CLAIMS, SOURCES, PRIVACY, AND HUMAN APPROVAL

Use AI. Check the Work.

AI can help you explore options, organize information, and draft faster. You still own the promise. Use this page before an AI-assisted output becomes a customer message, purchase, operating instruction, or public claim.

NAME / PROJECT _____ DATE _____

01 Set a useful boundary

- Name the task, audience, format, and decision the output should support. What would a usable answer let someone do?
- Provide only information you have authority to use. Remove unnecessary customer names, contact details, images, and confidential material.
- Tell the system what is known, assumed, and missing. Ask it to identify uncertainty and a simpler alternative rather than fill every blank.

YOUR NOTES / ANSWERS

02 Make a claim list

- Highlight names, dates, capabilities, prices, numbers, quotations, and promises. Which claims matter if they are wrong?
- For each material claim, record the original source, source date, what it actually supports, and the date you checked it.
- Open the source yourself. Confirm that it exists, applies to your exact situation, and remains current. An AI-generated citation is a lead, not verification.

YOUR NOTES / ANSWERS

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CONTINUE YOUR WORKSHEET

03 Test beyond the fluent answer

- Recalculate material arithmetic independently. Check currency, units, periods, exclusions, and whether estimates have been presented as facts.
- Ask what could fail, what evidence contradicts the recommendation, and how the result compares with a simpler approach.
- Fictional demonstration: AI drafts a package with an unsupported equipment feature. The human removes the claim, verifies the remaining features, and tests the revised description with a reader.

YOUR NOTES / ANSWERS

04 Approve the actual final version

- Record what you accepted, corrected, rejected, and could not verify. Keep unresolved claims out of consequential promises.
- Have the responsible human review the exact final output, destination, and intended action. Approval of a draft does not cover a later changed version.
- Try the result in its real workflow. Save the version, observed outcome, and recovery step if it fails.

YOUR NOTES / ANSWERS

Before using the output, name the claim you will verify yourself. Then do that check.