AI COO Oversight Checklist

Run every agent deliverable through these gates before it reaches a customer, a partner, or the public. Ten minutes of oversight is what makes autonomy safe.

Fact Gate

- ■ CHECK: Every number, price, date, and name verified against a source you opened yourself.
- ■ CHECK: Every quote traced to a real page. Agents invent plausible quotes; your name carries them.
- ■ CHECK: Anything time-sensitive re-checked today, not on the day the brief was written.

Promise Gate

- ■ CHECK: No income claims, no guaranteed outcomes, no superlatives you could not defend with evidence.
- ■ CHECK: Guarantees, refund terms, and deadlines match what you actually offer.
- ■ CHECK: Comparisons with competitors are factual and current, never mocked up.

Voice and Judgment Gate

- ■ CHECK: The output sounds like your business, not like a template. Rewrite openings and closings in your own words.
- ■ CHECK: Anything customer-facing in a sensitive area (health, money, legal) gets a human expert's eyes, not just yours.
- ■ CHECK: You would be comfortable reading this output aloud to the customer it affects. If not, it does not ship.

Escalation Rules

- Agents draft; humans approve money, contracts, complaints, and anything public under your name.
- If an agent fails the same gate twice, fix the brief, not just the output. The brief is usually the bug.

Every brief follows the same shape: outcome, context, constraints, format, deadline. Vague briefs are the main cause of vague agent work.

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