



For each step, decide how much the AI may do on its own. The deciding test is reversibility: the easier to undo, the more autonomy it can carry. Maps to EU AI Act Article 14 (oversight scales with autonomy).

WORKFLOW STEP	AUTONOMY LEVEL in / on / out of the loop	ACCOUNTABLE OWNER	CONTROL
1 _____	☐ IN ☐ ON ☐ OUT	_____	_____
2 _____	☐ IN ☐ ON ☐ OUT	_____	_____
3 _____	☐ IN ☐ ON ☐ OUT	_____	_____
4 _____	☐ IN ☐ ON ☐ OUT	_____	_____
5 _____	☐ IN ☐ ON ☐ OUT	_____	_____
6 _____	☐ IN ☐ ON ☐ OUT	_____	_____
7 _____	☐ IN ☐ ON ☐ OUT	_____	_____
8 _____	☐ IN ☐ ON ☐ OUT	_____	_____
9 _____	☐ IN ☐ ON ☐ OUT	_____	_____

e.g. Draft generation · ON · Senior advisor · exception alert + audit log

THREE LEVELS

IN = human approves each action. ON = agent acts, human supervises by exception + logging.
OUT = autonomous within bounds, audit trail and a named owner.

Common trap: an action you cannot undo is never human-out-of-the-loop, however low the stakes.