

# HO Checklist — Industry Track

Human Oversight worksheet for the HI-HO Framework™. Complete before any AI-assisted output is shared.

## Why this checklist exists

HO — Human Oversight — is where dignity is defended. Nothing the AI produced reaches another person until every box below is checked by an accountable human.

## Oversight checks

- An accountable SME has read the full output.
- Each factual claim is traceable to an authoritative source.
- Policy, legal, and brand requirements are satisfied.
- No dignity-impacting decision is delegated to the AI.
- Tone and content reviewed for the actual audience.
- Risk of harm if this output is wrong has been considered.
- Reviewer's name and date are recorded below.
- AI use disclosed per internal and customer-facing policy.

## Notes — anything you changed, removed, or flagged


## Accountable sign-off

Name / Role:

Date:

Signature:

AI tool used: