	_____	Evidence traceable	_____

RESULT

Pass/fail	_____	Conflict found	_____
Risk	_____	Priority	_____
Action ID	_____	Retest date	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I20. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

SYSTEM HEALTH | OPERATING TOOL

System Health Scorecard

Tool ID	GRV-I21	Owner	Owner/GM
Category	System Health	Frequency	Monthly

Purpose: Combines current ownership, document control, completion, evidence, exceptions, actions, training, and outcomes into one health view.

PERIOD

Month	_____	Location/group	_____
Prepared by	_____	Review date	_____
Prior score	_____	Current score	_____

HEALTH DIMENSIONS

Ownership	_____	Standards current	_____
Tool completion	_____	Evidence quality	_____
Training currency	_____	Action closure	_____

RISK

Open critical changes	_____	Overdue standards	_____
Open exceptions	_____	Failed audits	_____
Critical vendors due	_____	AI uses unapproved	_____

DECISION

Strongest system	_____	Weakest system	_____
Priority	_____	Owner	_____
Due date	_____	Expected proof	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I21. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Tool Adoption & Completion Review

Tool ID GRV-I22
Category System Health

Owner GM/System Owners
Frequency Monthly

Purpose: Measures whether required tools are actually launched, completed on time, reviewed, acted on, and useful.

TOOL

System/tool ID	_____	Required locations/roles	_____
Owner	_____	Frequency	_____
Review period	_____	Expected records	_____

ADOPTION

Launched	_____	Completed on time	_____
Reviewed	_____	Action created	_____
Result verified	_____	Duplicate work	_____

DECISION

Keep/improve/retire	_____	Barrier	_____
Correction	_____	Owner	_____
Due date	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I22. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Training Currency & Competency Review

Tool ID GRV-I23
Category System Health

Owner Training Owner
Frequency Monthly

Purpose: Tracks whether affected roles received the current standard, demonstrated competence, and completed required refreshers.

STANDARD/TRAINING

Course/standard	_____	Version	_____
Affected roles	_____	Owner	_____
Effective date	_____	Refresh rule	_____

CURRENCY

People assigned	_____	Completed	_____
Overdue	_____	Competency verified	_____
Exceptions	_____	Records source	_____

ACTION

Immediate risk	_____	Remediation	_____
Owner	_____	Due date	_____
Verification	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I23. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Incident & Signal Pattern Review

Tool ID	GRV-I24	Owner	GM/Risk Owner
Category	System Health	Frequency	Monthly

Purpose: Combines repeated incidents, complaints, exceptions, audit failures, losses, near misses, and weak signals for diagnosis.

PATTERN

Review period	_____	Signal types	_____
Records reviewed	_____	First observed	_____
Frequency	_____	Severity	_____

ANALYSIS

People/process	_____	Location/shift	_____
Technology/vendor	_____	Standard/training	_____
External change	_____	Common cause	_____

RESPONSE

Immediate control	_____	System correction	_____
Owner	_____	Due date	_____
Evidence	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I24. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

SYSTEM HEALTH | OPERATING TOOL

Gravity 90-Day Maturity Assessment

Tool ID	GRV-I25	Owner	Owner/GM
Category	System Health	Frequency	Every 90 days

Purpose: Rates the installed system on ownership, standardization, execution, evidence, learning, and independence from rescue.

ASSESSMENT

Assessment date	_____	Locations	_____
Owner	_____	Prior score	_____
Current score	_____	Reviewer	_____

MATURITY

Ownership	_____	Standardization	_____
Execution	_____	Evidence	_____
Learning	_____	Independence	_____

PRIORITY

Highest risk gap	_____	30-day action	_____
60-day action	_____	90-day proof	_____
Owner	_____	Resources	_____

DECISION

Maintain/advance/ reset	_____	Systems affected	_____
Approval	_____	Next assessment	_____
Evidence	_____	Notes	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I25. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

DECISION & RENEWAL | OPERATING TOOL

Standards & Intelligence Review Agenda

Tool ID	GRV-I26	Owner	Intelligence Owner
Category	Decision & Renewal	Frequency	Monthly

Purpose: Runs the recurring review from changed facts, due standards, risks, exceptions, decisions, owners, and verification dates.

MEETING

Period	_____	Chair	_____
Attendees	_____	Data through	_____
Prior actions reviewed	_____	Next meeting	_____

INTELLIGENCE

Regulatory/legal	_____	Food safety/public health	_____
Industry/consumer	_____	Technology/platform	_____
Cyber/privacy/AI	_____	Vendor/accessibility	_____

CONTROL

Standards due	_____	Audit failures	_____
Exceptions	_____	Training gaps	_____
System health	_____	Incidents/patterns	_____

DECISIONS

Decision 1/owner/due	_____	Decision 2/owner/due	_____
Decision 3/owner/due	_____	Escalation	_____
Verification date	_____	Minutes owner	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I26. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

DECISION & RENEWAL | OPERATING TOOL

Change Impact Assessment

Tool ID	GRV-I27	Owner	Change Owner
Category	Decision & Renewal	Frequency	Per change

Purpose: Determines which people, systems, documents, data, contracts, training, guests, and controls a proposed change affects.

PROPOSED CHANGE

Change ID	_____	Source	_____
Description	_____	Sponsor	_____
Target date	_____	Urgency	_____

IMPACT

People/roles	_____	Guests/access	_____
Systems/data	_____	Documents/SOPs	_____
Contracts/vendors	_____	Training/ communication	_____

RISK/READINESS

Safety/legal review	_____	Security/privacy/AI	_____
Cost/capacity	_____	Dependencies	_____
Fallback	_____	Evidence needed	_____

DECISION

Approve/test/defer/ reject	_____	Owner	_____
Conditions	_____	Due date	_____
Approval	_____	Next gate	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I27. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

DECISION & RENEWAL | OPERATING TOOL

Controlled Change Implementation Plan

Tool ID GRV-I28

Category Decision & Renewal

Owner

Change Owner

Frequency

Per approved change

Purpose: Sequences approval, configuration, document release, communication, training, testing, fallback, and launch.

PLAN

Change ID
Owner
Scope
Start
Launch
Approval

SEQUENCE

Configure/build
Document release
Communication
Training
Test/pilot
Cutover

CONTROL

Dependencies
Fallback
Support coverage
Incident route
Evidence
Stop rule

VERIFICATION

Reviewer
Review date
Success measures
Guardrails
Open issue
Close gate

MANAGEMENT REVIEW

Reviewed by
Review date
Decision/action
Next review

Control note: Use the approved version of GRV-I28. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

DECISION & RENEWAL | OPERATING TOOL

Post-Implementation Verification

Tool ID	GRV-I29	Owner	Independent Reviewer
Category	Decision & Renewal	Frequency	After implementation

Purpose: Confirms that an implemented change works, did not create unacceptable effects, and has complete evidence and ownership.

IMPLEMENTATION

Change ID	_____	Launch date	_____
Locations/users	_____	Owner	_____
Reviewer	_____	Verification date	_____

VERIFICATION

Requirement met	_____	Users trained	_____
Data/integration correct	_____	Control works	_____
Outcome achieved	_____	No critical side effect	_____

DECISION

Accept/adjust/reverse	_____	Issue	_____
Correction owner	_____	Due date	_____
Evidence	_____	Next review	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I29. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.

Annual Standards Renewal & 180-Day Roadmap

Tool ID	GRV-I30	Owner	Owner/GM
Category	Decision & Renewal	Frequency	Annual with 180-day reset

Purpose: Renews, revises, retires, or escalates standards and selects the next small portfolio of system priorities.

RENEWAL

Year/review date	_____	Owner	_____
Systems in scope	_____	Standards reviewed	_____
Sources refreshed	_____	Approvers	_____

DISPOSITION

Renewed	_____	Revised	_____
Retired	_____	New standards	_____
Open legal/technical review	_____	Archive complete	_____

180-DAY ROADMAP

Priority 1	_____	Priority 2	_____
Priority 3	_____	Not doing	_____
Resources	_____	Review dates	_____

PROOF

Risk reduced	_____	Execution improved	_____
Evidence improved	_____	Training current	_____
System health target	_____	Next annual renewal	_____

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next review	_____

Control note: Use the approved version of GRV-I30. State the source, jurisdiction, version, owner, status, and uncertainty. Do not record passwords, payment-card data, or unnecessary sensitive information.