

How to Use Your Individual Kit

About This Kit

This kit contains six documents for one person using AI tools independently. It is designed for hobbyists, students, freelancers, creators, and anyone using AI on their own — without a team, a manager, or an organization to govern how they use it.

You are still responsible for the quality, accuracy, and consequences of anything you do with AI output. These templates help you build that responsibility into your practice.

IMPORTANT — BEFORE YOU USE THESE TEMPLATES

These templates are starting points for individuals without existing AI governance practices. They are not legal documents and are not a substitute for qualified legal or professional advice. Review and adapt them to your specific situation, jurisdiction, and context before use. Do not rely on any template in this kit as a final or complete governance solution. The Operator’s Manual for Artificial Intelligence makes no representations as to their completeness, accuracy, or fitness for any particular purpose.

What’s in This Kit and When to Use It

Use this table to find the right template for your situation.

Document	What it does	Use it when
1. How to Use (this document)	Explains the kit and how the templates connect to the guide.	Read first. Keep for reference.
2. Personal AI Use Agreement	A self-commitment document — the rules you set for your own AI use.	Before using any AI tool regularly.
3. AI Tool Evaluation Worksheet	Assess a new AI tool before adopting it.	Before adding any new AI tool.
4. Data Classification Worksheet	Decide what is safe to share with an AI tool.	Before any task involving sensitive information.
5. AI Output Review Checklist	Check AI output before acting on it.	Before acting on any AI output at Medium risk or above.
6. Personal Automation Checklist	Evaluate any task you are considering automating.	Before letting AI act without your review on

		each output.
7. Personal Incident Note	Document what went wrong and what you learned.	After any AI-related mistake or near-miss.

How These Templates Connect to the Guide

Each template puts a specific principle from The Operator’s Manual for Artificial Intelligence into practice.

Personal AI Use Agreement	OPERATE — Decide in advance what AI does and does not do for you.
AI Tool Evaluation Worksheet	ASSESS — Understand what a tool is before relying on it.
Data Classification Worksheet	ASSESS — Know what is safe to share before you share it.
AI Output Review Checklist	TEST — Check output before acting on it.
Personal Automation Checklist	OPERATE — Set the boundary between AI acting and you deciding.
Personal Incident Note	MONITOR — Learn from what goes wrong.

You do not need to use every template for every task. Use the one that fits the situation you are in.

A Note on the Legal Disclaimer

Every template in this kit includes the statement: “These templates are not legal documents and are not a substitute for qualified legal or professional advice.”

This is not a formality. It means: if you are using AI in a context where legal, medical, financial, or professional regulations apply, these templates do not substitute for professional guidance. They help you think through your own practice. They do not make your AI use compliant with any law or standard.

Review Schedule

Review the documents in this kit whenever:

- ☐ You adopt a new AI tool.
- ☐ Something goes wrong with an AI output.
- ☐ Your use of AI changes significantly.
- ☐ At minimum, once per year.

Date of next review: _____