QuantumColleagues.

A TWO PAGE BRIEFING

SAFE AI FOR DOCUMENT-HEAVY SMES

How regulated UK firms are taking the manual grind out of admin **without their commercial data leaving their control**

Your staff are already using AI

Somebody in your business pasted a contract clause, a tender question or a client email into a public chatbot this week, because it was quicker than the old way. They were trying to help. The business got a productivity gain it never sanctioned and a data exposure it cannot see.

What that costs you

- Client, employee and commercial data now sits outside your perimeter, on terms nobody read.
- There is no record of what was asked or what came back.
- The answer cannot be traced to a source document, so nobody can check it.
- When your auditor, your insurer or your regulator asks how you control AI use, the honest answer is that you do not.

The two usual answers both fail

Ban it, and staff carry on quietly on their phones. Allow it, and you have handed your document estate to a tool you do not govern. Neither is a control. Both are hope.

The third way is a closed loop

Put the AI inside your own systems instead of putting your data inside somebody else's. An AI colleague reads only your documents, answers only with a citation to the page it read, handles the routine correspondence, and passes anything that carries consequence to a named person to approve. The AI is support and extra capacity for your human team. It does not replace anyone.

That is what Admin Core does. We build it under a method we call Gated Autonomy, and we run it under a written threshold model that says, before the system goes live, exactly what the AI may do on its own and what it may only prepare. The method is published in full at quantumcolleagues.org/gated-autonomy.html, and you are welcome to it.

Where your data goes

APPLIANCE

On your own hardware

Admin Core runs on your own hardware. Your data never leaves your network.

MANAGED

In our private environment

Your data is processed in our private environment, hosted in the UK or EU.

EITHER WAY

Never a public AI service

In neither case does your information go to a public AI service.

People decide. The machinery makes sure of it.

- **A line is drawn before go live.** Above it, the colleague acts on its own and every action is logged. Below it, the colleague prepares and a named person approves, and that approval is recorded against the individual.
- **No colleague holds the send button.** Anything that carries consequence waits for a person.
- **Answers carry a citation or they do not come.** If the source is not in your documents, the colleague says so rather than guessing.
- **Autonomy is widened by a person, never by the AI.** The colleague cannot promote itself.
- **Auditable by design.** Our AI management system is built using the ISO 42001 framework. We do not hold ISO 42001 certification, and we say so plainly. We hold Cyber Essentials for the whole organisation.
- **Designed to support what your regulator expects.** We make no compliance claim on your behalf. Your auditor can read the log.

Before and after, at a residential care operator

BEFORE

A shared admin inbox fills through the day. A question about policy means someone finds the right document among several hundred, reads it, drafts a reply and gets it checked. Compliance evidence is gathered by hand for every inspection and every incident.

AFTER

The AI colleague triages the inbox through the day and handles the routine replies. Anything with consequence waits for a named person to approve. Asked a policy question, it answers with a citation to the exact document and clause. At the end of each day it produces a compliance report from the record. Anything touching care, money, contracts or safeguarding is prepared below the line and signed off by a human. The team kept every decision. The colleague took the fetching, the drafting and the collating.

The same shape fits a recruitment agency's right to work and compliance file, a property manager's tenancy packs and safety certificates, a logistics firm's tender responses, or a manufacturer's ISO records. The documents change. The control does not.

Why we share this openly

QuantumColleagues Ltd is half owned by Quantum Colleagues Training CIC, an asset locked community interest company. What businesses spend with us funds free post-AI training for young people and people in later life, and the free Career & Beyond careers app. Businesses buy our AI, so nobody has to pay for the training. The principles are free and you are welcome to them. The practice is the product.

Who is behind it

Jonathan Clark FBCS founded QuantumColleagues after around thirty years in IT and transformation. He is a Fellow of the British Computer Society and has been involved in AI since the early 1990s. Admin Core is live with clients today. QuantumColleagues is a certified Social Enterprise UK member.

GET IN TOUCH

If this is interesting, and you think it could help your organisation, get in touch. Reply to this message, or write to information@quantumcolleagues.org.

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