

## AI Audit Trail Checklist (For Client Deliverables)

**Instruction:** This checklist must be completed and stored with the final project files for any output where AI was used.

Step	Action Item	Status (✓)
<b>1. Tool &amp; User Log</b>	<b>Approved Tool/Model &amp; Version</b> used (e.g., GPT-4o, Midjourney V7.0): [Enter Tool Name, Version & Image or Video Model]	
	<b>User Name / ID</b> and <b>Date/Time</b> of generation logged.	
<b>2. Input Recording</b>	<b>Exact Prompt</b> used is copied and documented in the project file.	
	<b>Configuration Parameters</b> (e.g., temperature, seed) are recorded.	
<b>3. Confidentiality Check</b>	<b>Confirmation:</b> No client confidential, proprietary, or unreleased data was used as input in a public-facing or unapproved AI tool (must comply with "No-Training" clause).	
<b>4. Raw Output Capture</b>	The <b>Unmodified, Original AI Output</b> (raw file) is saved alongside the project files.	
<b>5. Human Oversight</b>	<b>Fact-Check:</b> Factual claims or data in the output have been independently verified and corrected by a human.	
	<b>Bias Review:</b> Output has been checked for bias, stereotyping, or discriminatory content.	
<b>6. Modification Proof</b>	<b>Summary of Human Edits</b> (e.g., text revisions, image retouching, data manipulation) is documented to confirm substantial human creative contribution.	

**Human Reviewer Sign-Off:** I confirm that all steps above have been completed, and the final deliverable complies with the [Agency Name] AI Usage Policy.

Date:	Reviewer Name:
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