Knowledge continuity check

ALBIR / v1.1 / 4 October 2026 / about 10 minutes

Choose one critical process. Mark Yes, Partly, No or Unknown for each statement. A concern prompts discussion; it is not a score or certification.

Process / date: _____

1. We can name what must still work if a key person, supplier or system changes.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

2. At least two people can explain the critical decision path and its exceptions.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

3. The evidence behind important decisions can be found without relying on memory.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

4. We know where AI or automation consumes, transforms or hides organisational knowledge.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

5. Human judgement and escalation points remain explicit after the proposed change.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

6. A new competent colleague could understand the process without recreating its history.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

7. Ownership for updating knowledge, evidence and operating guidance is clear.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

8. An authorised colleague can reconstruct a recent important decision using the available sources and recorded reasoning.
   ☐ Yes ☐ Partly ☐ No ☐ Unknown

Choose the concern with the greatest consequences. Record one action, an owner and a review date. Support a Yes with a concrete example too.

Action: _____

Owner / review date: _____