RAZORGLINT LABS

AI Team Safety & Efficiency Starter Kit

Give employees practical tool-use boundaries and review checkpoints.

LESS THEORY. MORE WORK DONE.

FOUR LESSONS · EDITABLE TEMPLATES · FICTIONAL EXAMPLES · REVIEW CHECKS

YOUR WORKING PROTOCOL

Start with the outcome.

Time: 75–100 minutes. Deliverable: A draft tool register, use-case review, scenarios and training record.

Use this guide alongside the four editable templates supplied in the matching ZIP.

01 · Prepare

Choose a real task and understand which data you are allowed to use. Use synthetic examples while learning. Do not upload client secrets or personal records to public AI tools.

02 · Follow each lesson

Complete the exercise in the stated template. If you use an AI model, treat its suggestions as drafts rather than verified facts.

03 · Verify

Use the stated completion check. Reject unsupported claims, wrong source references, unapproved sharing and invented prices or commitments.

04 · Retain

Save the actual completed document in your own storage, identify a reviewer, and set a date to revisit decisions. No account or tracking is required to use this kit.

IMPORTANT

This is a self-paced field-test edition, not a certificate, financial assurance, regulatory compliance opinion or personalized professional engagement.

LESSON 01

Inventory tools and data boundaries

PURPOSE AND METHOD

Ask a team owner to list approved AI tools, vendors, intended users, company-controlled accounts, sensitive data types and current approval rules. Classify examples as public, internal or sensitive per your company policy. Do not upload personal records to test a tool.

EXERCISE

Complete tool-register.csv. For each tool include its allowed inputs, forbidden inputs, reviewer and status (APPROVED/REVIEW/HOLD).

COMPLETION CHECK

Completion check: Your list distinguishes approved tools from tools merely used informally.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 02

Evaluate one use case at a time

PURPOSE AND METHOD

For a proposed workflow, record purpose, value, data source, possible wrong answer, unauthorized action risk and how a human checks the output. Determine whether a deterministic rule or manual step would be safer. Stop if you lack permission.

EXERCISE

Fill use-case-review.md for two fictional use cases: summarizing public release notes and processing a confidential employee file. Reject or hold the second until proper authority and controls exist.

COMPLETION CHECK

Completion check: Every candidate use case has an explicit owner, risk rating, reviewer and allow/hold decision.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 03

Practice three failure scenarios

PURPOSE AND METHOD

Give the team fictional examples: an invented citation, a request to upload private employee details, and an assistant offering to email external contacts automatically. The default is to refuse unsafe input and escalate actions outside authorization.

EXERCISE

Fill scenario-checks.md with observed failure, stop step, owner and remediation. Compare responses from two colleagues before approving a workflow.

COMPLETION CHECK

Completion check: At least three scenario responses identify when a human must intervene.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 04

Hold a documented team review

PURPOSE AND METHOD

Walk through the approved use cases and rules in a short training meeting. Record attendees, materials, questions and any open risks. Decide on an owner and next review date. This kit is a starter training aid, not an ISO or EU AI Act certification.

EXERCISE

Complete training-record.csv, sign-off checklist and 30-day follow-up. Do not use this record as evidence of full regulatory compliance.

COMPLETION CHECK

Completion check: A team lead can show who reviewed the process, what remains on HOLD and when it is revisited.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

PROMPT, EXAMPLE & HANDOFF

Reusable prompt

Review this *fictional* proposed AI workflow for data sensitivity, inaccurate output, permission boundaries, human review, and record retention. State an ALLOW, HOLD or REJECT recommendation for human decision. Do not claim legal or regulatory certification. List open questions.

Fictional worked example

Example only: Team wishes to summarize public changelogs and also upload real personnel files. Public changelogs can enter a limited reviewed trial; personnel-file processing is HOLD pending privacy and company authorization. These are fictional training decisions.

Final sign-off checklist

- Evidence checked against supplied source material.
- Human approval recorded.
- Uncertain facts or permissions clearly marked.
- Template or report stored locally.
- Next review date recorded.

The field-test kit ends here. There is no automatic submission, AI account, approved certification or promise of financial return.