/ SLATE45 PLAYBOOK · REAPPROVAL QUICK REFERENCE

When does an AI change require reapproval?

AI approvals are based on a specific tool, use, data, and level of access. Change any of those, and the organization may need to review it again. This guide shows when to record the change and when to reopen approval.

/ TWO APPROVALS, EACH WITH A CLEAR PURPOSE

TOOL APPROVAL

This product may be used here.

Clears the technology for the organization under its vendor and data terms.

USE CASE APPROVAL

This team may use it for this purpose.

Clears at least one use, with named data, users, access, and controls.

Tool approval clears the technology. Use-case approval clears how a team will use it. Changes to either may require another review.

/ THE QUICK REFERENCE

Find the change and based on the trigger, either log it or reopen the decision.

CHANGE	LOG IT AND CONTINUE	REOPEN THE DECISION
Model or provider	Minor version from the same provider and terms. High-risk uses re-run their tests.	A new provider or model family
New functionality	Speed or interface updates with no new capability	New capability such as agents, browsing, memory, or actions in other systems
New or more sensitive data	The same data class from an approved source	A higher data class, including regulated or personal data the approval does not cover
Expanded access	New users inside the approved team and role	Write or delete rights, admin roles, new systems, or more autonomy
New integration	Reconnecting an approved integration after maintenance	Any new connection to another system or data source
Different users	More staff in the approved role	A new team, contractors, clients, or the public
Change in purpose	Refined prompts or templates for the same task	A new purpose, including decisions about people or output that leaves the organization
Hosting or data location	Same region and hosting under the same terms	Data moving to a new region, country, provider, or hosting model, or a lapsed security authorization
Vendor terms or practices	Updates that leave data use unchanged	Changes to data use, retention, model training, security posture, or subprocessors
New requirement	Guidance that confirms current controls	A new law, regulation, contract clause, or policy that changes what is allowed

/ HOW TO RESPOND TO A CHANGE

Vendors may not announce model changes. Watch release notes, admin notices, terms updates, and renewals.

01
Log it
Record the change and date in the inventory and any public register.

02
Scope it
Identify which part of the approval the change touches.

03
Review it
The functions responsible for that part reassess it. The full process does not restart.

04
Decide it
The approval authority records the outcome and any new conditions.

/ RECORD THE OUTCOME

● Approved	○ Approved with conditions	● Not approved	● Suspended	○ Retired

/ REAPPROVAL STARTS WITH THE RECORD

A change can only be measured against what the original approval recorded. A complete record answers seven questions.

01	**What was reviewed?**	The tool, model, feature, or specific use case
02	**What may it do?**	The approved purpose, users, workflow, and operating limits
03	**What can it access?**	The data, systems, permissions, and integrations in scope
04	**Who owns it?**	The accountable business owner and the technical owner
05	**What controls apply?**	Human review, access limits, testing, monitoring, and logging
06	**What would reopen it?**	The changes, named in advance, that trigger another review
07	**What was decided?**	The outcome, the decision-maker, the date, and any conditions

IF A CHANGE GOES LIVE BEFORE REVIEW

Pause or restrict the affected use, then route the change for review. Open an incident if anything went wrong.

/ THE TEST

Six months from now, could a new team member tell what was approved, why, under what conditions, and whether today's use is still covered?

If not, the approval record is incomplete.

Know what's running. Run the 45.

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