# THE DELEGATION CARD

Choose one AI system your organization has already deployed. Answer the seven steps in plain words — delegated, not automated.

SYSTEM UNDER REVIEW

ACCOUNTABLE HUMAN — NAME AND ROLE

## 01 SCOPE

The work, not the tool

Which decisions or tasks has this system been handed?

## 02 AUTHORITY

What it may settle alone

Where does it act without a human looking first?

## 03 LIMITS

What it won't do

Which actions are out of bounds, stated plainly?

## 04 ESCALATION

Hand-back, on a stated SLA

What conditions send the work back, to whom, how fast?

## 05 OVERRIDE

Retained by a person

Who can stop or reverse it mid-task, and by what means?

## 06 RECORD

For your auditors

What is logged, where, and for how long is it kept?

## 07 REVIEW

Signed off, not set and forgotten

Who reviews the scope, on what cadence?

TEST OF A COMPLETE CARD

If step three is blank, the system is not delegated — it is unsupervised. State the limit before you sign.

SIGNED OFF — DATE

One-page version of the Delegation Charter Specification v0.1.2 (github.com/almma-ai/delegation-charter). CC BY 4.0 — credit “Delegation Card, Lucas E. Wall, Almma.AI”.