QC Checklist Kit

Tiers · canaries · the error log · the monthly audit · the pause protocol

The three QC tiers

TIER 1 — full review

Money, customers, promises, safety, public — plus EVERY new workflow. Every output, before it ships.

TIER 2 — spot-check

Proven internal workflows. Sample 1 in 3–5 closely; any catch bounces it to Tier 1 for a week.

TIER 3 — rhythm-check

Pure receipts and plumbing, zero judgment content. Weekly glance: still running, still landing right.

The five canary signs

1. Outputs getting shorter or more generic
2. Format wobble
3. Rising fix rate week over week
4. The too-smooth week (verify with one close read)
5. THE STALE REFERENCE — update the source, then check every dependent on your map

The catch loop

Review ★ catches → LOG one line (date · workflow · what · why) → FIX THE INSTRUCTION, not just the output.

Law: every correction made twice becomes a standing rule.

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Tier assignment + error log

Tier assignment — every workflow, in writing

WORKFLOW	TIER (1/2/3)	WHY / FLOOR

Error log (lives in the System Doc)

DATE	WORKFLOW	WHAT WAS WRONG	ROOT CAUSE

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The monthly audit + pause protocol

The 30-minute monthly audit — five steps

- [ ] Tier review: clean Tier-1 records graduate; recent catches move UP
- [ ] Deep-read two workflows like a first-time reviewer
- [ ] Read the month's error log for patterns; schedule instruction surgery
- [ ] Asset freshness: price sheet · libraries · Voice Brief samples — update stale NOW
- [ ] The retirement question: is anything running that no longer earns its keep?

The pause protocol — back to manual while you diagnose

Pause immediately when: error rate jumps without obvious cause · sources known-stale and not updatable today · the world just shifted under it · a catch reveals a failure mode you don't understand yet.
Pausing is the review gate at system scale. A system you can pause is a system you control.

Health score

Catches per ~100 outputs: ____ (write it monthly — trending down is your system getting smarter)

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What to do with this document

Your next steps

- [ ] Assign every workflow a tier in the System Doc — new ones always start Tier 1
- [ ] Install the error log; log every catch honestly this week
- [ ] Make ONE instruction fix from a logged entry
- [ ] Schedule the monthly audit and run one practice pause on a low-stakes workflow

Keep going (free)

Every lesson of the Automation Academy is free at braintrain-ai-academy.com/automation-academy — problems first, tools second.

WHAT TO DO WITH THIS DOCUMENT

This document is a section of your Automation Blueprint — the written plan of everything you want built. Three honest paths for every part of it: build it yourself with the academy as your reference manual, hand the spec to a freelancer, or bring it to BrainTrain AI Coach and design the system around your specific situation, step-by-step, with a guide. Whichever path: the design and the judgment stay yours.