TEMPLATE P19 · ROLLBACK PLAN AND TEST

Rollback plan and test

Defines when and how the AI system is stopped or rolled back, who does it and how quickly, and records that the plan has been tested.

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01

Instructions for use

Aspect	Guidance
When it is used	The plan (blocks 3 to 9) is prepared in phase 4 and reviewed at G4. The test (block 10) is performed in phase 5 and is mandatory evidence for G5. It is updated after each relevant change (P27).
Who completes it	AI Technical Owner (plan) and AI Operations Owner (performance of the test).

Aspect	Guidance
Who verifies it	AI Office or AI Risk Owner under Lite; AI Auditor under Enterprise.
At which *gate* it is reviewed	G4 (plan) and G5 (test). Its currency is checked at R6.
Lite versus Enterprise	Lite may omit the fields marked **(Enterprise)**, but not the test: the reversibility principle requires a tested plan before go-live (01 §3, principle 4).
Relationship	P16 Lineage (previous versions) · P17 Human oversight (degraded mode) · P18 Kill switch · P24 Operations manual · P25 Alerts · P26 Incident response · P27 Change log · document 52.

Rules:

- Triggers must be **measurable** and connected to monitoring (P25). "If the system malfunctions" is not a trigger.
- Rollback always has a known **safe target state**: previous version, degraded mode or process without AI.
- A paper-only drill does not demonstrate the test; it must be performed in controlled production or in an equivalent environment, and which one must be declared.

02

Identification

Field	Content	Guidance
Use case code		IA-AAAA-NNN (T01).
AI system(s)		Identifier in the inventory (T02).
System version covered by the plan		Version of model, prompts and configuration (P16).
Autonomy level		A0 · A1 · A2 · A3 (P17).
Intensity		Lite · Enterprise.
Document version		
Author		Role and name.
Date		DD-MM-AAAA.

Field	Content	Guidance
Document status		Draft · Submitted for verification · Verified · Approved · Superseded.

03

Rollback scope

Field	Content	Guidance
Components that can be rolled back		Model, system prompts, knowledge base, agent tools, integration, configuration.
Safe target state		Previous version (identifier) · Degraded mode · Process without AI.
Dependencies		Systems affected by the rollback.
Effect on outputs already produced		What happens to decisions, content or actions already executed (block 8).

04

Triggers

Type: Performance · Security · Compliance · Incident · Cost · Value · Decision by a body. **Activation:** Automatic · Manual.

ID	Trigger	Type	Measurable threshold	Detection source (P25 alert)	Who decides to roll back	Activation
D-01 ***(illustrative example)***	Degradation in the quality of proposals	Performance	Human override rate above 25 % for two consecutive days	Human oversight alert	AI Operations Owner	Manual
D-02 ***(illustrative example)***	Agent action outside limits	Security	A single executed action that exceeded a limit in P18	Action log	Automatic; informs security	Automatic

ID	Trigger	Type	Measurable threshold	Detection source (P25 alert)	Who decides to roll back	Activation
D-03 ***(illustrative example)***	Incident classified as S1	Incident	S1 classification according to document 37	P26	Incident coordinator	Manual
D-04 ***(illustrative example)***	Consumption budget exhausted	Cost	Month-to-date consumption ≥ 100% of the budget	P25 cost alert	AI Operations Owner	Manual

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Rollback options

Tick those that are prepared and indicate which one applies to each trigger.

Option	Prepared (Yes · No)	Triggers it responds to	Observations
Return to the previous version of the model			
Return to the previous version of prompts, knowledge base or configuration			
Reduce the autonomy level (degraded mode, for example from A2 to A1)			
Move to a level of the cost-driven degradation cascade: validated fallback model or reduced scope (document 52 §10.3)			Only with the fallback model recorded in P16 and evaluated before G5; not in uses that decide about people unless specifically validated. It never deactivates critical controls.
Deactivate the AI function and return to the process without AI			
Full stop using the kill switch			Always prepared at A2 and A3.

06

Execution steps

One table per prepared option. The steps must be followable without knowledge of the internal design.

#	Step	Owner (role)	Estimated time	How completion is checked
1 ***(illustrative example)***	Record the decision to roll back and the trigger	AI Operations Owner	5 min	Event in P27
2 ***(illustrative example)***	Activate degraded mode A1 in the configuration	On-call technician	10 min	New proposals remain pending validation
3 ***(illustrative example)***	Notify the overseers of the mode change	AI Product Owner	15 min	Read confirmation
4 ***(illustrative example)***	Verify that no queued actions are executing	On-call technician	10 min	Empty queue in the action log

07

Owners, communication and target time

Field	Content	Guidance
Who authorises the rollback		Role and deputy. For automatic triggers, who confirms after the fact.
Who executes		Role and hours of cover.
Who is informed		AI Sponsor, users, support, risk; customers where appropriate.
Target rollback time		From the decision to reaching the safe state.
Maximum tolerable time (Enterprise)		Time beyond which the impact is considered unacceptable for the business.
Who authorises returning to the rolled-back version		A role different from the one that executed the rollback when there was an incident.

08

Process continuity and outputs already produced

Field	Content	Guidance
Alternative process		How the service continues to be provided without the system or in degraded mode.
Capacity available for the alternative process		People and hours required; if the released capacity has been reallocated (P20), how it is recovered.
Review of outputs produced during the failure		Criterion for identifying and reviewing affected decisions or actions.
Communication to affected persons (Enterprise)		When and how, coordinated with P26.

09

Plan review

Field	Content	Guidance
Review after relevant changes		The plan is reviewed with each relevant change recorded in P27.
Frequency of retesting (Enterprise)		As set by the company; it should be repeated after changes of model, autonomy or supplier.

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Rollback test record

One block per test performed.

Field	Content	Guidance
Test date		DD-MM-AAAA. It must be before G5 is requested.
Environment		Controlled production · Equivalent pre-production. Justify the equivalence if it is not production.

Field	Content	Guidance
Scenario and simulated trigger		For example, D-01.
Rollback option tested		From block 5.
Participants		Roles; whoever would be on call in a real case should take part.
Measured time		From the decision to the safe state.
Target time		From block 7.
Result		Passed · Passed with observations · Failed.
Issues during the test		Steps that failed or were not documented.
Resulting actions		What is corrected, owner and date.
Evidence		Linked logs, screenshots or minutes.
Verified by		Role external to the team that builds.

Example *(illustrative example)*: test in equivalent pre-production, trigger D-01, rollback to mode A1; target time 30 minutes, measured time 42 minutes; result *Passed with observations* because notifying the overseers depended on one person without a deputy; action: appoint a deputy and repeat step 3 before G5.

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Quality criteria

Formal G4 and G5 criteria in document 21; checklists LV-G4 and LV-G5 in document 22.

#	Check	Status (Met · Not met · Not applicable · Pending)
1	Each trigger has a measurable threshold and an associated alert in P25.	
2	There is at least one prepared rollback option with an identified safe state.	
3	The steps have an owner, time and check.	
4	There is a target rollback time and owners with deputies.	

#	Check	Status (Met · Not met · Not applicable · Pending)
5	The alternative process has sufficient capacity.	
6	The test has been performed before G5, in a valid environment, and its result is *Passed* or its observations have been resolved.	
7	For systems with variable consumption, activation of the cost-driven degradation cascade has been tested together with the rollback.	

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Approval and verification

Function	Role	Name	Date	Signature or reference
Author of the plan	AI Technical Owner			
Owner of the test	AI Operations Owner			
Verifier	AI Office or AI Risk Owner (Lite) · AI Auditor (Enterprise)			
***Gate* decision-maker**	According to 01 §7.5 (recorded in P29)			

Segregation of duties: whoever verifies the test has not taken part in performing it or in designing the plan.

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Version control

Version	Date	Changes
0.1	16-09-2026	First version of the template.
0.1	18-09-2026	Example cost trigger, option to move to the cost-driven degradation cascade and test criterion (document 52 §10.3).