

Responsible Use Checklist

Responsible-Use Checklist

Run before any system touches real people. Every “no” is a task, not a judgment. Sign and date it — that’s the point.

System: _____ **Reviewer:** _____ **Date:** _____

Problem & people

- ☐ The problem statement names who is affected and what it costs them
- ☐ Every affected group is identified — including people whose data flows through
- ☐ A named human is accountable for the system after launch

Inputs & knowledge

- ☐ Inputs are limited to what the purpose requires
- ☐ Personal data has a permission trail
- ☐ Knowledge sources have named owners and update dates
- ☐ Rules exist for what must never enter the knowledge base

Decisions & approvals

- ☐ Every decision point is marked, with written criteria and a named decider
- ☐ Consequential actions require human approval
- ☐ Approval is fast to review, easy to correct, impossible to skip silently
- ☐ Approvals are logged

Actions & outputs

- ☐ Every action is rated reversible or irreversible
- ☐ Irreversible actions have the strongest controls
- ☐ Actions are logged with limits (volume, timing, recipients)
- ☐ Outputs have a quality bar and a way for recipients to reach a human
- ☐ Opt-outs are honored immediately, every time

Boundaries & failures

- ☐ The never-list is written (what the system must never say, decide, send, spend, store)
- ☐ Every never-list line has a safeguard

- ☐ Every safeguard has been tested — with results recorded
- ☐ Failure conditions are listed (prevent / detect / absorb for each)
- ☐ The stop procedure is written; a tired operator could execute it in 5 minutes

Measurement & cost

- ☐ 3–5 honest metrics exist with targets
- ☐ A baseline was taken (or is scheduled before launch)
- ☐ A review rhythm is set with a named reviewer
- ☐ Monthly cost is estimated in money, time, and attention
- ☐ Cost per action vs. value per action has been compared honestly

Evidence

- ☐ The seven-item documentation set exists and is dated (problem · map · AI jobs · approvals · never-list · metrics · change log)

Decision: ☐ ready to pilot ☐ ready with conditions (listed) ☐ not ready

Conditions / notes:

Signature: _____

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