



Claims and evidence worksheet

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Use one row for each principal product claim. The purpose is to let a reviewer trace the wording to relevant evidence and understand its limits. The completed worksheet is private review material unless a specific extract is separately agreed for publication.

Entry identification

Record the product name, manufacturer, model or formulation, relevant software version, principal category and declared supply markets. Add the entry reference once available. These details must match the reports or be connected to them by an explanation.

Fields to complete

Field	What to record
Claim reference	A short unique label used consistently in the entry
Exact claim	The wording on the product label, website or instructions
Location of claim	Document, page, label panel or stable URL
Intended scope	Users, use, conditions and outcome the wording refers to
Evidence reference	File name, version, author or organisation and date
Relevant location	Page, table, section or other precise reference
Assessed item	Model, formulation, component or software release actually evaluated
Method and context	Relevant method, reference, sample, population or conditions
Finding	The result supporting the claim, including relevant uncertainty
Applicability	Why the finding applies to the entered product
Limitations	Exclusions, differences, unsupported extensions and contrary findings
Relationship	Sponsorship, authorship or other relevant link to the applicant
Further material	Any additional report needed to understand the finding

How to write the applicability explanation

Name a difference before explaining its effect. If a report concerns an earlier software release, identify changed functions. If it concerns an ingredient, explain formulation and use-level differences. If a device was tested in a controlled setting, state what supports the intended setting.



Avoid replacing a finding with a general statement such as “scientifically proven”. Give the reviewer a report and location to check. Where the evidence does not support the full wording, revise the claim or identify the unresolved limitation.

Handling several reports

A claim may refer to more than one source. Explain how the sources relate and identify material disagreements. Do not count repeated descriptions of the same underlying study as independent evidence. A report title or certificate logo does not establish the relevance of its findings.

Confidential and public information

Keep full reports in the protected entry area. The product description proposed for publication should make only claims supported within the agreed scope. A public award reason summarises the assessment; it does not publish the complete worksheet.

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