

# Human-in-the-Loop Design Review

Use this checklist in your next design review. Tick each statement that is true for your agent today. Thresholds and intervals in the guide are recommended starting points; calibrate to your environment.

## PLACEMENT

- ☐ Every agent action is classified, and each class has a defined oversight level.
- ☐ Irreversible, money-moving, access-changing and regulated actions require approval before action.
- ☐ Low-risk, reversible actions use sampled review instead of per-item approval.
- ☐ Triggers are fixed rules where possible, and confidence-based triggers are calibrated.

## REVIEW PACKET

- ☐ The packet shows the proposed action, the evidence, the reason for the flag and the options.
- ☐ Reviewers can approve, edit, reject with a reason, escalate or take over.
- ☐ Rejection reasons are structured and recorded.

## OWNERSHIP AND TIMING

- ☐ Each checkpoint has a named owner role with the authority to decide.
- ☐ Each checkpoint has a response target and a safe default on timeout.
- ☐ Regulated or high-value actions need two approvers, one independent.

## OPERATION AND LEARNING

- ☐ Run state is saved at the pause and verified on resume.
- ☐ Decision time, override rate and agreement with later outcomes are measured.
- ☐ Rejections and overrides feed the evaluation set.

Score: \_\_\_\_ of 13. Any unticked box is a gap to close before the agent handles real work.

Full guide: [readyforrole.com/blog/human-in-the-loop-design.html](https://readyforrole.com/blog/human-in-the-loop-design.html) | Series hub:  
[readyforrole.com/blog/enterprise-ai-agent-engineering.html](https://readyforrole.com/blog/enterprise-ai-agent-engineering.html) | [support@readyforrole.com](mailto:support@readyforrole.com)