



EVIDENCE SPECIFICATION

What counts as a piece

What the Baseline needs from you, and why this list reaches you after the conversation and not before

Nothing here is new. This document renders the method published at sprinklingact.com/methodology in the form you will actually work from. It reaches you after your first conversation, deliberately: sent earlier, it would shape the very description we were about to take from you. Read it once before you open a single folder.

01 What separates a piece from a declaration

Not the medium. The date and the purpose of creation. A piece existed before this mission and for another use: an invoice, a version history, an internal procedure, a note you wrote in March for yourself. A declaration is produced for this mission, whatever its medium: what you say in the conversation, but also a table filled in your client space, or an email written after the call. The same information changes status by its date and its purpose, never by whether it is spoken or written.

We refuse nothing you bring. What is bounded is not acceptance, it is promotion: nothing becomes established without a second source of a different kind.

02 The five families, and the last two are the most productive

- ▶ **Billing over twelve months.** It says what you pay for. Subscriptions, licences, per-seat lines, usage invoices.
- ▶ **Dated outputs of the workflow.** Histories, exports, versions, logs, documents produced. They say what was actually done.
- ▶ **Internal writings.** They say what had been decided. Procedure notes, written instructions, charters, minutes, a message that settled a practice.
- ▶ **Configuration.** It says what is live today, and nobody looks at it. List of active modules, authorisations granted to third-party apps, installed extensions, a screenshot of your settings.
- ▶ **Correspondence.** It says who asked for what, and when. Email threads with a vendor or a provider, tickets, exchanges around a go-live.

The last two reach what the first three miss. An AI capability embedded in software already paid for something else bills nothing and is never named, because it is not experienced as AI. It still leaves a trace on what it produces. **We are not looking for the tool. We are looking for its output.**

03 The coverage expected

At least **two categories of different kinds, covering twelve months.** And for each kind you cannot supply, the reason for its absence, in writing. That reason is not an excuse to be accepted: it enters the report, and it is often the line that says the most.

A use that bills nothing and leaves no dated output is beyond the reach of this method. The report says so rather than filling the gap with an estimate.

04 Where the workflow starts and stops

It starts at the formulation of a request to an AI tool. It stops at the first output that leaves the control of the person who asked for it: published, sent, committed, or taken over by someone else. This boundary does not depend on the size of your company and always yields a finished object. **One output, one recipient, one workflow.** Gather for that one, not for everything around it.

05 What you find while gathering

Write it down. Something you notice while assembling the file — a tool nobody mentioned, an output nobody signs, a procedure that quietly stopped being followed — is recorded separately, as a finding in its own right. On the specimen of 3 September 2026 it was the most telling line of the whole survey.

This is also why your description was taken first, cold, before you gathered anything. A description prepared from your own pieces says what the pieces say, not what you see, and the distance we measure disappears.

06 What is done with what you send

Every element received is sorted, and every line of that sorting carries its reason: what was kept, what was set aside, and why. That sorting is a document you receive — **the schedule of items** — and it exists so that a third party can redo the work.

Four statuses exist, and no others: confirmed · declared without independent trace · discrepancy · open question. A finding resting on your description alone is presented as declared, never as established. That is a statement about the state of the evidence, not about your word.

07 What happens next

Collection closes on your word, and that date is recorded. From it, **five working days**. The report, the schedule of items and the attestation sheet arrive together.

IF A KIND IS OUT OF REACH

Say which one, and why, in writing. **An absence carrying its reason is usable.** An absence without one is a hole the report has to name, and naming it costs you a line that could have said something else.

This document specifies the input of a survey of factual findings. It is not legal advice. The survey produces no grade, no score, no maturity level and no roadmap, because it is not built to produce any. Sprinkling Act is neither a notified body nor a law firm. Method version v1.10, September 2026 — sprinklingact.com/methodology