

The answer needs an owner. So does the evidence.

A practical guide for customer assurance, PQQs and project-access questions.

You may coordinate the return while IT, project managers and outside administrators operate the systems. Give them the actual question and ask for the boundary of their confirmation.

A request to adapt and forward

Please review the attached customer question about subcontractor access to project information.

Confirm the systems and users your answer covers, who approves access, and how project changes reach the person who can act. Link to a recent, appropriately redacted record showing the process in use.

Please identify outside system owners, exceptions and any action still awaiting confirmation. Name the technical owner who can check the final response. Use our agreed secure location for supporting records.

A record can show a qualified answer

Step	Illustrative evidence	Position
Approval	Project owner approves named folder access.	Recorded
Internal permissions	IT confirms the specified change.	Complete
Client-controlled portal	Request raised with the client administrator.	Awaiting confirmation

Illustrative example only. The client action remains open with an internal follow-up owner. Do not describe the whole withdrawal as complete.

Keep the question and the evidence together

Complete one record for an actual assurance answer. Avoid passwords and unnecessary personal data.

Customer / project / response date

Exact question and scope of the proposed answer

Systems, users and external organisations covered

Control owner and proposed response

Evidence reference and date checked

Limits, exceptions or outstanding action

Final approver and next review date

Check the scope before reusing the answer

Certification and an operating record answer different parts of the question.

Cyber Essentials v3.3 device distinctions

Arrangement	Scope distinction to confirm
Employee-owned device used for work	In scope, except devices used only for native calls, texts or MFA.
Third-party contractor-owned device	Outside device assessment scope; accounts your organisation provides to third parties remain in scope.
Your device loaned to a contractor	Include the organisation-owned device in scope.

Out-of-scope devices still need appropriate configuration. Agree your assessment boundary with the certification body; the worksheet is a way to organise evidence, not a certification assessment.

For Common Assessment Standard returns

Check the applicable question set and existing certification. Version 5 question 161 lists Cyber Essentials Plus or qualifying ISO 27001 certification as an exemption from questions 163–169, subject to its conditions. Basic Cyber Essentials is not that exemption. Build UK says version 6 will be published on 1 November 2026; this is not a universal deadline for every contractor.

Sources and the next step

[NCSC Cyber Essentials v3.3 requirements](#)

[Build UK current Common Assessment Standard guidance](#)

[NCSC supplier-assurance approach](#)

Use the guide to identify a decision or evidence gap. For a specific question, [contact Assured Digital](#). For a broader self-review, [explore the mobile-access diagnostic](#).