AI output and agent approval record

Use fictional details for training. Save workplace copies in your approved records system.

Practice example

Source: Hall B, doors 18:30. Draft: Hall A, doors 18:00, transport guaranteed.
Correct both facts, remove the promise, ask the duty manager about transport.
Status: draft only.

Task and approved tool

Permitted inputs

Source and version

Claims checked

Corrections and unknowns

Action requested and recipients

Authorised decision and owner