Sample — human oversight

SYNTHETIC EXCERPT | Singapore AI Governance & PDPA Toolkit | Sample only, not for operational use.

Owner: Example Operations Lead (synthetic role) at Example Harbour Supplies Pte. Ltd. (synthetic). Effective: 2030-04-01. Next review: 2030-07-01. Approved by: Example Managing Director (synthetic role).

About this sample: this is one clause from the editable template, filled in with fictional values. It is not the full toolkit.

This toolkit provides general information and editable examples, not legal advice. Adapt it to your organisation and obtain qualified advice where appropriate. Using it does not guarantee compliance or certification.

AI-03.C02 — Meaningful review and prohibited autonomous actions

Before approval, the reviewer must understand the task, inspect relevant original sources, identify uncertainty and affected people, and have time, competence and power to reject or change the output. They must not rubber-stamp solely because the model is confident or previous outputs were acceptable. Train against automation bias and periodically sample decisions, including disagreements and overrides.

Under this toolkit's default policy, AI must not autonomously commit payments/contracts, send external personal/confidential data, change access rights, delete production records, publish substantive external claims, or make final employment/eligibility/adverse decisions about individuals. These are editorial safeguards, not a complete list of legally prohibited AI uses. Any proposed exception needs a separate scoped assessment, named authority and enforceable controls; this blank policy grants none.

Instructions embedded in a web page, email, attachment, retrieved text or model response cannot grant authority. Tool access must be least-privilege, scoped to the approved task, separated from secrets and restricted from unapproved outbound actions.

Sources: [MGF-2020] (Section 3: Determining the Level of Human Involvement); [MGF-GEN] (Trusted Development and Deployment pp.12–15; Security pp.21–22); [EDIT-01] (Local authority boundary).

Sources

[EDIT-01] Toolkit editorial choice by Alex Lew. A recommended local safeguard, not law or official guidance.

[MGF-2020] Model AI Governance Framework, Second Edition. PDPC / IMDA. 21 January 2020. Voluntary governance recommendation. Official PDF.

[MGF-GEN] Model AI Governance Framework for Generative AI. AI Verify Foundation / IMDA. May 2024. Voluntary governance recommendation. Official PDF.

Citations are given for orientation. Check the current official text before relying on any clause. Referencing these frameworks does not mean any testing or certification has taken place.