

AI draft review checklist

Compare a draft with its source and intended use. Use fictional or approved information. Record errors and unresolved questions.

Review the draft

Task tool or version and review date

Input source and intended audience

Mark C for complete, W for work needed or N for not applicable.

Status	Check
	Task and intended use understood
	Draft compared with original input
	Names dates and quantities checked
	References checked at their sources
	Unsupported statements identified
	Omissions and changed meaning reviewed
	Unclear decisions kept as questions
	Suitability and fairness reviewed
	Restricted material excluded as required
	Reviewer decision and issues recorded

Record findings and decision

Issue and supporting source

Correction question or escalation needed

Review decision owner and next action

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This practice document does not certify accuracy or authorise operational deployment.