



AI Governance Quick Check

10 questions every organisation should be able to answer

Use this two-page check to identify obvious governance gaps before adding more policy or tooling. Score each question 0, 1 or 2 based on what is actually documented and operating today.

0 No / unknown

1 Partly / inconsistent

2 Yes / documented and operating

1 AI inventory

Do you have an up-to-date inventory of the AI tools and AI-enabled systems used across the organisation?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

2 Use cases & ownership

For each material AI use case, is the purpose clear and is a named owner accountable for its use?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

3 Data handling

Do users know what public, internal, confidential and personal data may or may not be entered into AI systems?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

4 Vendor review

Before a material AI tool is approved, do you review the provider, data use, security, contractual terms and relevant dependencies?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

5 Risk assessment

Do you assess how an AI use case could affect people, decisions, business-critical outputs, confidentiality and external exposure?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented



Complete the picture

6 Human oversight

For higher-impact uses, is there a defined human review step with authority to question, correct or stop the AI-supported outcome?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

7 Escalation & screening

Do you have clear triggers for specialist review when an AI use may be legally sensitive, prohibited, high-impact or otherwise uncertain?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

8 Approval & evidence

Are approval decisions, conditions, owners, dates and supporting evidence recorded in a consistent way?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

9 Incidents & change

Can employees report AI incidents, control failures and material changes, and is there a process for reassessment?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

10 Literacy & review cadence

Do relevant employees receive role-appropriate AI guidance, and does management periodically review AI use, risks, incidents and open actions?

Score: ☐ 0 No / unknown ☐ 1 Partly ☐ 2 Yes / documented

Your governance readiness snapshot

Add the ten scores. Maximum = 20. Use the result to prioritise work, not to infer legal compliance.

0-7 Major gaps visible

Start with ownership, inventory, data rules and approval routes.

8-14 Baseline partly established

Close inconsistent controls and document repeatable evidence.

15-20 Foundations in place

Test effectiveness, review cadence and escalation for higher-impact uses.

Need a repeatable operating system behind the checklist?

Evidelis AI Governance | EU Edition connects inventories, approvals, risk reviews, vendors, incidents, human oversight, literacy and management review in editable Word + Excel tools.

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