WORKSHEET 9.1

Steward cheat sheet and status route

Record the local review route for everyday use.

Trace five stages in the local tenant: hint, review, approval, release, confirmed KSE adoption. A person checks approval.

My topic and access

Steward, deputy and tested personal access. Do not enter passwords.

Review and ask

In overmind.talk: Wissen prüfen (review knowledge) and Rückfragen (follow-up questions). Order: contradiction, missing fields, label, approval.

Release and adoption

Distinguish four outcomes: question, discarded, approved, adoption confirmed. Approved means content accepted while KSE adoption remains pending. Check the state under Bereitstellen and repeat the same subject question after adoption.

When something is wrong

Before release, edit, ask or discard with a reason. After release, request an operations reset and prevent republication.

REVIEW CRITERION

All stages, deputy and withdrawal contact are identifiable.

WORKSHEET 9.2

Contradiction decision

Make one decision traceable.

Check same subject and period, safety relevance, approved source version, governing instruction and remaining uncertainty. Ask if uncertain.

Both source passages

Source, version, date, scope and relevant statement.

Same case and authority

Variant, site, period; involve the responsible specialist for safety matters.

Decision and evidence

Unterlage gilt (document applies), Aussage gilt (statement applies), Beides mit Bedingung (both with condition), or question. State reason and evidence.

Next action

Who updates the document by when? Which condition belongs in the limits?

REVIEW CRITERION

The decision states scope, evidence and follow-up; uncertainty remains open.

WORKSHEET 9.3

Follow-up question and answer route

Clarify missing knowledge precisely.

Use one sheet per open matter. Ask one question and explain the decision it enables.

Case and missing field

Title, origin; is situation, statement, why, limits, evidence or label missing?

One specific question

One sentence, one matter, no suggested answer.

Recipient and answer route

Subject-matter role, agreed overmind.talk or contact route, required evidence.

Due date and review

Due date, deputy, response if no answer arrives.

REVIEW CRITERION

Another specialist understands the question and required evidence.

WORKSHEET 9.4

Case decision record

Create a reviewable record for each of the ten real cases.

Copy this sheet for each case. Pairs share ten cases; record names and confidential statements only in the approved workspace.

Case number and origin

Voice, KSE source pair or interview; topic, source and version.

Observation and decision

What is unclear? What is approved, deferred, queried or discarded?

Reason and limits

Evidence passage, scope, label and conditions.

Check and effort

Handler, peer check, minutes, difference, open action and date.

REVIEW CRITERION

Decision and evidence are traceable; every open case retains an owner.

WORKSHEET 9.5

Approval and withdrawal

Check the full release scope and withdrawal route.

Check the whole topic before publication. One practice case does not describe everything the release contains.

Release scope

Topic, approved items, exclusions and content approver.

Adoption and answer test

Status, time, affected test question and expected change.

Withdrawal route

Who requests the operations reset? Contact and previous state to check.

After the reset

Defer or discard problematic items; recheck the next publication and answer.

REVIEW CRITERION

Adoption, answer test and protection against republication are recorded.

WORKSHEET 9.6

Review rules and deputies

Agree a workable routine.

Derive three to five rules from disputed cases. Agree a fixed weekly review slot.

Our rules

Rule, originating case number and responsible role.

Topics and deputies

Per topic: steward, deputy, document owner and personal access.

Review slot and backlog

Weekday, duration, first look at hints, due dates for deferred items.

Open actions

Action, person, date, acceptance. Sponsor confirms responsibilities.

REVIEW CRITERION

The first review slot and deputy are fixed.

WORKSHEET 9.7

Personal competence matrix and readiness

Record observed core actions per person and permitted task scope.

For case 5, complete one personal record on paper or in Material/09_Kompetenzmatrix_EN.html. Fictional prior records show K1-K3 were observed independently. KSE adoption is still pending and withdrawal was only explained. Choose a status, next observation and date for K4 and K5. Justify the permitted scope.

K1 Sources and contradictions

Person/topic/version; source-supported decision. Status, evidence, date, observer.

K2 Fields, questions and labels

Own question; retain uncertainty and confidentiality correctly. Status + evidence.

K3 Approval and release scope

Personally checked full topic scope and exclusions. Status + evidence.

K4 KSE adoption and answer test

Personally checked confirmation and retested the affected question. Status + evidence.

K5 Withdrawal and republication

Before/after release: demonstrated withdrawal and prevention of reappearance. Status + evidence.

Readiness and next observation

Name the scope assessed. Which evidence is missing for adoption and withdrawal? Record the next action, competent observer and date.

REVIEW CRITERION

All five areas have personal status and evidence or a completion date. Independent tasks are recommended only within the explicitly evidenced scope.