

AI Output Review Checklist

The Operator's Manual for Artificial Intelligence

Template Kit — Document 5 of 6

IMPORTANT — BEFORE YOU USE THESE TEMPLATES

These templates are starting points for organizations without existing AI governance. They are not legal documents and are not a substitute for qualified legal counsel. Review and adapt them to your specific jurisdiction, industry, and situation before use. Do not implement any policy, form, or checklist from this kit without professional review. The Operator's Manual for Artificial Intelligence makes no representations as to their completeness, accuracy, or fitness for any particular purpose.

Complete this checklist before acting on, sending, or further processing any AI output at Medium risk or above. For High and Critical risk tasks, this checklist is a minimum — additional expert review may be required.

If you answer "No" or "Unknown" to any item, stop and resolve it before proceeding. Do not treat unanswered items as acceptable.

1. Task Information

Field	Entry
Reviewer Name and Title	
Date of Review	
AI Tool Used	
Task Description	
Risk Level (Low / Medium / High / Critical)	
Who Will Act on This Output?	
What Is the Intended Use?	

2. Pre-Use Assessment

Complete this section before running the task through AI. If any item is checked No, reconsider using AI for this task.

Question	Yes	No	Notes
Is the Risk Level for this task Low or Medium?			
Has organizational policy confirmed this data type may be pasted?			
Has sensitive, regulated, or confidential data been			

Question	Yes	No	Notes
removed from the prompt?			
Is a human available to verify the output before it is used?			
Is this task within the documented permitted uses (Acceptable-Use Policy)?			

3. Output Verification Protocol

Complete this section after receiving the AI output, before acting on it. This protocol is drawn from Sub-Module 2.2 (Before You Trust) of The Operator's Manual for Artificial Intelligence.

	Required Action	Done
☐	Identify every factual claim in the output — numbers, dates, citations, names, legal statements, statistics.	
☐	Verify each factual claim against a primary source. Do not use the AI itself to verify its own output.	
☐	Note every specific figure, reference, or statement you cannot verify from an independent source.	
☐	Check whether the output omits important context, qualifications, or exceptions that would change how it should be used.	
☐	Test whether the output would change meaningfully if a different phrasing of the same prompt were used. If so, treat it as unreliable for this task.	
☐	Confirm the output does not include sensitive, confidential, or regulated data that was not in the prompt (evidence of data leakage).	
☐	Check whether the output contains statements of certainty about things the AI could not know with certainty.	
☐	Confirm the output has been read in full by a human who understands the subject area — not only skimmed.	

4. Output Quality Assessment

Assessment Area	Pass	Fail	Notes
Factual accuracy (verified against primary sources)			
No significant omissions identified			
Output is appropriate for the intended audience			
No confidential or sensitive data appears in the output			
Output is consistent with organizational			

Assessment Area	Pass	Fail	Notes
standards and policy			
All unverifiable claims have been removed or flagged			

5. Reviewer Decision

Decision	Select
Approved — output meets all checks; safe to use as intended	☐
Approved With Modifications — output requires editing before use (describe below)	☐
Rejected — output does not meet checks; do not use; document reason below	☐
Escalate — task requires expert review before any decision	☐

Modifications required / Reason for rejection / Escalation notes:

6. Sign-off

Reviewer Name	Date
Signature	Role
Second Reviewer (if High/Critical)	Date