

Human-Reviewed AI Workflow Checklist

A checklist for separating proposed work from executed action and preserving named human authority.

Buyer problem

A workflow uses AI, but authority, reviewer responsibilities, overrides, refusals, and execution boundaries are unclear.

Authority

- Identify every consequential action
- Separate recommendation, approval, and execution
- Name reviewer roles and required expertise
- Define actions the system may never execute automatically
- Define escalation for disputed, unknown, or high-impact cases

Review experience

- Show source support and material uncertainty
- Support approve, reject, edit, block, and escalate
- Record reviewer identity, rationale, override, and timestamp
- Prevent default approval through ambiguous interface design
- Make refusal and insufficient evidence visible

Operations

- Set review sampling and calibration cadence
- Monitor false acceptance and false rejection
- Version prompts, models, data, and policies
- Define rollback and incident review
- Retain evidence appropriate to the workflow

Related engagement

Service	AI Production Readiness & Evidence Sprint
Duration	3 weeks
Starting investment	\$20,000
Payment	50% at start; 50% at delivery
Decision supported	Proceed, narrow, remediate, or stop - with a measured baseline and explicit release conditions.

Usage boundary: Does not determine legal sufficiency or replace client policy, risk, security, or domain review.

Last reviewed 2026-07-23 | HTML version: <https://longtermcapabilities.com/resources/human-reviewed-ai-workflow-checklist/> | Contact: 1 (464) 274-1476 / consulting@longtermcapabilities.com