AI output review checklist

Use this sheet before an AI draft becomes a business action. It is a practical review aid, not a measured product test or a guarantee that every error will be found.

Companion guide: techvendorly.com/ai-output-review-checklist/

1. Check the evidence

Open the original source for each consequential fact. Confirm the source supports the exact claim, plan, date and context. Remove invented references.

2. Check what is missing

Compare the output with the required sections and the input facts. Mark missing fields, conditions, exclusions and unanswered questions.

3. Check instructions and data

Keep quoted customer text separate from operating instructions. Check that sensitive or unauthorised data has not been copied into the draft.

4. Check commitments and actions

Verify price, deadline, recipient and any promise made on behalf of the business. Confirm the actual action log before retrying an uncertain send or payment.

5. Decide and record

Publish: the named reviewer approves the intended use. Revise: record the specific correction. Stop: route unresolved facts, sensitive inputs or uncertain actions to a person.

Task: _____ Source pack: _____

Reviewer: _____ Decision: _____

Correction or reason to stop: _____

Review date: _____ Next owner: _____