AI Release Decision Record

Completed example. Everything on this page is fictional.

GRC CAREERS

SYSTEM	RELEASE CANDIDATE	IN PRODUCTION NOW
Harbor Services internal document assistant	H-3.1	H-2
DECISION DATE	**RELEASE OWNER (ROLE)**	**PREPARED BY (ROLE)**
Day 16	Head of Service Operations	Technical Assurance Lead

1. Evaluated version compared with the candidate

Evaluation ID and run date: EV-H3, Day 1

Component	Evaluated version	Release candidate	Changed?
Model (dated snapshot)	alias assist-large, snapshot not recorded	newer snapshot behind the same alias	Yes
Data or retrieval index	R-7	R-8	Yes
Prompt or configuration	P-5	P-6	Yes
Tools and permissions	T-3	T-4	Yes
Policy version	G-5	G-5	No
Test set version	TS-3	TS-3	No

2. Changes since the evaluation

Change (from, to)	Type	What it can affect	Retest or equivalence note
Prompt P-5 to P-6	Prompt or configuration	Summary content and accuracy	Retest E1
Index R-7 to R-8, new HR-restricted label	Data and access labels	Retrieval, leakage, personal data	Retest E1, E2; review E5
Alias moved to a newer snapshot, Day 9	Model version	All model-dependent results	Pin snapshot; retest E1
Tool policy T-3 to T-4	Tool access and autonomy	Authorization, human approval	Escalate; E3, E4 wait
Button label Summarize to Draft summary	User interface text	Nothing the model sees	Equivalence note: label not sent to model

3. Evidence status

Status: Valid / Stale / Missing / Failed / Uncertain

Evidence	What it covered	Status	Action before release	Owner (role)
E1 Summary quality, 300 docs	P-5, R-7, Day 1 snapshot	Stale	Pin snapshot; rerun on P-6, R-8 with HR slice	Technical Assurance Lead
E2 Leakage probes, 40	R-7 access labels	Stale	Rerun with HR-restricted probes	Technical Assurance Lead
E3 Ticket access boundary	T-3 permissions	Valid	Valid for T-3 only; keep for H-3.2	Technical Assurance Lead
E4 Human approval (G-5)	Staff approve every ticket	Missing	Missing for T-4; escalate	AI Governance Committee
E5 Privacy review of sources	Sources in R-7	Missing	Review HR library before R-8 goes live	Privacy Lead
E6 Rollback test	Mechanism and runbook	Valid	Add R-8 and P-6 to rollback manifest	Technical Assurance Lead

4. Decision

☐ Approve ☒ Hold ☐ Escalate

ESCALATE TO: AI Governance Committee (chair: Chief Risk Officer), for T-4

CONDITIONS: Approve H-3.2 (H-3.1 without T-4) when E1, E2 and E5 pass and E6 is updated.

RESIDUAL RISK ACCEPTED BY (ROLE): Head of Service Operations, for H-3.2 only

5. Reopen this decision if

- Any retest fails
- The pinned snapshot is retired
- A new document source or access label is added
- Monitoring shows restricted content in a summary or a rise in staff overrides

Signatures (role and date)

Head of Service Operations, Day 16	Technical Assurance Lead, Day 16	Privacy Lead, Day 16
Release owner	Evidence producer	Reviewer (privacy, compliance or risk)