



Suhas Bhairav

AI Legal Document Comparison Checklist

**A practical guide to spotting substantive changes
in contracts.**

Empower executives to compare versions, verify
defined terms, and track edits with a repeatable
checklist.

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Automate vs Review

This page explains what to automate in document comparison and what to keep under human review. It outlines data, tools, and a starter weekly adoption path.

Key move Always save a secure audit trail of changes and decisions.

PRACTICAL CHECKLIST

- 01** Automate version difference detection to surface substantive changes, not cosmetic edits.
- 02** Auto-verify defined terms for consistency across parties and governing law.
- 03** Check cross-references and numbering to ensure internal and external links align.
- 04** Flag unresolved edits and placeholders for human review in a dedicated task queue.
- 05** Capture defined-change rationale: why a term or clause was modified.
- 06** Identify redlines that touch compliance, data protection, or regulatory obligations.

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What to Automate and Review

Outline the data sources, tooling, and AI capabilities needed to support reliable comparisons. Includes concrete examples and roles.

Key move Tag high-risk clauses early in the process.

PRACTICAL CHECKLIST

- 01** Data sources: contract text (Word/PDF), defined terms, cross-reference maps, and prior versions.
- 02** Tools: AI-assisted diff, term extractor, cross-reference checker, redline viewer, and secure workflow.
- 03** Automation scope: compare versions, surface substantive changes, verify term consistency, and flag unresolved edits.
- 04** Human review: legal reviewer confirms interpretations of defined terms and resolves ambiguous edits.
- 05** Governance: define ownership, approvals, and SLAs for automated checks.
- 06** Security: mask PII, audit access, and store versions in compliant repositories.
- 07** Note: ensure privacy controls and legal holds are respected during automation.

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4-Week Adoption Plan

Implement the checklist in four weekly sprints, starting with a small set of standard contracts. Define metrics, ownership, and guardrails to measure progress.

Key move Lock-in clear ownership and sign-off responsibilities.

PRACTICAL CHECKLIST

- 01** Week 1: select 2–3 standard contracts; map terms glossary and references.
- 02** Week 2: run automated diff and term checks; produce initial redlines.
- 03** Week 3: add human review for high-risk clauses; refine definitions.
- 04** Week 4: pilot in a live workflow; capture feedback and adjust SLAs.
- 05** Establish guardrails: data access controls, audit logs, approval thresholds.
- 06** Define success metrics: time-to-review, defects rate, reviewer satisfaction.

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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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