

CROSS-ROLE INSTRUMENT · AI-ERA PRACTICE

# AI Use and Verification Gate

A record of what the machine produced, what a human decided, and what was actually checked before it went out. Almost nobody in the industry keeps one. Clients are starting to ask.

## THE DECISION THIS TEMPLATE PROTECTS

Whether this deliverable has been verified by a person who would stake their name on it.

### ROLE

**Every role, every level**

### COURSE PLACEMENT

**Base Module · AI and intelligence systems primer**

### REVISION

**Version 1.0  
Current as of 19 August 2026**

Attach this to any deliverable where AI did meaningful work. It takes four minutes. Its purpose is not to restrict AI use, which is now routine and sensible, but to keep the accountability attached to a human being. **The person who signs the verification line is the person who is wrong if it is wrong.**

### BEFORE YOU START, YOU NEED

- The deliverable.
- Honesty about how it was actually produced.
- A named person willing to sign.

## 01 What was produced, and how

| COMPONENT             | HUMAN · AI · BOTH | WHAT THE AI DID | WHAT THE HUMAN CHANGED |
|-----------------------|-------------------|-----------------|------------------------|
| Research and sourcing |                   |                 |                        |

| COMPONENT              | HUMAN · AI · BOTH | WHAT THE AI DID | WHAT THE HUMAN CHANGED |
|------------------------|-------------------|-----------------|------------------------|
| Structure and argument |                   |                 |                        |
| Draft copy             |                   |                 |                        |
| Data analysis          |                   |                 |                        |
| Images or creative     |                   |                 |                        |
| Final judgment         |                   |                 |                        |

The final judgment row should never say AI. If it does, nobody is accountable for this deliverable and it should not go out.

## 02 Verification

Check each item and initial it. An unchecked box is a claim you are making on the client's behalf without evidence.

| CHECK                                                                | METHOD | VERIFIED BY | DATE |
|----------------------------------------------------------------------|--------|-------------|------|
| Every factual claim traced to a real source                          |        |             |      |
| Every statistic matches the source, not a paraphrase of it           |        |             |      |
| Every named person, company and date confirmed to exist              |        |             |      |
| No claim about the client that the client cannot evidence            |        |             |      |
| Regulated or comparative claims checked against the rules that apply |        |             |      |
| No confidential client data was placed in a tool that retains it     |        |             |      |
| Output checked for plausible-sounding detail that is simply invented |        |             |      |

03 Data handling

| WHAT WAS SHARED WITH A TOOL | WHICH TOOL | RETENTION SETTING | CLIENT CONSENT ON FILE? |
|-----------------------------|------------|-------------------|-------------------------|
|                             |            |                   |                         |
|                             |            |                   |                         |
|                             |            |                   |                         |

In India, personal data placed into a third-party tool engages obligations under the Digital Personal Data Protection Act. If the answer to consent is unclear, the answer is no.

04 Disclosure

WHAT WE WILL TELL THE CLIENT ABOUT HOW THIS WAS MADE

Decide the standard once, at engagement level, and apply it consistently. Deciding case by case is how disclosure becomes selective.

SIGNED OFF BY

JUDGMENT PROMPTS

1. Which check did you skip because you were confident, and what is that confidence based on?
2. If a journalist asked how this was produced, would this sheet embarrass anyone?
3. Is there a fact in here that sounded right and was never traced to anything?

WHAT THIS TEMPLATE WILL NOT DO FOR YOU

- It will not make AI output good. It makes unverified output visible before it reaches a client.
- It is not a compliance exercise. Filled in mechanically, it is worse than nothing because it manufactures false assurance.
- It does not cover model bias or quality. It covers accountability and factual accuracy.

THE DEFENSIBLE OUTPUT

A signed verification sheet attached to the deliverable, naming the human who is accountable for it.

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