AGENTIC DECISIONS REGISTER

Log significant decisions and incidents to ensure traceability and compliance

LEVEL	Operational
DURATION	1h45 - 3h
USE	Traceability / compliance
TRACK	Toolkit

OBJECTIVE

Ensure the traceability of every significant decision made by an agent · or concerning one. The register documents **decisions, validations, incidents, and follow-up actions** to guarantee transparency, compliance (AI Act art. 12, DORA), and accountability.

1 DECISIONS & INCIDENTS REGISTER

DATE / TIME	AGENT	DECISION / EVENT	RISK	VALIDATED BY	OUTCOME / IMPACT	FOLLOW-UP

● **Critical** = immediate halt ● **High** = 24h review ● **Moderate** = weekly review ● **Low** = log only ● **Very low** = sampling

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2 NOTES & CONTEXT

3 REGISTER GOVERNANCE RULES

WHY MAINTAIN THIS REGISTER?

- → AI Act requirement (art. 12 · logging) & DORA
- → Evidence of governance for fiduciary audit
- → No record, no accountability

CONFIDENTIALITY

- ! Contains sensitive data (customers, amounts)
- ! Restricted access: DDAO (Delegated Decision Agent Officer), DPO, executive leadership
- ! Retention & purge per GDPR policy

REVIEW FREQUENCY

- ✓ Critical / High: review within 24h
- ✓ Moderate: weekly review
- ✓ Monthly overall review (DDAO + DPO)

Next: turn tracked incidents into an improvement plan with **ACF-10**, trigger the **ACF-07 · Kill Switch** if a threshold is crossed, and tie each decision back to the **ACF-13 mandate**.

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