



AUDIT PACK

Structured Evidence for Audit & Regulatory Inspection

A structured evidence pack for audit and regulatory inspection — session evidence examples, a control-effectiveness report, and chain-of-custody documentation, exportable on demand.

Session evidence records

Control-effectiveness report

Chain of custody

On-demand export

STRUCTURED EVIDENCE

Evidence generated on every record

Every action in ZoikoTime is linked to a structured session-evidence record — timestamped, policy-referenced, integrity-signed, and traceable. The schema below is representative of a standard record.

```
{
  "record_id": "SES-2026-08841",
  "timestamp_utc": "2026-03-14T09:32:14Z",
  "session_duration_hrs": 8.05,
  "time_source": "Device timestamp + verified UTC",
  "confidence_level": 98,
  "work_context": "Declared: remote (UK)",
  "policy_referenced": "Remote Session Policy v3.2 · UK jurisdiction",
  "policy_outcome": "Compliant – all thresholds met",
  "anomaly_flags": [],
  "human_review_required": false,
  "system_status": "Accepted – pending approval",
  "integrity_signature": "sha256:3c77bd3c9e4f...a2b1"
}
```

Neutral by design. A neutral or pending state never implies wrongdoing. Records support human review; they do not decide outcomes.

Control-effectiveness report (sample)

CONTROL	STATUS	NOTE
Access Control	Operating	Enforced on 100% of sessions in scope
Encryption	Operating	AES-256 in transit & at rest; verified
Audit Logging	Operating	Append-only; no gaps detected in period
Anomaly Detection	Monitored	Alerts triaged; mean time to review tracked
Data-Subject Rights	Operating	Requests fulfilled within policy window
Incident Management	Operating	Notification workflow tested

Chain of custody

- **Capture:** each record is created at the point of operation with a verified timestamp and source.
- **Integrity:** records are integrity-signed (SHA-256) and stored append-only; changes create new versions rather than overwriting.
- **Traceability:** policy version, work context, and any review actions are preserved with the record.
- **Export:** evidence bundles export as PDF/A plus machine-readable JSON for auditors.

Sample audit response — Wage & Hour

Scenario	Regulator requests verified hours for 54 workers over a 30-day period.
Assembled	Session logs, confidence scores, policy confirmation, flagged sessions, chain of custody.
Export format	PDF/A (regulatory) + JSON (technical audit).
Preparation time	Minutes, from continuous evidence — not weeks of manual reconstruction.

Limitations. Evidence is traceable and append-only. ZoikoTime makes no universal legal-admissibility claim; admissibility and evidentiary weight depend on jurisdiction and the matter at hand. Samples are illustrative.

About this document. Prepared by ZoikoTime for procurement, security, and legal review. It describes product architecture and governed capabilities as of the version date and is provided for evaluation purposes. Framework alignment reflects ZoikoTime's control implementation; full third-party reports, certificates, and customer-specific evidence are provided through a governed access process under NDA. ZoikoTime classifies time deterministically; AI assists only bounded tasks and never decides whether work occurred. Consequential decisions remain with authorized humans. ZoikoTime does not collect screenshots content beyond user-configured, redaction-controlled capture, and never collects keystroke content, URL history, application-name monitoring, or clipboard data. Evidence records are traceable and append-only; this document makes no universal legal-admissibility claim. © 2026 ZoikoTime. All rights reserved.