Agent Accountability Checklist

Reusable LPM Knowledge Object for agent ownership, action rights, tool access, evidence, controls, and lifecycle governance

Use this Agent Accountability Checklist before any AI agent is piloted, connected to tools, allowed to retrieve enterprise knowledge, allowed to communicate, or allowed to act across systems. The checklist makes one thing explicit: an agent cannot be accountable. People are accountable for the agent, its scope, its data, its tools, its actions, its evidence, its controls, and its outcomes. This object helps companies scale AI without creating hidden automation, invisible decision rights, uncontrolled system actions, or audit gaps.

Built for three company profiles: 500+ employees, 5,000+ employees, and 10,000+ employees. Use it as a website artifact, AI agent review guide, launch readiness checklist, and future Lapemo guided skill.

Metadata

Metadata	Value
Object type	LPM Knowledge Object
Primary LPM layer	AI Amplification
Connected layers	Ownership Map, Decision Architecture, Information Ecology, Platform Structure, Governance Architecture, Control Map, AI Governance Checklist
Primary use	Validate whether an AI agent has accountable ownership, defined scope, approved actions, tool boundaries, evidence, controls, monitoring, and lifecycle discipline.
Website use	Downloadable checklist, AI readiness artifact, agent launch gate, governance workshop guide, JSON object for Lapemo ingestion, and future guided skill.
Version	1.0
Owner	LPM / Lapemo
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Core principles

Principle	Meaning
Agents do not own outcomes	A named human owner remains accountable for purpose, performance, risk, value, controls, and lifecycle decisions.
Agent scope must be narrower than capability	The agent may only operate inside approved tasks, sources, tools, channels, and action boundaries.
Tool access is authority	Every system, API, workflow, and integration available to the agent must be treated as an operating permission, not a technical feature.
Action rights must be explicit	The agent may retrieve, summarize, draft, recommend, route, update, trigger, communicate, or execute only when that action is approved.
Human review must match impact	Higher-impact agents require stronger review, approvals, logs, overrides, stop paths, and escalation rules.
Logs are part of accountability	Agent decisions, prompts, context, retrieved sources, tool calls, handoffs, approvals, and exceptions must be replayable where risk requires it.
Agent lifecycle must be governed	Agents need launch gates, review cadence, drift monitoring, access review, incident handling, retirement rules, and supersession rules.

Agent types

Agent type	Description
Assistant agent	Answers questions, drafts content, summarizes information, or supports a human user without system action.
Workflow agent	Coordinates tasks, routes work, prepares handoffs, checks status, or moves work across teams and systems.
Decision-support agent	Recommends, scores, prioritizes, flags, classifies, or prepares options for a human decision owner.
System-action agent	Updates records, triggers workflows, sends messages, opens tickets, modifies data, or invokes APIs.
Customer or employee-facing agent	Interacts directly with customers, employees, vendors, candidates, or partners.
Multi-agent chain	Uses multiple agents, models, tools, or handoffs where accountability can become fragmented.

Required fields

Field	Definition	Required
Agent ID	Unique identifier for the agent, agent workflow, or agent chain	Yes
Agent name	Plain-language name of the agent	Yes
Agent type	Assistant, workflow, decision-support, system-action, customer-facing, employee-facing, or multi-agent chain	Yes
Business purpose	Outcome, workflow, service, decision, control, or operating need the agent supports	Yes
Accountable business owner	Person or role accountable for agent outcome, use, risk, value, and lifecycle	Yes
Technical owner	Person or role accountable for implementation, reliability, logs, integrations, and operational health	Yes
Data or knowledge owner	Person or role accountable for approved sources, retrieval quality, sensitivity, access, freshness, and lineage	Yes
Control owner	Person or role accountable for controls, evidence, monitoring, exceptions, and testing	Yes
Decision owner	Person or forum accountable for decisions influenced by the agent	Required when decision-support exists
Approved tasks	Tasks the agent is allowed to perform	Yes
Blocked tasks	Tasks the agent is not allowed to perform	Yes
Approved tools and systems	Applications, APIs, integrations, workflows, repositories, and channels the agent may use	Yes
Blocked tools and systems	Applications, APIs, integrations, channels, or data stores the agent may not use	Yes
Allowed actions	Retrieve, summarize, draft, recommend, score, route, update, trigger, communicate, execute, or escalate	Yes
Blocked actions	Approvals, commitments, external communication, data changes, control bypass, policy exceptions, regulated decisions, or irreversible actions without approval	Yes
Human review rule	Who reviews, when review is required, what evidence is reviewed, and what authority the reviewer has	Yes
Evidence and logging rule	What prompts, context, sources, outputs, tool calls, approvals, exceptions, and actions must be logged	Yes
Impact tier	Low, moderate, high, critical, regulated, customer-facing, employee-impacting, financial, security, privacy, or control-impacting	Yes
Monitoring signals	Accuracy, drift, misuse, incidents, overrides,	Yes

	adoption, value, control failures, latency, access exceptions, and user feedback	
Escalation path	Where issues go when agent output, action, access, or behavior becomes unsafe, stale, incorrect, unauthorized, or outside scope	Yes
Kill switch or pause owner	Person or role authorized to pause, restrict, roll back, or retire the agent	Required for moderate and above
Lifecycle status	Idea, design, pilot, limited release, production, scaled, restricted, paused, retired, or superseded	Yes
Review cadence	Weekly, monthly, quarterly, release-based, incident-based, policy-change based, source-change based, model-change based, or access-change based	Yes

Agent accountability checklist

1. Agent identity and purpose

Checklist item	Status	Guidance
Agent has a unique ID and clear name	Yes / No / Partial	Avoid unnamed automations, prompt collections, or embedded vendor features with no owner.
Agent type is classified	Yes / No / Partial	Classify the strongest role the agent can perform, not the softest description.
Business purpose is tied to a measurable outcome	Yes / No / Partial	Tie the agent to value, risk reduction, cycle time, quality, control strength, or customer/employee outcome.
Agent is linked to a workflow, decision, service, product, control, or operating-model object	Yes / No / Partial	Agents should not float outside the operating model.

2. Human accountability model

Checklist item	Status	Guidance
One accountable business owner is named	Yes / No / Partial	No shared-accountability fog. One person or role owns the outcome.
Technical owner is named	Yes / No / Partial	Technical ownership covers reliability, integrations, logs, incidents, and change management.
Data or knowledge owner is named	Yes / No / Partial	Retrieval quality and source freshness need a real owner.
Control owner is named	Yes / No / Partial	Control ownership covers monitoring, evidence, exceptions, and testing.
Decision owner is named when the agent influences decisions	Yes / No / Partial	AI cannot become the hidden decision owner.

3. Scope, tasks, and operating boundary

Checklist item	Status	Guidance
Approved tasks are explicitly defined	Yes / No / Partial	List what the agent is allowed to do in plain language.
Blocked tasks are explicitly defined	Yes / No / Partial	List what the agent must never do without approval.
Start and stop conditions are documented	Yes / No / Partial	Define when the agent starts work, stops work, hands off, or escalates.
Agent handoffs are mapped	Yes / No / Partial	Map handoffs to humans, queues, systems, other agents, and escalation paths.

4. Decision and action rights

Checklist item	Status	Guidance
Allowed actions are classified	Yes / No / Partial	Retrieve, summarize, draft, recommend, score, route, update, trigger, communicate, execute, or escalate.
Blocked actions are classified	Yes / No / Partial	Block approvals, commitments, external messages, regulated decisions, system-of-record changes, and control bypass unless approved.
Human approval is required for high-impact actions	Yes / No / Partial	Do not rely on vague human-in-the-loop language.
Agent cannot expand its own authority	Yes / No / Partial	The agent should not grant itself tool access, choose new sources, bypass review, or change its own scope.

5. Data, knowledge, and retrieval boundaries

Checklist item	Status	Guidance
Approved sources are listed and owned	Yes / No / Partial	Map documents, repositories, systems, dashboards, APIs, knowledge objects, and data products.
Blocked sources and data classes are listed	Yes / No / Partial	Include sensitive, stale, private, unapproved, draft, regulated, or unsupported sources.
Source freshness rule is documented	Yes / No / Partial	Define how stale sources are flagged, excluded, or escalated.
Retrieval lineage is logged where needed	Yes / No / Partial	For material decisions, log which sources influenced the output.

6. Tool, integration, and system access

Checklist item	Status	Guidance
Approved tools and systems are listed	Yes / No / Partial	Every integration is a permission boundary.
Tool permissions are least-privilege	Yes / No / Partial	The agent should have only the access needed for approved tasks.
System updates require explicit approval rules	Yes / No / Partial	Updating records is different from reading records.
Integration failures have a fallback path	Yes / No / Partial	Define what happens when APIs, tools, data, or workflows fail.

7. Controls, evidence, and auditability

Checklist item	Status	Guidance
Preventive, detective, and corrective controls are mapped	Yes / No / Partial	Define guardrails, logs, monitoring, approvals, alerts, and remediation.
Prompt, context, output, and tool-call logging is defined	Yes / No / Partial	Log enough to investigate failures without over-collecting sensitive data.
Evidence requirements match impact tier	Yes / No / Partial	Critical agents need stronger evidence and replayability.
Kill switch, pause rule, or rollback owner is documented	Yes / No / Partial	Someone must be able to stop the agent fast.

8. Monitoring, incidents, and drift

Checklist item	Status	Guidance
Monitoring signals are defined	Yes / No / Partial	Track accuracy, drift, incidents, overrides, misuse, latency, value, feedback, and control failures.
Incident thresholds are documented	Yes / No / Partial	Define when agent behavior becomes reportable, escalated, restricted, or paused.
Access and permission review cadence is defined	Yes / No / Partial	Tool access should not become permanent by default.
Agent performance is reviewed against business value	Yes / No / Partial	A working agent that does not create value should be retired or redesigned.

9. Lifecycle and change governance

Checklist item	Status	Guidance
Launch gate is documented	Yes / No / Partial	Define what is required for pilot, production, scale, and enterprise release.
Change triggers are documented	Yes / No / Partial	Review on source, model, vendor, tool, workflow, policy, risk, or ownership changes.
Retirement and supersession rules are defined	Yes / No / Partial	Agents must be removed when stale, unsafe, redundant, low-value, or replaced.
Agent accountability is reviewed on cadence	Yes / No / Partial	Accountability must stay current as the organization, tools, and workflows change.

Version for 500+ employee company

Dimension	Recommended pattern
Design intent	Create a lightweight agent accountability gate before teams connect AI to tools, knowledge, or workflows.
Minimum scope	Track agent name, owner, purpose, approved tasks, blocked actions, approved sources, tool access, human review, logs, and lifecycle status.
Operating pattern	Centralized AI owner or small review group approves agents that move beyond assistant-only use.
AI focus	Prevent shadow agents, unmanaged prompt workflows, unclear owners, and agents with too much tool access.
Governance need	Connect to AI governance checklist, ownership map, decision rights model, source-of-truth map, platform map, and control map.
Red flags	A vendor feature is turned on without ownership, agents summarize stale knowledge, or teams treat agent action as a productivity shortcut without controls.

Version for 5,000+ employee company

Dimension	Recommended pattern
Design intent	Create federated agent accountability across functions, platforms, data domains, and shared services.
Minimum scope	Add impact tiering, tool permissions, integration ownership, logs, source lineage, incident thresholds, escalation, and control coverage.
Operating pattern	Business unit owners register agents through a common template while enterprise governance routes higher-risk agents to security, privacy, data, legal, risk, and architecture.
AI focus	Prevent duplicate agents, inconsistent review rules, unowned retrieval sources, and agents acting across systems without traceability.
Governance need	Connect to integration map, data lineage map, evidence checklist, risk acceptance register, decision log, and workflow inventory.
Red flags	Agents are embedded into operational workflows without system-of-record rules, clear human approval, or a stop path.

Version for 10,000+ employee company

Dimension	Recommended pattern
Design intent	Create enterprise-grade agent accountability across business units, regions, vendors, regulated workflows, shared platforms, and multi-agent chains.
Minimum scope	Full lineage across agent, owner, task, source, tool, integration, decision, control, risk, evidence, incident, value, and lifecycle state.
Operating pattern	Central AI governance defines standards and risk tiers while federated owners manage registration, evidence, monitoring, controls, access review, and lifecycle governance.
AI focus	Prioritize system-action agents, external communication agents, employee or customer-impacting agents, regulated workflow agents, and agents with write access.
Governance need	Integrate with GRC, IAM, data governance, model risk, vendor risk, architecture, security, privacy, internal audit, and executive control-plane reporting.
Red flags	Multi-agent workflows make it unclear who acted, what source was used, what tool was called, and who approved the outcome.

Scoring logic

Dimension	Score	What good looks like
Human ownership	0-5	One accountable business owner and

		supporting technical, data, decision, and control owners are clear.
Scope clarity	0-5	Approved tasks, blocked tasks, start conditions, stop conditions, and handoffs are documented.
Action boundary	0-5	Allowed and blocked agent actions are explicit and tied to decision rights.
Data and knowledge boundary	0-5	Approved sources, blocked sources, source freshness, sensitivity, and retrieval lineage are clear.
Tool access control	0-5	Tools, APIs, integrations, permissions, and update authority are least-privilege and owned.
Human review design	0-5	Review triggers, reviewer role, evidence, approval authority, override path, and exceptions are clear.
Control coverage	0-5	Preventive, detective, corrective, access, security, privacy, operational, and AI controls are mapped.
Audit evidence	0-5	Prompts, context, sources, outputs, tool calls, approvals, exceptions, and actions are logged as needed.
Monitoring readiness	0-5	Accuracy, drift, incidents, usage, overrides, value, feedback, and control failures are monitored.
Lifecycle discipline	0-5	Launch, change, access review, pause, rollback, retirement, and supersession rules are documented.

Suggested readiness score: average the ten scores, then classify 0-1.9 as Unaccountable agent activity, 2.0-3.4 as Documented but weak agent accountability, 3.5-4.4 as Governed agent operating model, and 4.5-5.0 as Enterprise-ready agent accountability.

AI prompts

- Classify this agent by type, impact tier, strongest allowed action, affected systems, required owners, evidence needs, and governance route.
- Review this agent accountability checklist and identify missing owners, weak action boundaries, unclear source rules, excessive tool access, missing controls, and insufficient human review.
- Given this agent description, generate approved tasks, blocked tasks, approved tools, blocked tools, allowed actions, blocked actions, human review rules, and escalation path.
- Score this agent from 0 to 5 across ownership, scope clarity, action boundary, data boundary, tool access, human review, control coverage, audit evidence, monitoring readiness, and lifecycle discipline.
- Convert this agent accountability checklist into Lapemo objects for owner, agent, task, decision, source, platform, integration, control, evidence, risk, incident, and monitoring signal.
- Determine whether this agent should proceed locally, require domain review, require enterprise governance, require executive approval, require risk acceptance, or be blocked.

Validation rules

- Every agent must have one accountable business owner before pilot, launch, or connection to enterprise tools.
- Every agent must be classified by type and strongest allowed action.
- Every agent must define approved tasks, blocked tasks, allowed actions, and blocked actions.
- Every agent must define approved sources, blocked sources, approved tools, and blocked tools.
- Agents with write access, external communication, customer impact, employee impact, regulated workflow impact, financial impact, security impact, privacy impact, or control impact must have documented human review and control coverage.
- Every moderate, high, critical, or regulated agent must have a kill switch, pause owner, rollback path, and escalation path.
- Any residual risk must link to risk acceptance or be explicitly marked as no acceptance required.

- Agents may not approve, commit, externalize, update systems of record, bypass controls, or make regulated decisions unless those actions are explicitly approved by governance.
- Agent logs must be sufficient to investigate prompts, context, retrieved sources, outputs, tool calls, approvals, exceptions, and actions for the assigned impact tier.
- Production agents must have review cadence, access review, change triggers, lifecycle status, and retirement or supersession rules.
- Status must never be encoded only by color. Use labels such as idea, design, pilot, production, scaled, restricted, paused, retired, or superseded.

Lapemo ingestion mapping

Lapemo object	Fields / entities	Use
Agent object	Agent ID, name, type, purpose, lifecycle status, impact tier	Creates the canonical agent record.
Ownership object	Business owner, technical owner, data owner, control owner, decision owner	Connects agent accountability to human ownership.
Decision object	Decision influenced, allowed action, blocked action, approval owner, review rule	Prevents agents from becoming hidden decision makers.
Information object	Approved sources, blocked sources, freshness, lineage, source owner	Controls what the agent can know and retrieve.
Platform object	Approved tools, APIs, systems, permissions, system owner	Controls what the agent can access or change.
Integration object	Tool calls, triggers, updates, data flows, failure paths	Maps agent-to-system dependencies.
Control object	Preventive, detective, corrective controls, logs, thresholds, tests	Ties agent activity to governance controls.
Evidence object	Prompt logs, source logs, output logs, tool calls, approvals, incidents, validation tests	Creates auditability and replayability.
Risk object	Impact tier, residual risk, risk acceptance, mitigation, escalation	Routes risk and exception handling.
Monitoring object	Accuracy, drift, incidents, overrides, adoption, value, control failures, access exceptions	Supports ongoing operational health.

Website positioning

Use this artifact as a downloadable AI Amplification checklist and as a future guided skill inside Lapemo. The website version should explain that agent accountability is not a technical feature. It is the operating model that determines who owns the agent, what it can know, what it can do, what it must log, who reviews it, when it escalates, and when it gets paused or retired.

Reusable knowledge object structure

Layer	Reusable asset
Human guide	Plain-English explanation, agent types, checklist sections, scale versions, scoring logic, and governance rules.
Downloadable template	DOCX and PDF for agent review, AI readiness workshops, governance intake, and launch gates.
Machine-readable schema	JSON object with required fields, scoring logic, prompts, validation rules, and Lapemo mappings.
Guided skill	Future Lapemo workflow that asks agent accountability questions, scores readiness, checks boundaries, maps controls, and recommends proceed, review, escalate, block, pause, or retire.