

Safe AI Use Quick Check

Six questions before any AI task — keep this beside the keyboard

1

What are we asking it to do?

One clear task. If you cannot state it, the tool cannot help safely.

2

What information will it receive?

No customer data, employee matters, credentials, financials or confidential material in public tools. Use placeholders.

3

Could a person be harmed by an error?

If yes, this is not a task for AI alone — a qualified human owns the outcome.

4

Will somebody check the output?

Every factual claim, figure and source gets verified before use. Unopenable citations do not count.

5

Is this tool approved?

A popular AI tool is not automatically an approved business system.

6

Is the intended use documented?

Significant uses belong in the tool register with an owner and review date.

If any answer is unclear — stop and ask before prompting.