

# Human-in-the-Loop

Put a clear human approval gate between AI output and an external or consequential action.

## USE THIS WHEN

Use this when AI helps draft or analyze material that someone may publish, send, approve, or use for a consequential decision. The human gate needs an actual reviewer, evidence, and stop criteria.

## THE METHOD

- 1

**Define the boundary**  
Specify what AI may draft and what action only a person may authorize.
- 2

**Set acceptance checks**  
Name the facts, tone, policy, permissions, and source material the reviewer must inspect.
- 3

**Record disposition**  
Reviewer accepts, edits, rejects, or escalates with a dated reason.
- 4

**Release deliberately**  
Only the authorized person takes the final action; retain the approved version and evidence.

### WORKED EXAMPLE

|             |                                                            |
|-------------|------------------------------------------------------------|
| AI output   | Draft response to customer question from approved FAQ      |
| Review      | Staff compares claims to current FAQ and checks recipient  |
| Disposition | Edit one unsupported sentence; reviewer initials and dates |
| Release     | Staff sends approved text; log link and time               |

## WHEN THE METHOD BREAKS

A checkbox is not a review if the reviewer lacks the source, authority, or time to inspect it. Hold the release and correct the gate.

# Human-in-the-Loop

Working sheet / Fill it during the task; keep the source record alongside it.

Name / date / work period

Workflow / version / action at stake

AI input boundary and generated output

Authorized human reviewer / backup

Sources and checks reviewer must perform

Stop / escalate criteria

Proposed disposition and reason

Final approved version / evidence location

Release owner / date / channel

# Human-in-the-Loop

Closeout / Check the result, name the gap, and set the next action.

What claim or detail was corrected?

Did the gate catch the intended risks?

Was any action taken before approval?

Workflow change / owner / next review

COMPLETION CHECK

- ☐ Sources inspected
- ☐ Decision recorded
- ☐ Release authorized

NEXT USE

Do not treat AI output as approval. The review record should point to the version that was actually released.