DixonIQ

ENVIRONMENTAL COMPLIANCE INTELLIGENCE



Responsible AI Review Checklist for Environmental Compliance.

Use before AI-assisted work supports a compliance decision or regulatory submission. Adapt the review to the task and the consequences of an error.

Facility / Client: _____ Task / Period: _____

AI Tool / Model / Version: _____ Review Date: _____

Sources and Methods

What to Verify	Evidence and Reviewer	Status
Source Documents Current permits, amendments, supporting records, and the correct reporting period are included.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Traceable Requirements Requirements link to a source page or condition. AI interpretations are distinguished from the original requirements and verified by a qualified reviewer.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Equipment and Applicability Requirements apply to the correct units, equipment groups, activities, and operating conditions.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Limits and Calculation Factors Limits and emission factors are distinguished. Units, averaging periods, effective dates, and the calculation basis are verified.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Calculations Activity data, conversions, and formulas are appropriate. Significant results are independently recalculated or tested.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Reproducible Checks Totals, duplicates, and other rule-based checks are confirmed with a reproducible calculation or validation rule, alongside review of the source records.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A

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Gaps and Approval

What to Verify	Evidence and Reviewer	Status
Missing or Conflicting Information Gaps, assumptions, and discrepancies remain visible. Material questions are resolved before the result is used.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
'No Issues Found' Results A clean AI result is not treated as proof that records are complete or correct. Source records are checked to a depth appropriate to the consequences of an error.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Confidential Information The AI system is approved for the information supplied. Data use, retention, and access comply with company policy and customer agreements.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
AI Use Rrecord Where required by company policy, the AI tool, model, and material prompts and outputs needed to explain AI's use are retained under applicable retention and confidentiality policies and customer agreements.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A
Professional Review and Approval A qualified reviewer verifies conclusions. Sources, assumptions, corrections, and approval are documented. Any required certification is made by an authorized person with an adequate basis for signing.	Evidence: _____ Reviewer: _____	☐ Complete ☐ Open ☐ N/A

Open Items and Actions

Item / Action: _____ Owner: _____ Due: _____

Item / Action _____ Owner: _____ Due: _____

Approved for Use By: _____ Date: _____

Supporting Review / Approval Record: _____

Credentials / License No. If Applicable: _____ Signature: _____

Companion to Michael Dixon, P.E., and Eric Dixon's DixonIQ Insights article on responsible AI.
Completing this checklist supports documented review; it does not by itself establish facility compliance.