

AI Task Selection and Human Review Sheet

Task / intended use: _____

Task owner / reviewer: _____ Date: _____

Before prompting, decide whether AI fits the task. Use approved tools and information; assign a person who can verify the output and decide how it may be used.

1 Define the task and consequence

What should the output help someone do? If it is wrong, incomplete, or misunderstood, what could happen?

2 Check tools, information, and sources

Is the tool approved for this data? Identify authoritative sources and exclude confidential, personal, or restricted information unless its use is authorized.

3 Set the boundary and reviewer

What may AI draft or organize? What decisions remain with qualified people? Name a reviewer with access to the original sources and the actual work.

4 Plan the human checks

Record the checks needed before use: source accuracy, calculations, omissions, site conditions, and applicable requirements. Define evidence of completion.

Check	Reviewer	Due	Evidence / result

5 Choose the path

Proceed with defined review / Revise scope or inputs / Use another method.
Record the reason and any conditions that must be met before use.

Decision owner / date: _____

Do not rely on AI alone to authorize hazardous work, determine compliance, or make emergency decisions. If you cannot independently verify a consequential output, use another method.