



New-Candidate Gate — checklist

One candidate, one pass, one disposition. Target: ≤ 3 minutes for a clean approve. SLA: disposition within 2 business days of the candidate entering the queue.

1 — Is it worth a curator's minutes?

- [] **Provenance present** — `source_refs` point at real cases/transcripts you can open.
- [] **Demand evidence present** — recurrence count, gap-report cluster, or an agent's flag. (None → reject **R6**.)
- [] **In scope** — right domain, right audience for your knowledge base. (No → **R5**.)
- [] **Reusable** — this will plausibly answer the *next* person, not just re-describe one incident. (No → **R1**.)

2 — Is it a duplicate?

- [] Searched the corpus by the symptom phrase *and* by tags.
- [] If an existing article covers it → **R2** (cite the KO- id) — or **M1** if this candidate adds something that article should absorb.

3 — Is the content accurate?

- [] **Accurate against its sources** — resolution matches what actually resolved the source cases. (Can't verify → escalate to the domain owner, 5-day cap. Wrong → **R3**.)
- [] **Customer's language preserved** — the symptom reads the way people actually report it.
- [] **Right type, right sections** — matches its `proposed_type` template; sections present and in order.
- [] **Sections self-contained** — Resolution/Answer makes sense with zero scrollbar.
- [] **Applicability filled** — product, version, domain, audience in frontmatter, not buried in prose.
- [] **Clean** — no PII, no customer names, no internal-only details, no unsupported claims. (Fails → **R4**; never "fix at publish.")

4 — Disposition (always, same day you reviewed)

- [] Decision recorded: **A1** approve · **A2** edit-approve · **M1** merge · **R1–R6** reject.
- [] **Edit-distance logged** (A2: 0–3 scale or word-diff % — see guide §3).
- [] Reason code + curator + date written to the decision log.
- [] On approve: promoted to a **draft** article, fresh KO- id, `source:` = candidate id — then lifecycle proceeds per Module 5. (*Approval at this gate makes it an article; it becomes `validated` truth per the lifecycle policy, not by default.*)