



AI Decision Traceability Log

A worksheet for recording what the AI saw, retrieved, inferred, recommended, and what people decided.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Create a practical decision receipt across context, source evidence, model output, tool use, reviewer judgment, overrides, and final action. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

Finance, HR, legal, lending, grants, procurement, case management, and customer escalation.

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

Input

What user request or workflow trigger started the decision?

02

Retrieved

Which sources, records, or memories were used?

03

Inferred

What did the model infer beyond the raw source material?

04

Reviewed

Who reviewed the recommendation and what evidence did they inspect?

05

Acted

What final decision, message, task, or tool action occurred?

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 Decision supported	
02 Context package	
03 Final owner	
04 Input	
05 Retrieved	
06 Inferred	
07 Decision, owner, evidence, and review date	

Trace a proposal recommendation

STARTING FRICTION

A proposed scope change needs a record of which client notes supported it and who approved it.

WORKFLOW MAP



AI-SUPPORTED ROLE

Record source IDs, retrieved facts, proposed recommendations, confidence limits, and tool receipts. Flag uncertainty around input.

HUMAN AUTHORITY

The approver records the final decision, rationale, overrides, and downstream action. Resolve the input question for this case.

PILOT MEASURE

Track missing provenance, unexplained overrides, audit retrieval time, and disputed decisions. Record input exceptions separately.

DISCUSSION PROMPT

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

Trace a reorder decision

STARTING FRICTION

The owner wants to know whether a stock suggestion came from sales, supplier notes, or stale assumptions.

WORKFLOW MAP



AI-SUPPORTED ROLE

Record source IDs, retrieved facts, proposed recommendations, confidence limits, and tool receipts. Flag uncertainty around retrieved.

HUMAN AUTHORITY

The approver records the final decision, rationale, overrides, and downstream action. Resolve the retrieved question for this case.

PILOT MEASURE

Track missing provenance, unexplained overrides, audit retrieval time, and disputed decisions. Record retrieved exceptions separately.

DISCUSSION PROMPT

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

Trace an exception brief

STARTING FRICTION

Reviewers must reconstruct the figures, source documents, corrections, and final professional judgment.

WORKFLOW MAP



AI-SUPPORTED ROLE

Record source IDs, retrieved facts, proposed recommendations, confidence limits, and tool receipts. Flag uncertainty around inferred.

HUMAN AUTHORITY

The approver records the final decision, rationale, overrides, and downstream action. Resolve the inferred question for this case.

PILOT MEASURE

Track missing provenance, unexplained overrides, audit retrieval time, and disputed decisions. Record inferred 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

Input

Source context is visible. Name the owner and the operating decision before selecting a tool.

02

Retrieved

AI recommendation is separated from final decision. Record the approved sources, permissions, and missing information.

03

Inferred

Tool actions are logged. Test this boundary with representative and adverse cases.

04

Reviewed

Human review notes capture overrides. Preserve review, escalation, and correction evidence.

05

Acted

Records can be audited later. Set a measurable stop condition and the next review date.

06

Readiness to proceed

Traceability keeps AI-supported decisions governable. The record should show evidence, judgment, and ownership without treating model output as authority.

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.