

Before you forward it

Our rule for AI-made work: anything an AI wrote, summarised, calculated, changed or sent for us, before it goes to anyone else.

Whoever briefed or asked runs the checks, and “The AI did it” is never the answer to “who checked this?”

- 1

Whoever briefed or asked runs the checks.
Before the work goes to anyone else. If you pass on work you didn't brief, you check it first or send it back.
- 2

“The AI did it” is never the answer to “who checked this?”
A person's name goes with every piece of AI-made work that leaves us.
- 3

Sort it first.
The more people see it and the harder it is to undo, the more we check. Work that leaves the team gets every claim traced.
- 4

Check outside the chat.
Open the source itself. Asking the AI “are you sure?” isn't checking.
- 5

Keep the words that make it true.
“About”, “on average”, “in one study”, “as of [month]”. A figure keeps who, when and how many.
- 6

Look where an agent acted.
Sent items, drafts, edited files and their version history, the calendar, the records. A run marked complete is not a run checked.
- 7

Say what you checked.
When you pass it on, add one line: Checked: [what], against [source], on [date]. Not checked: [what].
- 8

If a mistake gets out, say so.
Correct it, tell the people who got it, and add it to our watch-for list.

The line to add when you pass it on

Checked: [what], against [source], on [date]. Not checked: [what].

Our watch-for list

Mistakes we have caught before, so we look for them first.

[a mistake we caught, and where]

[a mistake we caught, and where]

Team	Agreed on	Owner of this rule	Next review
[team name]	[date]	[name]	[date]

A team habit, not legal advice. Our organisation's own AI rules come first.