



Suhas Bhairav

AI Handoff Quality Checklist

**Practical checklist to ensure AI-enabled handoffs
are complete, traceable, and accountable.**

Ensure every AI-enabled handoff includes context,
owner, deadlines, and evidence.

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What to Handoff

In AI-enabled operations, each handoff must carry essential context, status, ownership, deadlines, dependencies, and evidence. Clarify what is automated and what requires human review.

Key move Always verify ownership and deadlines before closing the handoff.

PRACTICAL CHECKLIST

- 01** Context summary: problem, objective, success criteria, and current state.
- 02** Owner and accountability: assign owner, role, and escalation contact.
- 03** Deadline and cadence: specify due date and update frequency.
- 04** Dependencies and blockers: list inputs, systems, approvals needed.
- 05** Evidence and artifacts: attach logs, dashboards, models, and notes.
- 06** Definition of done: criteria to mark handoff complete.
- 07** Automation scope and tools: what is automated now and needed data sources, systems, and

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Automation vs Human Review

Operations handoffs benefit from automation of repetitive data transfer and evidence collection. Preserve human review where judgment, exceptions, or safety risk exist.

Key move Document failure modes and rollback steps for each handoff.

PRACTICAL CHECKLIST

- 01** Automate data collection: pull inputs from ERP, CRM, tickets, and sensors.
- 02** Automate status updates: push progress, blockers, and ETA to stakeholders.
- 03** Human-in-the-loop: require manual sign-off for high-risk decisions.
- 04** Quality checks: validate data, verify outputs, and ensure provenance.
- 05** Access controls: restrict sensitive data, log access, and review permissions.
- 06** Audit trails: keep timestamped records of changes and approvals.
- 07** Guardrails for privacy, drift, and failure handling in handoffs.

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Weekly Adoption Plan

Implementing AI handoffs in weekly increments makes adoption manageable and measurable. Establish ownership, governance, and guardrails from the start.

Key move Keep a simple review cadence; avoid overengineering early.

PRACTICAL CHECKLIST

- 01** Week 1: map current handoffs and data sources across key ops processes.
- 02** Week 2: define required fields for context, status, owner, deadline, dependencies, evidence, and DoD.
- 03** Week 3: pilot automated handoffs in a low-risk process like ticket triage.
- 04** Week 4: implement guardrails for data privacy, drift detection, and failure handling.
- 05** Week 5: establish human-review checkpoints for exceptions and safety-critical decisions.
- 06** Week 6: codify approvals, ownership matrix, and escalation paths.
- 07** Week 7+: scale to additional processes and strengthen monitoring.

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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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