

Stay in charge of the work

BEFORE YOU HAND IT OVER

- ☐ It has a goal, and says what done looks like.
- ☐ It says what it may touch, and what it must not.
- ☐ It says when to stop and ask.
- ☐ It passes the ten second test.
- ☐ Its level is set in the tool, not only typed.

BEFORE YOU PASS IT ON

- ☐ **The job:** it did what the brief asked.
- ☐ **The facts:** names, numbers, dates and quotes traced outside the chat.
- ☐ **The steps:** you read how it got there.
- ☐ **The changes:** you looked where it acted.
- ☐ **The sign-off:** you'd put your name to it.

NEVER

- Paste passwords, security codes or payment details.
- Take "I checked it" as checked. Ask what was checked.
- Let an agent that reads outside content send, pay or delete without asking.
- Schedule a task that opens sensitive files, sends messages for you or buys things.

THREE QUESTIONS SET THE CEILING

Can it be undone easily?

Does it leave the team?

Does it read outside content?

FOUR LEVELS, SET IN THE TOOL

1 Read

2 Draft

3 Ask first

4 Alone

Our rule of thumb: up one level after five clean runs. Down at once after a surprise.

"The AI did it" is never the answer to "who checked this?"