

Submission exception register

A practical handoff from an outstanding requirement to the person following it up.

Baseline follow-up

1

Review response

1

Named projects

3

THE PURPOSE

Make the next action visible

01 Grid Connection / Baseline outstanding

The expected baseline is not recorded as submitted. The project coordinator confirms the requirement and responsible party, then records the requested submission date. A missing submission does not establish noncompliance without the applicable requirement.

02 Harbor Renewal / Response required

The monthly review remains open pending the explanation for H-240. The reviewer links the response to REV-08 and records whether it resolves the question.

03 Station Access / No open item in this example

The current illustrative register contains no outstanding follow-up for this project. This is a snapshot, not an assurance of complete contractual compliance.

04 Working rule

For each exception retain the requirement, project, responsible role, requested date, supporting evidence and disposition. Close an item only after the responsible reviewer has checked the response.

Illustrative work products prepared with fictional project data. These show the structure of a useful deliverable; they are not customer results or representations of an automatic product export.

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