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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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 Replace outdated working copies after the approved release is available.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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GOVERNANCE & CONTROL | OPERATING TOOL

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.

GOVERNANCE & CONTROL | OPERATING TOOL

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.

GOVERNANCE & CONTROL | OPERATING TOOL

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.

GOVERNANCE & CONTROL | OPERATING TOOL

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**	**Owner**	Owner/GM
Category	Governance & Control	**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.

CHANGE & INTELLIGENCE | OPERATING TOOL

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.

CHANGE & INTELLIGENCE | OPERATING TOOL

Regulatory & Legal Change Monitor

Tool ID	**GRV-I07**	**Owner**	Owner/Compliance Lead
Category	Change & Intelligence	**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/implement		**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.

CHANGE & INTELLIGENCE | OPERATING TOOL

Industry & Consumer Trend Brief

Tool ID	**GRV-I08**	Owner	GM/Strategy Owner
Category	Change & Intelligence	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.

CHANGE & INTELLIGENCE | OPERATING TOOL

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.

CHANGE & INTELLIGENCE | OPERATING TOOL

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**	**Owner**	Owner/Technology Lead
Category	Risk & Trust	**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.

Data Privacy & Consent Review

Tool ID	**GRV-I12**	**Owner**	Privacy Owner
Category	Risk & Trust	**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.

AI Use Case & Risk Review

Tool ID	**GRV-I13**	**Owner**	Owner/AI Lead
Category	Risk & Trust	**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.

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.

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.

STANDARDS VERIFICATION | OPERATING TOOL

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.

STANDARDS VERIFICATION | OPERATING TOOL

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**	**Owner**	GM/System Owners
Category	System Health	**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.

SYSTEM HEALTH | OPERATING TOOL

Training Currency & Competency Review

Tool ID	**GRV-I23**	**Owner**	Training Owner
Category	System Health	**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.

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.

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**	**Owner**	Change Owner
Category	Decision & Renewal	**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.

DECISION & RENEWAL | OPERATING TOOL

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.