GUIDES BY ROLE

Training kit: Approver

A printable page: programme, checklist and exercises on a demo site.

APPROVER Last updated : 29 October 2026

APPROVER **Duration** : 30 min. **Goal** : Approve with full knowledge and leave a clean trace.

Role guide · Download the PDF

✓ **Print**

Use Print (Ctrl+P or ⌘P) then "Save as PDF": the page is formatted for paper.

Before the session

- □ A demo Jira where the app is installed, with fictitious data (never your production site).
- □ An account that holds the role being studied.

Programme

Time	Content	Pages
10 min	What you approve: policies, statement, AI systems, risks, access reviews	Roles and permissions
10 min	Approving a policy	Playbook: policy lifecycle
10 min	Separation of duties	Policies, AI governance

Checklist

- □ I read an object in full before approving
- □ I send back to draft rather than approve with reservations
- □ I know the approval is recorded in the log
- □ I know I do not approve what I wrote

Exercises on the demo site

1. Approve a demo policy and find the event in the audit log.
2. Notice the drawer's message when the same person submits and approves.
3. Open a demo AI system and re-read its classification.

What the app does not do

It never says the organization is compliant; it removes no access in Jira; it sends nothing to the authorities. See the role guide for the limits specific to this role.