TEMPLATE P23 · GO-LIVE SIGN-OFF

Go-live sign-off

Records the multi-level sign-off with veto power that authorises an AI system to go live: who signs, with what position, when and why.

Fernando García Varela Version 0.1 (working draft) 16-09-2026 Draft for review

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01

Instructions for use

Aspect	Guidance
When it is used	Phase 5, once the evidence for the phase is complete and before the G5 decision. Also in the event of a relevant change that entails a new go-live (P27).
Who completes it	The AI Office prepares the record; each signatory completes their own row.
Who verifies it	AI Auditor (Enterprise); AI Office (Lite) (01 §7.5).
At which *gate* it is reviewed	G5 · Go-live. At Enterprise, the AI Committee decides **after** the multi-level sign-off (01 §7.5).

Aspect	Guidance
Lite versus Enterprise	**Enterprise:** multi-level sign-off is mandatory, with the four signatories in block 5 (01 §6.7). **Lite:** risk clearance from the AI Risk Owner is sufficient; only the corresponding row and blocks 3, 4 and 7 are used. The fields that Lite may omit are marked **(Enterprise)**.
Tool	T03 *Gate* manager.
Relationship	P12 Risk register · P17 Human oversight · P18 Security design · P19 Rollback test · P21 Delivery report · P22 Validation and pilot results · P29 *Gate* decision record.

Sign-off rules:

1. **Position of the sign-off:** Favourable · Favourable with conditions · Veto. Every sign-off carries a date and a reason, including a favourable one.
2. **A veto blocks** the go-live. It cannot be overridden by the sponsor or by the AI Committee; it is lifted only when the person who issued it (or whoever formally replaces them in their function) records a new sign-off once the reason has been resolved. Persistent disagreement over a veto should be escalated to the higher body, which may decide not to go live, but may not substitute the sign-off.
3. **Favourable with conditions** is only possible on non-critical aspects. If the condition affects a critical control for security, legal compliance or human oversight, the position must be Veto (01 §7.3).
4. Each signatory reviews the evidence within their remit; signing without having reviewed it is a nonconformity.
5. Second-line signatories are not part of the team building the use case (01 §8.1 and §8.3).
6. A **Critical** residual risk without the express approval of the board or its board committee blocks G5 (document 33).

This template does not constitute legal advice.

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Identification

Field	Content	Guidance
Use case code		IA-AAAA-NNN (T01).
Use case name		
AI system(s)		Identifier in the inventory (T02).

Field	Content	Guidance
Intensity		Lite · Enterprise.
Ambition level		Optimise · Augment · Transform.
Regulatory classification		Prohibited · High risk · Transparency obligations · Minimal risk · Out of scope · Pending classification. A *Prohibited* or *Pending classification* system cannot be signed off.
Autonomy level		A0 · A1 · A2 · A3 (P17).
Type of go-live		Initial · Relevant change · Scope extension.
Document version		
Date the record was opened		DD-MM-YYYY.
Record status		Open for sign-off · Sign-offs complete · Blocked by veto · Closed.

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Prerequisites

If any mandatory prerequisite is *Not met* or *Pending*, the sign-off round is not opened.

#	Prerequisite	Evidence	Status (Met · Not met · Not applicable · Pending)
1	G4 approved and its conditions fulfilled	P29 for G4 · P21 block 5	
2	Delivery report verified	P21	
3	Validation and pilot results verified	P22	
4	Rollback test passed	P19 block 10	
5	Security and prompt injection tests executed and critical findings resolved	P18 block 11	
6	Risk register updated; no Critical residual risk without board approval	P12	
7	Regulatory classification and applicable impact assessments completed	P11	

#	Prerequisite	Evidence	Status (Met · Not met · Not applicable · Pending)
8	Human oversight operational and supervisors trained	P17 · P20	
9	Operations manual, monitoring and incident response plan available	P24 · P25 · P26	
Sphere map and ambition levels (10)	AI system inventory updated	P05 · T02	
Maturity model (11)	Supplier contracts and guarantees in force **(Enterprise)**	P14	

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Scope of what is authorised

Field	Content	Guidance
Authorised version		Model, instructions and configuration (P16). Any other version requires a new sign-off.
Population and perimeter		Areas, channels, countries, customers or cases included.
Authorised autonomy level		May not exceed that in P17.
Phased deployment		Yes · No. If Yes, stages and criterion for moving from one to the next.
Planned go-live date		
Enhanced monitoring period (Enterprise)		Duration and what is monitored more frequently.

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Multi-level sign-offs

Position: Favourable · Favourable with conditions · Veto.

Signatory	What they attest	Name and position	Date	Position	Reason	Evidence reviewed
AI Technical Owner	The solution delivered corresponds to the approved design, the technical tests are valid and rollback works.					
Risk and compliance	Risks are assessed and treated within the risk appetite; the applicable regulatory obligations are covered.					
Information security	Security controls, including those for agents, are implemented and tested.					
Data protection	The processing has a legal basis, the relevant impact assessments have been carried out and the rights of individuals are respected.					
AI Operations Owner ***(recommended)***	Operations are ready to take on the system.					
AI Sponsor	Takes responsibility for the value and the investment and accepts the conditions. Does not replace or override any previous sign-off.					

Example of a completed row *(illustrative example)*:

Signatory	What they attest	Name and position	Date	Position	Reason	Evidence reviewed
Data protection	Legal basis, assessments and rights	Data Protection Officer	12-05-2026	Favourable with conditions	Processing compliant; the privacy notice for the web channel still needs to be updated, a non-critical aspect because the channel is not activated until the second stage of the deployment	P11 v1.2, P16 v1.0

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Conditions of the sign-offs

#	Signatory imposing it	Condition	Does it affect a critical control? (must be No)	Owner	Deadline	How it will be verified	Status (Open · Fulfilled · Expired)
1							
2							

The conditions are carried over to P29 so that the body deciding G5 adopts them. An expired condition that has not been fulfilled turns the outcome into Iterate (01 §7.4, rule 4).

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Outcome of the sign-off round

Field	Content	Guidance
Outcome		All favourable · Favourable with conditions · Blocked by veto.
Vetoes recorded		Signatory, reason and what must be resolved to lift it.
Closing date of the round		
Referral to the deciding body		AI Committee (Enterprise) · Sponsor with risk clearance (Lite). Reference to P29.
Effective go-live date		Completed after the G5 decision.

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History of changes of position

Every change to a sign-off is recorded; the previous sign-off is not overwritten.

Date	Signatory	Previous position	New position	Reason for the change	Evidence

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Quality criteria

Formal G5 criteria in document 21; checklist LV-G5 in document 22.

#	Check	Status (Met · Not met · Not applicable · Pending)
1	The mandatory prerequisites are *Met* before the first sign-off.	
2	At Enterprise, the four mandatory sign-offs are recorded, each with a date, position and reason.	
3	No condition affects critical controls for security, compliance or human oversight.	
4	Second-line signatories do not belong to the team that builds.	
5	There is no veto in force at the time of the G5 decision.	
6	The authorised scope matches the version and autonomy level tested.	
7	The sign-offs pre-date the G5 decision date and the go-live.	

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Approval and verification

Function	Role	Name	Date	Signature or reference
Preparation of the record	AI Office			
Verifier	AI Office (Lite) · AI Auditor (Enterprise)			
G5 decision-maker	Sponsor with risk clearance (Lite) · AI Committee (Enterprise)			

Function	Role	Name	Date	Signature or reference
☐ **Statement: "The organisation confirms that the regulatory classification and compliance have been verified with qualified advice and accepts responsibility for them; SEVEN-G is only a methodological reference."**	G5 decision-maker			

Segregation of duties: the verifier is not part of the team that builds. At Enterprise, the AI Auditor does not sign in block 5. At Lite, 01 §7.5 assigns verification to the AI Office and risk clearance to the AI Risk Owner, who cannot both verify and grant clearance.

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Version control

Version	Date	Changes
0.1	16-09-2026	First version of the template. Consistency adjustments with 01 (segregation of duties at Lite, R6 outcomes, agents criterion) and with 34 and 37.