



Suhas Bhairav

AI Audit Trail Documentation Checklist Plan

**Automate audit-ready logs for approvals, notes,
and final deal numbers.**

Create an end-to-end AI-enabled audit trail that
passes compliance reviews.

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Audit Trail Blueprint

Define the AI-enabled logging approach for approvals, notes, and final numbers. Establish data sources, owners, and audit requirements.

Key move Establish a single source of truth for audit logs.

PRACTICAL CHECKLIST

- 01** Identify data sources: ERP/GL, CRM, approval systems, and deal notes.
- 02** Define fields: timestamp, user, role, approver, dealID, amount, notes tag.
- 03** Choose storage: immutable folders with versioning, linked to source logs.
- 04** Automate capture: AI agents or workflows log approvals and final numbers.
- 05** Human-in-the-loop: define when to review, handle exceptions, and approve corrections.
- 06** Data quality: validation, deduplication, reconciliation against the general ledger.
- 07** Access and ownership: RBAC, change control, and clear workflow ownership.

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What to Automate vs Review

This page defines what to automate end-to-end versus what requires human review. It maps data fields to workflow decisions.

Key move Define guardrails to prevent over-logging or data leakage.

PRACTICAL CHECKLIST

- 01** Automate: capture approvals, timestamps, approver name and role, final deal numbers, and currency.
- 02** Automate: attach manager notes summary as metadata without exposing free-text.
- 03** Review: notes requiring interpretation or exceptions, such as unusual approvals or discounts.
- 04** Review: reconcile deal amounts with approvals and posted invoices.
- 05** Data fields: enforce required fields, formats, and standardized codes.
- 06** Automation boundaries: avoid auto-logging sensitive notes without masking.
- 07** Error handling: flag missing sources, timestamp gaps, or mismatches for review.

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Adoption Plan & Metrics

Outline a weekly, low-risk rollout with clear ownership and measurement. Track adoption, data quality, and audit readiness metrics.

Key move Start small: pilot one approval stream before scaling.

PRACTICAL CHECKLIST

- 01** Week 1: map sources, assign owners, and define field schemas.
- 02** Week 2: implement logging automation for approvals and final numbers.
- 03** Week 3: integrate with compliant folders and version control.
- 04** Week 4: establish rules for human-review triggers and exception handling.
- 05** Week 5: add data quality checks and reconciliation passes.
- 06** Ongoing: monitor metrics, refine fields, and rotate access.
- 07** Owners: assign a data steward and a compliance reviewer per domain.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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