

AI Tool Approval Checklist

Work through before any AI tool is approved for business use

Tool name: _____

Assessed by: _____

Date: _____

The supplier and the service

- ☐ Who is the legal entity behind the tool, and where are they established?
- ☐ What does the tool do, and which parts involve AI processing of our data?
- ☐ How are feature, model and terms changes communicated?
- ☐ What does the plan we need cost at our usage, and what triggers overage?
- ☐ What support is available when something goes wrong?

Our data

- ☐ What may the supplier do with content we submit?
- ☐ Is our data used for model training — and is opting out contractual or a toggle?
- ☐ Where is data stored and processed, and what transfer mechanisms apply?
- ☐ Who are the subprocessors, and how are changes notified?
- ☐ How long is data retained, and can we delete it on demand?
- ☐ Can we export our data in a usable format on exit?

Security and control

- ☐ Current security certifications or audit reports covering this service
- ☐ Encryption in transit and at rest
- ☐ Central admin controls for users, permissions and settings
- ☐ Access logging, SSO and multi-factor authentication support
- ☐ Role-based access to features and data
- ☐ Contractual incident notification and uptime commitments

The contract

- ☐ Intellectual-property terms and output ownership
- ☐ Prohibited uses that may rule out our use case
- ☐ Indemnities — what the supplier stands behind
- ☐ Liability caps — what we could actually recover
- ☐ Data-processing terms and any sector commitments we need

Decision

- ☐ Approved
- ☐ Approved with restrictions (state below)
- ☐ Pilot only (end date below)
- ☐ Not approved

Restrictions / notes: _____

Review date: _____