TEV report preparation checklist

A practical working list for project owners, finance teams and consultants. Use the owner and evidence columns to turn missing information into clear actions.

Adapt this list to the project and the lender's terms of reference. A checked box means the evidence has been reviewed, not that a project or loan has been approved.

Project: ______________________________ Date: ________________

Coordinator: ___________________________ Version: _____________

Agree the assignment

Done	Item and responsible party	Evidence / due date
[ ]	Confirm the purpose, report recipient, lender acceptance and appointment scope. Owner: Promoter + lender	____________ ____________
[ ]	Agree terms of reference, deliverables, site work and any sector-specific requirements. Owner: Lender + consultant	____________ ____________
[ ]	Set the information cut-off, draft/final milestones, query owner and review rounds. Owner: Promoter + consultant	____________ ____________
[ ]	Record conflicts, reporting relationships, limitations and confidentiality. Owner: Promoter + consultant	____________ ____________

Promoter, site and approvals

Done	Item and responsible party	Evidence / due date
[ ]	Provide entity documents, ownership, authorisations and management profiles. Owner: Promoter / finance	____________ ____________
[ ]	Provide historical accounts where available, debt details and evidence of proposed equity. Owner: Finance	____________ ____________
[ ]	Provide title or lease, permitted use, site layout and access evidence. Owner: Legal / promoter	____________ ____________
[ ]	Provide utility availability, connections and capacity requirements. Owner: Project manager	____________ ____________
[ ]	List applicable approvals and product requirements with status, owner and due date. Owner: EHS / quality / legal	____________ ____________

Technical and commercial evidence

Done	Item and responsible party	Evidence / due date
[ ]	Define product specifications, process flow and saleable capacity by product. Owner: Technical lead	______________ ______________
[ ]	Reconcile equipment capacity, shifts, downtime, yield and material consumption. Owner: Technical lead	______________ ______________
[ ]	Provide comparable quotations with scope, exclusions, delivery and payment terms. Owner: Procurement	______________ ______________
[ ]	Provide staffing, maintenance, utilities, quality and operating-cost assumptions. Owner: Plant lead	______________ ______________
[ ]	Support net prices, customer qualification, demand and the sales ramp. Owner: Sales	______________ ______________
[ ]	Document credit days, discounts, returns, concentration and procurement price risk. Owner: Sales / finance	______________ ______________

Cost, funding and implementation

Done	Item and responsible party	Evidence / due date
[ ]	Reconcile fixed investment, pre-operative costs, contingency and spent/committed amounts. Owner: Project manager	______________ ______________
[ ]	Reconcile sources and uses, equity timing, loan terms and working-capital margin. Owner: Finance	______________ ______________
[ ]	Confirm principal moratorium, repayment dates, interest, fees and funding conditions. Owner: Finance + lender	______________ ______________
[ ]	Build a milestone programme with dependencies, supplier dates and critical path. Owner: Project manager	______________ ______________
[ ]	Identify responsibility and available funding for delay, overrun and contingency. Owner: Sponsor	______________ ______________

Model and risk checks

Done	Item and responsible party	Evidence / due date
[ ]	Link production, materials, prices, operating costs and the working-capital cycle. Owner: Finance / consultant	______________ ______________
[ ]	Reconcile profit and loss, balance sheet, cash flow and debt schedules. Owner: Finance / consultant	______________ ______________
[ ]	State DSCR, IRR, break-even and tax definitions used in the appraisal. Owner: Consultant + lender	______________ ______________
[ ]	Test monthly construction and ramp-up liquidity as well as annual projections. Owner: Finance	______________ ______________
[ ]	Test price, raw material, utilisation, delay, interest and collection downside cases. Owner: Consultant	______________ ______________
[ ]	Assign material risks and show mitigation evidence and residual exposure. Owner: Consultant + sponsor	______________ ______________

Before final issue

Done	Item and responsible party	Evidence / due date
[ ]	Close queries or identify limitations and their effect on the conclusion. Owner: All evidence owners	______________ ______________
[ ]	Distinguish verified facts, promoter statements, assumptions and site observations. Owner: Consultant	______________ ______________
[ ]	Confirm headline numbers and narrative match the latest approved model. Owner: Finance / consultant	______________ ______________
[ ]	State conditions, reliance, exclusions, version date and supporting references. Owner: Consultant	______________ ______________
[ ]	Confirm the recipient has the full agreed pack; retain an issue and revision log. Owner: Promoter + lender	______________ ______________

Status convention: mark complete only when supporting evidence is available; use N/A with a reason. Record open issues, the named owner and the target date. Keep commercially sensitive documents in a secure project folder.

Related resources: fictional sample TEV report | Bitcon TEV services