

Responsible AI Workflow Checklist

Use this checklist before publishing AI-assisted affiliate content.

- ☐
- I defined the reader, question, and purpose before using an AI tool.

DEFINE

- ☐
- I did not imply personal use, testing, expertise, or results that did not occur.

HONESTY

- ☐
- I assigned AI a specific supporting task rather than final decision authority.

ASSIGN

- ☐
- I included material limitations and reasonable alternatives.

BALANCE

- ☐
- I collected current primary sources for changeable facts.

SOURCES

- ☐
- I checked whether the recommendation would remain fair without a commission.

FAIRNESS

- ☐
- I separated verified facts, personal experience, editorial judgment, and unresolved questions.

SEPARATE

- ☐
- I placed a clear affiliate disclosure where readers can notice it.

DISCLOSE

- ☐
- I removed passwords, account links, personal data, confidential terms, and restricted material.

PROTECT

- ☐
- I checked whether an AI transparency statement is appropriate or required.

TRANSPARENCY

- ☐
- I reviewed the tool's relevant privacy, retention, access, export, and deletion conditions.

PRIVACY

- ☐
- I edited generic language and restored the publisher's real voice and examples.

VOICE

- ☐
- I asked the tool to mark missing information instead of guessing.

NO GUESSING

- ☐
- I reviewed links, tables, images, alt text, metadata, FAQ, and structured data.

PUBLISHING

- ☐
- I reopened the sources and verified important claims.

VERIFY

- ☐
- I checked the mobile version and the destination of every important link.

TEST

- ☐
- I confirmed pricing, plan limits, country, dates, taxes, fees, and eligibility where relevant.

DETAILS

- ☐
- A named person made the final publication decision.

APPROVE

- ☐
- I checked affiliate program rules, attribution, payout, reversal, and promotional restrictions.

PROGRAM

- ☐
- I recorded the sources, approval date, and next review date.

RECORD

FINAL RESPONSIBILITY

AI may support the workflow. A person remains responsible for verification, approval, and publication.