

Personal Incident Note

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 THIS IS AND WHEN TO USE IT

Complete one note per incident. An incident includes: AI output that caused or could have caused a problem, data you shared with an AI tool that you should not have, an automated AI action that produced an unexpected result, or any situation where you acted on AI output and later discovered it was wrong.

You do not need a serious harm to file a note. Near-misses are worth recording. The goal is to build a personal record of what went wrong and what you learned from it.

Keep completed notes on file. Review them when you update your Personal AI Use Agreement.

1. Incident Information

Date of incident	
Date this note was completed	
AI tool involved	
Task you were doing	

2. What You Asked the AI to Do

Describe the task, prompt, or instruction you gave the AI. Be specific.

e.g., 'I asked it to summarize a client email and draft a reply'...

3. What It Produced

Describe the AI output — what it said, did, or generated. Include any errors or unexpected behavior.

Describe the output as factually as possible...

4. What Went Wrong

Describe the problem — what the AI got wrong, what you missed, or what the near-miss was. State what happened, not who is at fault.

- ☐ The AI produced factually incorrect information.
- ☐ The AI output was plausible but wrong in a way I did not catch immediately.
- ☐ I shared information with the AI that I should not have.
- ☐ An automated action produced an unexpected result.
- ☐ I acted on AI output before verifying it.
- ☐ The AI output was appropriate for the wrong audience or context.
- ☐ Other: _____

Describe what went wrong in plain terms:

Describe the incident factually...

5. What You Did About It

Describe the actions you took after discovering the problem.

e.g., 'I corrected the error before sending', 'I notified the recipient', 'I deleted the conversation'...

6. What You Learned

What would you tell yourself to do differently next time?

7. What You Will Do Differently

As a result of this incident, I will make the following change to how I use AI:

Describe one specific, actionable change...

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I will update my Personal AI Use Agreement (Document 2): ☐ Yes ☐ No ☐ Not applicable

8. Filing

Date filed	
File location	