

AI Output Review Checklist: How to Check ChatGPT Before You Use It

A clear, repeatable check for reviewing ChatGPT output before you rely on it, share it, or publish it.

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.

Use this checklist when an answer may affect a decision, someone else, or a piece of work you plan to share. Tick an item only after you have checked the output against a dependable source or the original brief. If a check fails, correct the answer, remove the unsupported claim, or ask a qualified person to review it.

Start with the claim, not the confidence

A fluent or confident answer can still be wrong. Review important details one at a time. Keep the prompt or source material nearby, and record anything you cannot verify. For current ChatGPT product details, check help.openai.com.

Core details

Check each detail against the original source, a primary source, or a reliable reference. Do not treat repetition in the answer as proof.

Facts and claims

- ☐ Verify each important factual claim using a source that directly supports it. If you cannot confirm a claim, remove it or label it as unverified.

Names and roles

- ☐ Check the spelling, identity, title, organisation, and relationship of every named person or group. Do not assume similar names refer to the same person.

Numbers and units

- ☐ Recalculate totals and percentages. Check units, ranges, decimal places, and whether two figures are being compared on the same basis.

Dates and timing

- ☐ Confirm dates, weekdays, time zones, deadlines, and whether a statement is still current. Replace vague words such as today or next week with a checked date when needed.

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Sources, wording and context

A source can be real but still fail to support the sentence beside it. Follow every quotation and link back to its origin, then check what the answer may have left out.

Quotes and attributions

- ☐ Find the original wording and confirm the speaker, source, and surrounding context. Check that editing has not changed the meaning. If the exact quote cannot be found, remove quotation marks and present it as a paraphrase only when that paraphrase is accurate.

Links and references

- ☐ Open each link. Confirm it loads, points to the named source, and contains the supporting information.
- ☐ Check the source date, author or organisation, and whether the source is primary, independent, or an opinion. A plausible looking reference is not enough.

Missing context

- ☐ Compare the answer with the full question and any source text. Look for conditions, exceptions, uncertainty, or later developments that change the conclusion.
- ☐ Ask what important perspective, limitation, or counterexample is absent. If the answer depends on missing details, gather them before using it.

If something does not check out

Do not quietly pass an uncertain claim along. Correct it with a traceable source, qualify it clearly, or leave it out. For changing ChatGPT product details, use help.openai.com rather than relying on an old description.

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Voice, fairness and responsibility

Check not only whether an answer sounds polished, but also whether it is fair, suitable for its audience, and safe to share.

Tone and audience

- ☐ Read the answer aloud. Check that it is respectful, understandable, and appropriate for the actual reader and setting.
- ☐ Remove promises, certainty, or persuasive language that the evidence does not justify. Make any remaining uncertainty easy to see.

Bias and representation

- ☐ Look for stereotypes, loaded labels, unequal standards, or assumptions about a person based on identity or background.
- ☐ Ask whose viewpoint is represented and whose is missing. Revise generalisations so they do not present one experience as universal.

Privacy before sharing

- ☐ Remove personal, confidential, identifying, or sensitive information from the prompt and output before sharing it. Check copied text, quoted material, names, and attachments for details that identify someone.
- ☐ Confirm that you have permission to use and share any source material. Follow your organisation's privacy and information handling rules.

Review sign off

Date: _____ Owner or reviewer: _____

Output or document reviewed: _____

Source checked: _____

☐ I checked the relevant items and recorded unresolved issues before use.

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Worked example and final check

Use the example to practise spotting a specific error and choosing a correction. The people, organisation, claim, and figures below are fictional and are not a real case or source.

Example: catch the date error

Fictional draft: The fictional Northbridge Library opened on 12 May 2025, a Monday, and welcomed 240 visitors that day.

Spot the error: 12 May 2025 was not a Monday. Check the calendar instead of accepting the weekday because it sounds plausible.

Safer correction: remove the weekday until verified, or correct it after checking a calendar. The fictional visitor count also needs a source before it can be treated as fact.

Check before you use it

Never enter personal or confidential data into ChatGPT, including client, patient, staff, or customer data. Verify facts, figures, and citations using dependable sources before you rely on or share them. Do not use ChatGPT for medical, legal, tax, or financial advice. Speak to an appropriately qualified professional for advice about your situation.