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AI Governance & Oversight Procedure

Last Updated: 2025-10-14

🎯 Purpose

To ensure all AI features at ReapApp.io are developed, tested, and deployed responsibly and transparently, in line with our Responsible AI Use Statement and best-practice frameworks (EU AI Act, ISO 42001, NIST AI RMF).

👥 Governance Team Roles

Role	Core Responsibilities
CTO (Technical Lead)	Owns model architecture, retrieval logic, prompt templates and technical testing. Performs automated and manual evaluation of model accuracy, grounding and robustness. Co-signs final releases.
CPO (Product Lead)	Owns user-side testing and functional validation through widgets. Simulates investor questions to check answer quality, clarity and alignment with official sources. Co-signs final releases.
CEO (Governance Reviewer)	Observes the process and ensures alignment with ethical and business principles. Reviews monthly governance notes and incident summaries.

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🔁 AI Change and Release Process

Step	Description & Responsible
1. Proposal & Ticket	Any AI change (new model, prompt, retrieval update) is logged in Linear with purpose, impact and test plan. Responsible: Developer / CPO.
2. PR Review & Approval	All changes go through PR review for code quality, security and traceability. Responsible: CTO / Peer Reviewer.
3. Internal Testing	CTO runs automated accuracy and source-validation tests. Results attached to Linear ticket. Responsible: CTO.
4. User-Side Testing via Widgets	CPO and CEO simulate investor questions in the live widget environment to confirm clarity and grounding. Responsible: CPO (+ CEO observer).
5. Final Sign-Off & Deployment	Deployment occurs only after both CTO and CPO approve results and document sign-off in Linear. Responsible: CTO & CPO.
6. Logging & Evidence Storage	All PRs, commits, test outputs and approvals stored in Linear and Git. Primary custodians of records are CTO and CPO. Responsible: CTO / CPO.

🧪 Monthly Governance Review

Participants: CTO, CPO, CEO
Duration: ≈ 15 min

Agenda:
1. Summary of AI changes and validations.
2. Any drift, bias, or incident reports.
3. User feedback and planned improvements.
4. Confirmation of documentation and sign-offs.

Notes logged in Notion under 'AI Governance Logs'.

🧩 Recordkeeping & Audit Evidence

Evidence Sources: Git commits, PR reviews, Linear tickets, test summaries, meeting notes.
Retention: Minimum 2 years.
Custodians: CTO and CPO.
Access: Core leadership and authorized auditors only.

✅ Expected Outcome

By following this procedure, ReapApp.io ensures:
- Dual sign-off (CTO + CPO) for every AI release.
- Traceable oversight of technical and functional quality.
- Independent validation aligned with SR 11-7 and ISO 42001 controls.
- Continuous improvement and governance evidence for auditors and partners.