The decision in ninety seconds

Recommendation: Keep embedded-feature activation deferred. Consider staff drafting only after input limits and human review are accepted.

Rationale: The procedure version conflict is resolved in this illustration. Vendor handling, data reach and shutdown evidence remain incomplete.

Conditions

Retain Revision 1 as the controlling procedure baseline.

Return an accepted input rule and evidence of generated-answer review before operational use.

Obtain feature-specific handling terms and authorized shutdown evidence before reconsidering activation.

Tiers

Staff procedure drafting: Tier 2 provisional; unknown factors may raise the tier

Embedded vendor feature: Tier 3 provisional pending data and control review

Institution decision: Left blank

Institution reviewer: Left blank

Decision date: Left blank

The supporting file names versions, reviewer observations and open actions. It does not record an actual approval.

What the reviewer discovers

Two procedure versions conflict. The later working copy lacks approval evidence. A returned owner confirmation resolves only which version controls.

The vendor disclosure expands data reach. Its references do not establish current settings, retention or effective shutdown. Keep activation deferred.

Conditions that remain open

Retain Revision 1 as the controlling procedure baseline.

Return an accepted input rule and evidence of generated-answer review before operational use.

Obtain feature-specific handling terms and authorized shutdown evidence before reconsidering activation.

Proposed tiers and policy gap

Staff procedure drafting: Tier 2 provisional; unknown factors may raise the tier

Reasons

Drafts may become operational instructions.

Inputs and controlling versions were initially unclear.

Uncertainty: The review has yet to confirm what staff entered or whether input rules were enforced.

Embedded vendor feature: Tier 3 provisional pending data and control review

Reasons

The revised disclosure expands stated reach to free-text service notes.

Default activation, retention and effective shutdown require evidence.

Service notes may contain sensitive information; actual contents and safeguards remain unknown.

Uncertainty: No authorized setting inspection or shutdown test has been returned.

Tiers follow the optional CSBS worksheet. Your institution assigns the final tier.

The policy gap: procedure text does not define assistant inputs or how generated answers are checked. Risk and operations must return the input rule and review evidence.

A change returns the decision to review

Retain the initial baseline and returned confirmation. The later vendor disclosure reopens its data-reach question. Staff-use conditions remain separate.

The institution receives a recommendation, reasons, conditions and owned actions. It retains approval and can inspect the supporting records.

Open the complete example: https://llmsquared.com/example/

An actual engagement requires agreed scope, source rights, reviewer, transfer route, fee and acceptance terms.