

AI Answer Verification Checklist

Check the evidence before AI output becomes a business decision

1. Assess the Risk

- ☐ Low-risk draft
- ☐ Customer-facing
- ☐ Public claim
- ☐ Financial
- ☐ Legal or regulatory
- ☐ Technical or cyber-security
- ☐ Health, safety or HR



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2. Check the Request

- ☐ Clear objective
- ☐ Correct date
- ☐ Correct jurisdiction
- ☐ Reliable source material
- ☐ Assumptions identified
- ☐ AI told not to guess

3. Check the Claims

- ☐ Facts separated from suggestions
- ☐ Original wording checked
- ☐ Source supports claim
- ☐ Quotations verified

5. Approve

- ☐ Suitable reviewer
- ☐ Professional review where required
- ☐ Confidential data checked
- ☐ Final approver recorded
- ☐ Evidence retained where appropriate

4. Challenge the Answer

- ☐ Missing evidence identified
- ☐ Alternative interpretation considered
- ☐ False premise checked
- ☐ Exceptions considered
- ☐ Uncertainty recorded
- ☐ Sources opened
- ☐ Source current
- ☐ Figures recalculated

Never verify an AI claim only by asking the same AI whether it is correct — open the original evidence.

AI may draft the answer. Evidence and accountability approve it.

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Technology Intelligence — Plain-English guidance for business owners

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