

Human-in-the-Loop Exception Handoff Specification

Complete one specification for each exception type that requires human action.

Exception identity

Workflow name:	
Exception name:	
Plain-language reason:	
Trigger condition:	
Severity:	
Business impact:	

Ownership and timing

Destination role or queue:	
Coverage hours:	
Response target:	
Escalation condition:	
Escalation owner:	

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Reviewer context

Affected transaction, case, or batch:	
Relevant source values:	
Validation or confidence result:	
Actions already attempted:	
System-of-record link:	
Supporting logs or documents:	

Decision rights

Permitted actions:	
Prohibited actions:	
Approval limits:	
Explanation required from reviewer:	
Data the reviewer may correct:	

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Continuation

Resume point after approval or correction:	
Safe retry rule:	
Duplicate-prevention control:	
Rejection path:	
Manual-workaround path:	
Final validation:	

Audit and measurement

Identity and timestamp recorded:	
Original and changed values recorded:	
Decision and explanation recorded:	
Queue-age target:	
Successful-resumption target:	
Review frequency for recurring causes:	

Test the specification with one normal exception, one expired case, one duplicate submission, and one unavailable dependency before launch.