

Supplier Evidence Matrix

Use it: When a supplier says "yes" and you need to know what that answer rests on.

A capability claim and the evidence behind it are rarely the same size. This matrix produces a claim, evidence, dependency and decision record, so you can see whether the proof covers the exact people, role and work you are buying.

WHAT IT PRODUCES

A record pairing each claim with the evidence supporting it, the dependency still open, and the decision that evidence allows you to make.

THE CHECKLIST

The point is not to collect more attachments. It is to find out whether the evidence supports the exact people, role and work you are buying.

ASK THIS	A USEFUL ANSWER IS SPECIFIC ABOUT	WHAT THE ANSWER ACTUALLY TELLS YOU
Which exact role, task and language variety does the supplier's evidence support?	The precise work being claimed, including direction or variety where it matters. Cross-check it against the Language Coverage Decision Matrix.	Whether the evidence is relevant to this assignment or only supports a broader claim.
Which person, team or process does the evidence actually support?	A specific person, team or process, linked to the work being assessed.	Whether the proof can be traced to the resource or method you may actually buy.
What can you inspect, and is it still current?	The sample, test or record itself; the instructions it was produced under; when it was reviewed; and who reviewed it.	Whether "submitted" has been mistaken for "examined and accepted".
What is already in place, and what still depends on recruiting, training or access?	Validated resources, confirmed availability, remaining onboarding, required training, and buyer-side decisions.	Whether the team is actually ready or still being assembled.
What does "end to end" include?	Who owns production, project coordination, consent and privacy handling, metadata, quality review, and final acceptance.	Whether the claim covers the whole workflow or hides hand-offs back to the buyer.
What capacity is available for this exact work and period?	People who match the task and language requirement, their confirmed availability, and any dependency that could change it.	Whether the answer is usable capacity or an organisation-wide headcount.

ASK THIS	A USEFUL ANSWER IS SPECIFIC ABOUT	WHAT THE ANSWER ACTUALLY TELLS YOU
What decision will a sample or test support?	What the sample tests, who judges it, and what result means proceed, revise, or stop.	Whether the exercise can change the buying decision or is only activity.
If prior work cannot be shared, what can test the same claim safely?	A buyer-owned test, controlled sample, redacted process record, or another substitute that both sides are allowed to inspect.	Whether confidentiality can be respected without asking the buyer to accept an unsupported claim.

If one row here is hard to answer for your project, send us that row — you'll get a written answer within one working day, from a person, with no meeting and no follow-up unless you ask.