

Practical checklist

Rather than awaiting an inspection, it is advisable to undertake a straightforward process of organizing the AI topic within the company over the forthcoming months:



- ☐ **Catalog all AI systems utilized within the organization** – this includes not only official tools but also shadow AI, referring to applications employed by individual employees without the IT department's awareness.

- ☐ **Ascertain whether you are a provider or a deployer for each of these systems**, as this will define the extent of your responsibilities.

- ☐ **Verify whether you produce or disseminate content designated as AI-generated**, particularly in marketing and communications with clients and social media.

- ☐ **Ensure that none of your systems are classified as engaging in prohibited practices** – this warrants particular attention for the assessment of employee emotions and biometric classification.

- ☐ **Evaluate whether any of the systems may be classified as high risk**; if so, begin compiling documentation immediately, regardless that a firm deadline is distant.

- ☐ **Develop an internal AI usage policy** – a concise document that delineates the permissible tools, their intended purposes, and the required oversight.