

AI Incident Record

Complete as soon as possible after an AI-related incident is identified

Date and time identified: _____

Reported by: _____

Tool involved: _____

What happened?

What information or people were affected?

Response sequence — tick as completed

- ☐ 1. Stop further use
- ☐ 2. Preserve proportionate evidence
- ☐ 3. Contain the exposure
- ☐ 4. Notify the responsible internal person
- ☐ 5. Assess affected information and people
- ☐ 6. Contact the supplier where needed
- ☐ 7. Obtain legal, data-protection, employment or insurance advice where appropriate
- ☐ 8. Correct customer-facing information
- ☐ 9. Record decisions
- ☐ 10. Review the control failure

Decisions made and by whom

What changed afterwards?

Closed by: _____

Date closed: _____