

PROVIDER DISCLOSURE TEMPLATE

Instructions for Use of an AI System

The information a provider supplies to those deploying its AI system, covering capabilities, limitations, oversight and maintenance

Document reference	IFU-AI-01	Version	1.0 (draft)
Document owner	[Name, job title]	Approved by	[Board / SLT / named director]
Date of issue	[DD Month YYYY]	Next review	[DD Month YYYY — 12 months]
Applies to	Providers of AI systems; supplied to every deploying organisation	Classification	Internal

How to use this template. Text in square brackets must be replaced. Delete any clause that does not apply to your organisation, and add clauses where your circumstances require them. This is a drafting aid, not legal advice, and it is not tailored to your organisation. Legal and regulatory positions change; confirm the current position before you rely on any statement here.

About this document

Instructions for use are the principal means by which a provider transfers to a deployer the information the deployer needs in order to use a system safely and lawfully. Under the EU regime they are a formal requirement for high-risk systems, and their content is specified. In other markets they are supplied because customers demand them in procurement.

They are addressed to the deploying organisation, not to the end user, and should be written for a competent operational reader rather than a specialist.

Drafting note. The section that determines the value of the whole document is the statement of limitations. A provider that documents limitations honestly transfers a real and defensible allocation of responsibility. A provider that documents none retains it.

1. Provider and system

Provider legal name	
Registered address	
Contact for technical questions	

Authorised representative, where the provider is established outside the market	
System name	
Version to which these instructions apply	
Date of issue	
Where the current version of this document is published	

2. Intended purpose

What the system is designed to do	
The decision or output it produces	
Intended users	
Intended operating environment	
Populations the system is designed to be used on	
Expected volume and rate of use	

3. Uses outside the intended purpose

The following uses are outside the intended purpose. Use of the system for any of them is reasonably foreseeable misuse, and the provider does not support it.

- [Use], because [reason].
- [Use], because [reason].
- [Use], because [reason].
- [Use], because [reason].

4. Capabilities and performance

Metric	Value	Test set and population	Date measured	Measured by

Metric	Value	Test set and population	Date measured	Measured by

Performance is stated for the conditions described. It should not be assumed to transfer to a different population, a different data distribution, or a materially different operating environment. The deployer should validate performance on its own data before relying on the system.

Population or condition	Observed variation in performance	Recommended mitigation

5. Limitations and known failure modes

Limitation or failure mode	How it presents	Circumstances that make it more likely	What the deployer should do

The system does not indicate its own uncertainty reliably. A fluent, confident or well-formatted output is not evidence of a correct one, and the deployer should not treat presentation as a proxy for accuracy.

6. Input data requirements

Data the system expects	
Format and encoding requirements	
Data quality assumptions	
Data the system must not receive	
Behaviour on malformed or out-of-distribution input	

Deployer responsibility for input relevance and representativeness	
--	--

7. Human oversight

The system is designed on the assumption that the following oversight is provided. Where it is not, the performance and limitation statements in this document do not apply.

Oversight measure	Built into the system	To be implemented by the deployer
Ability to interpret the output correctly		
Awareness of automation bias and its countermeasures		
Ability to decide not to act on an output		
Ability to override or reverse an output		
Ability to halt the system		
Competence required of the reviewer		
Information the reviewer needs beyond the output itself		

8. Logs and record-keeping

Events logged automatically	
Fields recorded for each output	
Retention period and configurability	
How the deployer accesses logs	
Format in which logs are provided	
What the logs are and are not sufficient to reconstruct	

9. Technical environment and maintenance

Hardware and software prerequisites	
-------------------------------------	--

Compute or throughput requirements	
Expected lifetime of this version	
Maintenance and update policy	
Notice given before a model or version change	
Support arrangements and response times	
End-of-support date, where known	

10. Changes to the system

A change to the underlying model may alter the behaviour of the system without any change to its interface. The provider will notify the deployer in accordance with the contract, and the deployer should treat notification as a trigger to revalidate.

Change type	Notice given	Revalidation recommended
Model replacement or version change		
Change to training or fine-tuning data		
Change to filters or safety components		
Change to supported inputs or outputs		
Security patch		

11. Reporting problems

How to report an incorrect or harmful output	
Contact and response time	
Information to include in a report	
How the provider notifies deployers of a systemic defect	
Serious incident reporting arrangements	

12. Acknowledgement

Deploying organisation	
Received by	
Role	
Date	
Version received	