Check before you share.

A reusable worksheet for reviewing an AI-assisted draft. Use your organization's approved tools and data-handling rules.

1. **State the purpose.** Who will read this? What decision or action might follow?

2. **Check the source.** Can you trace each factual claim, number, quotation, and approval to reliable source material?

3. **Mark the unknowns.** Remove unsupported claims or identify what still needs verification. Confidence is not evidence.

4. **Check the information.** Remove credentials, internal references, personal information, or details that are not approved for this audience.

5. **Check the destination.** Confirm the exact recipient, channel, and attachment before anything leaves the draft stage.

6. **Get the right approval.** A named person reviews the exact draft when required. If content or recipient changes, review it again.

7. **Stop if the check fails.** Missing evidence or approval is a reason to pause the send.

Your review notes

Purpose and audience: _____

Claims checked and source used: _____

Details removed: _____

Remaining questions / required approval: _____

Reviewed by / date: _____

Draft for editorial approval · October 29, 2026 · General learning aid; not professional certification or a security assessment. No information is collected by this standalone file.

IT Chefs