R08 · AI delegation and use agreement

What it is for. Define authorised tasks, sources and human validation.

When to use it. Before making a decision or updating the corresponding product. You can use a spreadsheet, a document or a notebook; no software licences are needed.

How to use it

1. Start with the real decision or question you need to resolve and set a cut-off date.

2. Fill in only what can be verified; write NOT VERIFIED when data is missing.

3. Separate observed facts, hypotheses and implications, and name a reviewer.

4. Keep the original version and record relevant changes when you update it.

YOUR WORK

Version: _____ Cut-off date: _____ Owner: _____

Delegated task	
Reserved human decision	
Authorised / excluded data	
Available sources and tools	
Expected output	
Rules for expressing uncertainty	
Quality test and owner	

Final check

☐ Is it clear which decision or need it serves?

☐ Can the evidence be located, and is it dated?

☐ Are uncertainties and limits made explicit?

☐ Can someone else repeat or review the work?

Mistake to avoid

Do not paste confidential information into an external assistant without organisational authorisation.

FICTIONAL EXAMPLE · NOT YOUR CONTENT

Company A case (educational simulation). Company A allows an assistant to classify 12 fictional notes it supplies, but does not authorise inventing sources or recommending an investment without review.

entirely fictional case. The tools are for educational purposes; they do not represent an audit or certification.