



Suhas Bhairav

AI Contract Review Preparation Guide

**Turn contracts into structured insights with
automated, review-ready findings.**

Identify key clauses and obligations automatically,
with human-reviewed guardrails to speed approvals.

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What to Automate

Identify routine tasks to accelerate contract prep while preserving human oversight.

Key move Context-rich flags speed counsel review.

PRACTICAL CHECKLIST

- 01** Clause extraction: identify governing law, term, renewal, termination terms.
- 02** Dates and deadlines: harvest dates for renewal, notice periods, payment milestones.
- 03** Obligations and warranties: capture performance duties, service levels, KPIs.
- 04** Missing terms flags: missing termination rights, assignment, IP, audit rights.
- 05** Deviation detection: compare to templates to flag deviations.
- 06** Review questions: generate clarifying questions for counsel.

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What to Use

Outline tools, data sources, and guardrails to support AI-assisted review.

Key move Designate a data owner to maintain accuracy and access controls.

PRACTICAL CHECKLIST

- 01** Contract formats: PDF, DOCX; ensure OCR quality for reliable extraction.
- 02** Templates: maintain standard clause templates to compare deviations.
- 03** Data governance: classify contracts by type (NDA, MSA, SOW) for prompts.
- 04** Tools: AI copilots (Claude/ChatGPT), RAG, extraction models, dashboards.
- 05** Guardrails: red-team prompts, hallucination filters, and human-in-the-loop review.
- 06** Security: role-based access, data encryption, and contract data handling policies.

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Implementation Plan

A phased, weekly adoption plan with risks, approvals, and metrics.

Key move Document approvals and ownership up front.

PRACTICAL CHECKLIST

- 01** Week 1: inventory contracts; confirm data sources and owners.
- 02** Week 2: build extraction prompts; pilot on NDA templates.
- 03** Week 3: extend to MSA/SOW; test deviation alerts.
- 04** Week 4: launch dashboards tracking flags, accuracy, cycle time.
- 05** Week 5: scale to vendor contracts; formalize review handoffs.
- 06** Ongoing: define approvals, escalation, and owner responsibilities.

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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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