

AI search readiness workbook

Check public-source access, business facts, answer completeness and repeatable observations across named search-enabled products.

Read. Check. Record.

Use this companion to document a real task. Read the online explanation first, then record the evidence, owner and remaining limitations as you work. A tick confirms a check was performed; it does not guarantee an independent platform outcome.

[Open the maintained HTML companion](#)

01 Name the surface

Specify Google AI features, ChatGPT search or Claude search and record whether live search is enabled.

02 Check public access

Review purpose-specific crawler documentation and preserve private areas and separate training preferences.

03 Strengthen source quality

Give a clear answer, useful example, factual scope and appropriate primary references.

04 Record observations

Save questions, dates, cited URLs, product context and the distinction between mentions and citations.

05 Evaluate cautiously

Compare a fixed sample and identifiable referral actions without claiming universal ranking or complete attribution.

Scope and provenance

Prepared by SEOByIndia with AI assistance. Examples and planning inputs are illustrative. No rankings, AI citations or business results are guaranteed. Keep private customer information out of shared working copies.

Put the checks on record.

Project / website: _____

Owner: _____ Review date: _____

Check 1: Name the surface

Specify Google AI features, ChatGPT search or Claude search and record whether live search is enabled.

Evidence / URL: _____

Decision / next action: _____

Check 2: Check public access

Review purpose-specific crawler documentation and preserve private areas and separate training preferences.

Evidence / URL: _____

Decision / next action: _____

Check 3: Strengthen source quality

Give a clear answer, useful example, factual scope and appropriate primary references.

Evidence / URL: _____

Decision / next action: _____

Check 4: Record observations

Save questions, dates, cited URLs, product context and the distinction between mentions and citations.

Evidence / URL: _____

Decision / next action: _____

Check 5: Evaluate cautiously

Compare a fixed sample and identifiable referral actions without claiming universal ranking or complete attribution.

Evidence / URL: _____

Decision / next action: _____

Make the next decision clear.

Use one row per unresolved task. State the acceptance check before implementation so completion can be verified separately from later marketing outcomes.

Task / decision	Owner	Acceptance check	Due

Questions to resolve before sign-off

What remains unverified? Which change has not yet been implemented? Did the tracking definition or source guidance change? Who owns the next review?

Continue online

[Resource companion and latest context](#)

[AI citation audit](#)

[AI visibility measurement](#)

Primary references

[Google AI features guidance](#)

[OpenAI crawler documentation](#)

[Anthropic crawler guidance](#)