

REPRESENTATIVE TEMPLATE

Independent Assurance Report

A decision-ready structure for evidence, judgement, consequence and action.

Intended audience

Assurance sponsors, SROs, programme boards and executive decision-makers

Status

Representative template · adapt to mandate

TEMPLATE STATUS

This document demonstrates the reporting structure. It contains no fictional client findings, ratings or claims.

1. Executive assurance opinion

Field	Complete for each commission
Decision supported	[State the decision, gate, claim or tolerance under review.]
Overall confidence	[High / Moderate / Low / Insufficient evidence]
Opinion	[Concise evidence-based conclusion in plain language.]
Conditions	[State conditions that must be met before the decision is safe.]
Decision required by	[Date and accountable decision owner.]

2. Mandate and independence

Item	Definition
Sponsor	[Named client-side sponsor.]
Scope	[Included delivery areas, suppliers, stages and decisions.]
Exclusions	[Explicit boundaries and material limitations.]
Review period	[Evidence cut-off and fieldwork dates.]
Independence statement	[Confirm separation from the delivery ownership reviewed; declare conflicts.]

3. Confidence rating definitions

Rating	Definition
High	Evidence strongly supports the claim; residual uncertainty is understood and controlled.
Moderate	Evidence supports the claim with material conditions or unresolved dependencies.
Low	Evidence does not support the stated claim or material risks are uncontrolled.
Insufficient evidence	A defensible conclusion cannot be reached from the evidence available.

4. Evidence examined

Evidence reference	Owner / source	Period	Reliability or limitation
[E-001]	[Artefact or dataset]	[Date]	[Completeness, consistency and limitations]
[E-002]	[Artefact or dataset]	[Date]	[Completeness, consistency and limitations]
[E-003]	[Interview or observation]	[Date]	[Corroboration and limitations]

5. Findings

ID	Finding and evidence	Consequence	Urgency
F-01	[What the evidence shows; cite evidence references.]	[Effect on decision, delivery or service.]	[Now / Before gate / Planned]
F-02	[What the evidence shows; cite evidence references.]	[Effect on decision, delivery or service.]	[Now / Before gate / Planned]

6. Decisions required

Decision	Owner	Required by	Assurance condition
[Approve / defer / direct / accept]	[Role]	[Date]	[Evidence or condition required]

7. Actions and closure evidence

Action	Owner	Due	Closure evidence	Status
[Specific risk-reducing action]	[Role]	[Date]	[Objective proof required]	[Open]
[Specific risk-reducing action]	[Role]	[Date]	[Objective proof required]	[Open]

8. Residual risk and limitations

[State risks that remain after conditions and actions, evidence gaps, scope restrictions, timing limits and any assumptions on which the opinion depends.]

9. Closure verification

Finding / action	Evidence received	Verification result	Date
[F-01 / A-01]	[Reference]	[Closed / Partially closed / Open]	[Date]

Appendix A - Assurance team

[Name the disciplines deployed, the review lead and any specialist contributors. Confirm the independence boundary for each.]

Appendix B - Evidence index

[Maintain the full indexed list of artefacts, data, interviews and observations supporting the opinion.]