01 / CHECK BEFORE YOU RELY

Before You Trust the Output

A practical AI risk check for managers and professionals. Use it before you share AI output, make a decision with it, or let an AI tool take an action.

Task / AI tool:

Owner: Date:

Mark one answer per question. For any No or Unsure, take the next step, then use the decision rule on page 2.

01 PURPOSE — ☐ Yes ☐ No ☐ Unsure

Can I describe the task and what a useful result looks like?

NEXT STEP: Define the task, its limits, and how you will judge the result.

02 APPROVED TOOL — ☐ Yes ☐ No ☐ Unsure

Is this tool approved for this use, or have I confirmed it's acceptable with whoever sets the rules?

NEXT STEP: Check the tool and intended use with the appropriate owner.

03 DATA PROTECTION — ☐ Yes ☐ No ☐ Unsure

Am I permitted to enter this information into this tool?

NEXT STEP: Check confidentiality, personal data, and the tool's data-handling terms first.

04 VERIFICATION — ☐ Yes ☐ No ☐ Unsure

Can I verify important claims, sources, calculations, or code?

NEXT STEP: Use original sources, independent calculations, or appropriate testing.

05 MISSING CONTEXT — ☐ Yes ☐ No ☐ Unsure

Have I checked for missing facts, assumptions, and perspectives?

NEXT STEP: Identify what is absent; ask someone with relevant experience.

06 CONSEQUENCES — ☐ Yes ☐ No ☐ Unsure

Have I considered who could be harmed if the output is wrong?

NEXT STEP: Assess the impact; arrange qualified review for consequential uses.

07 PERMISSIONS — ☐ Yes ☐ No ☐ Unsure

Are AI access and actions limited to what this task needs?

NEXT STEP: Restrict connected data, tool permissions, and actions before use.

08 HUMAN REVIEW — ☐ Yes ☐ No ☐ Unsure

Will a qualified person review consequential output before use?

NEXT STEP: Assign a reviewer with the time, evidence, and authority to challenge it.

09 ACCOUNTABILITY — ☐ Yes ☐ No ☐ Unsure

Is a named person responsible for the decision and follow-up?

NEXT STEP: Name the owner; record the decision and unresolved concerns.

10 RECOVERY — ☐ Yes ☐ No ☐ Unsure

Can we detect a problem, stop, and correct the outcome?

NEXT STEP: Set monitoring, a stop point, and a practical recovery plan.

02 / CHALLENGE YOUR BLIND SPOTS

What might be missing?

Even a correct answer can leave something important out. Use these prompts with a colleague or reviewer before a consequential use, and note what you find.

Challenge the conclusion

What evidence would change my mind? What would make us reject this result?

Look beyond the test

What have we not tested? Does our evidence cover actual use and unusual situations?

Invite a different perspective

Who could spot something I would miss? Who is affected but absent from this review?

Check the checking

Is verification independent? Could the reviewer, or another AI, share the same assumptions?

DECIDE WHAT HAPPENS NEXT

- ☐ **PROCEED** All ten checks are Yes, and the review matches the consequences.
- ☐ **REVIEW FIRST** Any check other than 03, 04 or 07 is No or Unsure. Resolve it, then decide.
- ☐ **PAUSE** 03 (data), 04 (verification) or 07 (permissions) is No or Unsure: data handling is unclear, consequential output cannot be verified, or permissions are too broad.

Next action:

Responsible person: Due date:

Keep a short record: the tool, relevant inputs and outputs, evidence checked, reviewer, and unresolved concerns. Follow your organization's retention and confidentiality rules.

This checklist starts a risk conversation. It is not a safety certification or a substitute for organizational policies or specialist review.