FREE CHECKLIST

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AI Governance Framework Checklist



Five parts, risk tiers, a 90-day plan and a sample AI register, on one page.

Governance, Risk, Compliance

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THE FIVE PARTS

1. Ownership

- [ ] One senior owner for AI named
- [ ] Board member for oversight named
- [ ] Quarterly AI item on the board agenda

2. Policy

- [ ] AI acceptable use policy published
- [ ] Approved tools on business accounts
- [ ] Staff trained, summary shared

3. Register

- [ ] Every AI tool and use case listed
- [ ] Owner, data and risk tier for each
- [ ] Reviewed every quarter

4. Risk checks

- [ ] Risk tiers agreed (low, medium, high)
- [ ] Data protection check for medium and high
- [ ] Accuracy and bias testing for medium and high
- [ ] Supplier terms checked: data use, location, training
- [ ] Fallback plan for high-risk uses

5. Reporting

- [ ] Business case and measure for each live use
- [ ] Incidents logged with lessons
- [ ] One-page quarterly board report

RISK TIERS

Tier	Examples	Before go-live
Low	Internal drafting, summarising public documents	Approved tool, policy followed, owner named
Medium	Customer-facing content, analysis of internal data, assistants on your documents	Plus data protection check, accuracy test, human review, supplier terms
High	Decisions about people, automated actions on accounts, regulated advice	Plus impact assessment, bias testing, board sign-off, monitoring, fallback

90-DAY PLAN

Days 1 to 30	Days 31 to 60	Days 61 to 90
Name owner and board sponsor. Publish the policy. Approve tools.	Survey staff and suppliers. Build the register. Assign tiers and run checks.	Set business cases and measures. First board report. Book the next review.

SAMPLE AI REGISTER

Use case	Tool	Data used	Owner	Tier	Status	Measure
Draft proposals	[tool]	Internal	[name]	Low	Live	Hours saved per proposal
Customer email replies	[tool]	Customer names, orders	[name]	Medium	Pilot	Reply time, satisfaction
CV screening	[tool]	Candidate personal data	[name]	High	On hold	Needs impact assessment
[]	[]	[]	[]	[]	[]	[]

> Rules to build in: UK GDPR and ICO AI guidance (UK), the PDPL and SDAIA AI principles (Saudi Arabia), the federal PDPL and DIFC or ADGM rules (UAE), and the EU AI Act if your AI is used in the EU. General information, not legal advice. Full detail in the AI Governance Handbook at imrananwar.ai.