

AI Governance Readiness Checklist

Prepared by 7DEA.AI — Ethical Risk, AI Governance, Audit ■ Defensibility

1. System Inventory & Scope

- Catalog all AI/algorithmic systems in use or development.
- Identify decision domains impacted (eligibility, safety, access, pricing, moderation).
- Document data sources, training inputs, and downstream outputs.

2. Ethical Risk Assessment

- Identify potential dignity, autonomy, and fairness risks.
- Assess foreseeable misuse or unintended consequences.
- Rate risks by severity, likelihood, and reversibility.

3. Governance & Accountability

- Define ownership for each system (business, technical, legal).
- Establish approval and change ■ management controls.
- Maintain versioning and audit logs.

4. Transparency & Disclosure

- User ■ facing disclosures where AI materially affects outcomes.
- Internal documentation sufficient for regulators and auditors.
- Clear escalation paths for questions and complaints.

5. Incident & Response Readiness

- Defined incident taxonomy and triggers.
- Documented response, escalation, and notification procedures.
- Evidence retention and post ■ incident review process.