

AI Governance Checklist

For small businesses — run at adoption and at every periodic review

Purpose

- ☐ Is the use case defined?
- ☐ Is AI genuinely needed?
- ☐ Is an accountable owner assigned?

Information

- ☐ Has the data been classified?
- ☐ Is personal data involved?
- ☐ Is confidential information involved?
- ☐ Can placeholders or anonymous data be used?

Platform

- ☐ Is the tool approved?
- ☐ Have supplier terms been reviewed?
- ☐ Are data locations and subprocessors understood?
- ☐ Are training and retention settings understood?

People

- ☐ Are users trained?
- ☐ Are access rights appropriate?
- ☐ Are freelancers included?

Control

- ☐ Is human review defined?
- ☐ Are high-risk decisions excluded or escalated?
- ☐ Are outputs and sources checked?

Customers

- ☐ Is disclosure required?
- ☐ Do contracts and privacy information reflect the actual use?
- ☐ Could customer expectations be misleading?

Review

- ☐ Are incidents recorded?
- ☐ Is performance measured?
- ☐ Is the tool reviewed periodically?

Sign-off

Completed by: _____

Date: _____

Next review date: _____