



Context Quality Audit

A worksheet for finding stale, conflicting, missing, unowned, or weak context before AI relies on it.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Audit the quality of source material, ownership, retrieval paths, freshness, authority, conflict handling, and citation readiness. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Teams turning architecture work into a reusable operating artifact.

WHO SHOULD BE IN THE ROOM

Include the workflow owner, a person who performs the work, a reviewer with authority to approve or stop it, and the relevant data or tool owner.

CANADIAN CONTEXT

Confirm applicable federal, provincial, territorial, sector, professional, contractual, accessibility, and bilingual-service requirements. Use this workbook as operational preparation, not legal advice.

A five-step working rhythm

01

Authority

Which source is the system of record?

02

Freshness

When was the source last reviewed or updated?

03

Completeness

What context is missing for reliable output?

04

Conflict

Where do sources disagree, and who resolves that?

05

Retrievability

Can the right context be found at the right moment?

Build the working record

Complete one record for one workflow. Write enough to support a decision, not a generic technology wish list.

PROMPT	YOUR WORKING NOTES
01 Knowledge domain	
02 Primary source set	
03 Known trust issue	
04 Authority	
05 Freshness	
06 Completeness	
07 Decision, owner, evidence, and review date	

Audit project source quality

STARTING FRICTION

Discovery notes and uploaded files disagree about scope, and the newest version is not marked.

WORKFLOW MAP

SOURCE INVENTORY

AUTHORITY

FRESHNESS

RETRIEVAL TEST

OWNER REVIEW

APPROVED
CONTEXT

AI-SUPPORTED ROLE

Inventory sources and flag missing ownership, staleness, conflicts, and citation gaps. Flag uncertainty around authority.

HUMAN AUTHORITY

Source owners resolve conflicts and approve which records can ground outputs. Resolve the authority question for this case.

PILOT MEASURE

Track stale sources, unresolved conflicts, unsupported claims, and retrieval misses. Record authority exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Audit store-policy context

STARTING FRICTION

Pricing, holiday hours, and refund rules differ across website, POS, and staff notes.

WORKFLOW MAP

SOURCE INVENTORY

AUTHORITY

FRESHNESS

RETRIEVAL TEST

OWNER REVIEW

APPROVED
CONTEXT

AI-SUPPORTED ROLE

Inventory sources and flag missing ownership, staleness, conflicts, and citation gaps. Flag uncertainty around freshness.

HUMAN AUTHORITY

Source owners resolve conflicts and approve which records can ground outputs. Resolve the freshness question for this case.

PILOT MEASURE

Track stale sources, unresolved conflicts, unsupported claims, and retrieval misses. Record freshness exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Audit client data freshness

STARTING FRICTION

A summary could cite an old export while current reconciled figures are available elsewhere.

WORKFLOW MAP

SOURCE INVENTORY

AUTHORITY

FRESHNESS

RETRIEVAL TEST

OWNER REVIEW

APPROVED
CONTEXT

AI-SUPPORTED ROLE

Inventory sources and flag missing ownership, staleness, conflicts, and citation gaps. Flag uncertainty around completeness.

HUMAN AUTHORITY

Source owners resolve conflicts and approve which records can ground outputs. Resolve the completeness question for this case.

PILOT MEASURE

Track stale sources, unresolved conflicts, unsupported claims, and retrieval misses. Record completeness exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Before the pilot grows

Use these prompts to test whether the proposed workflow can operate responsibly in its Canadian business context.

01

Authority

Each source has an owner. Name the owner and the operating decision before selecting a tool.

02

Freshness

Freshness or last-reviewed state is visible. Record the approved sources, permissions, and missing information.

03

Completeness

Conflicting sources can be resolved. Test this boundary with representative and adverse cases.

04

Conflict

Sensitive sources have permission boundaries. Preserve review, escalation, and correction evidence.

05

Retrievability

AI outputs can cite or identify source evidence. Set a measurable stop condition and the next review date.

06

Readiness to proceed

Context quality is model quality in operational clothing. Better retrieval cannot compensate for unowned, stale, or conflicting source material.

CANADIAN REFERENCE POINTS

Office of the Privacy Commissioner of Canada - Privacy and artificial intelligence
priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/

Government of Canada - Artificial Intelligence guidance, principles, and policy
canada.ca/en/services/science/innovation/artificial-intelligence.html

General operational guidance only. Confirm applicable legal, privacy, cybersecurity, professional, contractual, and regulatory requirements with qualified advisors.