AI use-case brief and register

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Use the brief for a proposed or existing AI use. Keep one concise register entry for each materially different use, with links to its assessment and decision. The same tool can have more than one use-case record.

Use-case brief

Field	Your record
Use-case name and reference	
Business owner and contact	
Technical or supplier owner	
Current stage	Idea / experiment / limited trial / operating / retired
Purpose	Describe the work and the benefit sought
People using the system	Include external users if relevant
People affected by its outputs or actions	Include people who do not operate the system
Current alternative	How is the task handled without this AI use?

Field	Your record
System and supplier	Product, model, service and relevant version
Inputs and sources	Data types, sources and permissions
Outputs and actions	What happens with the result? Can it change another system?
Processing locations and connections	Hosting, external services, connected tools and logs
Human role	Who checks, decides, overrides or intervenes?
Territory and intended market	Where is it supplied or used?
Important failure consequences	Describe the effect, not just “inaccuracy”
Operating limits	Excluded uses, users, data or environments
Existing evidence	Link to tests, supplier documents and relevant assessments
Questions still open	Include assumptions needing confirmation
Decision needed	What exactly is being requested, and from whom?

Additional fields for physical AI

Record the environment, sensors, actuators or connected equipment, expected response time, relevant failure states and the action required outside the operating limits. Identify which safeguards are independent of the model and who owns the safety assessment. Do not reduce this to a general AI risk score.

For NVIDIA or Hailo deployments, identify the actual module or accelerator, host, runtime/toolchain and model build. Vendor family names alone will not identify the evaluated configuration.

Decision record

Field	Your record
Decision	Proceed within scope / limited trial / further work / do not proceed
Decision owner and date	
Permitted use and configuration	
Required conditions	State how each will be checked
Unresolved issue, owner and next action	
Review date	
Change triggers	Purpose, model, supplier, data, users, integration or operating environment
Evidence links	

Register view

Use these columns in the organisation's existing tool:

Register field	Illustrative entry
Reference	EXAMPLE-01
Use	Draft internal support-ticket summaries
Owner	Service owner
Stage	Limited trial
System/version	Named service and assessed configuration
Decision	Limited trial only
Conditions	Staff check against source; attachments excluded
Next review	Set at decision
Evidence link	Link to full brief

The example is illustrative. Replace it with real records; do not count it as an approved organisational use.

Keep the register useful

Ask owners to update the record when a material change is proposed, not only during a scheduled review. Assign someone to check for records without owners or overdue decisions. Retire unused entries while retaining the decision history needed by the organisation.

Avoid storing confidential source data in the register itself. Link to controlled evidence locations and use the minimum description needed to understand the use.

This guide supports intake and ownership. It does not determine legal classification or replace a system-specific assessment.

You may adapt this guide for use within your own organisation. Keep the Beeston Labs attribution and review date when sharing an unmodified copy.