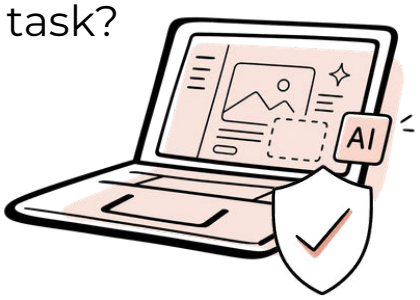
5 questions for safe AI use.

Not sure whether AI is suitable for this task?
Go through these 5 questions first.



1. What do you want to use AI for?

What is the goal of this task?

- [ ] Brainstorming
- [ ] Summarising
- [ ] Writing
- [ ] Analysing
- [ ] Customer communication
- [ ] Decision-making
- [ ] Other?

My situation:

2. What information am I entering?

Does my input contain sensitive or confidential information?

Think of:

- Customer data
- Staff information
- Contracts
- Internal figures

What information do I want to enter?

3. Who or what could be affected by the output?

What happens if the AI output is wrong?

- [ ] Little impact
- [ ] Impact on colleagues
- [ ] Impact on customers
- [ ] Legal or compliance impact
- [ ] Safety impact

Possible consequences:

4. How do I check the result?

What checks are needed before I use the output?

Check:

- Content
- Facts
- Sources
- Tone
- Privacy

What do I need to check specifically?

5. Who remains responsible?

Who makes the final decision?

- [ ] Myself
- [ ] My manager
- [ ] The team
- [ ] Other?

What is my responsibility?