

AI Agent Readiness Checklist

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Six questions about permissions, approvals and the people responsible for an AI agent.

Choose one agent. Record its business purpose and responsible owner.

Answer Yes, No or Unknown. Note who will follow up and when; Unknown is an open question.

Use the notes to prepare a conversation with your risk team or an assessor. This starter does not include audit tests or a compliance score.

Starting question	Yes / No / Unknown	Owner / next action
Does the agent have an approved business purpose and a named owner?		
Does the owner know which actions need human approval?		
Are its connected tools and access permissions documented?		
Does the owner know which confidential information the agent can access?		
Can a responsible person stop an unwanted action?		
Are errors and escalations sent to a person who is available to respond?		

One system at a time

System or agent: _____ Owner: _____

Most important unanswered question: _____

Next action: _____ Follow-up date: _____

Example

Fictional example: a customer-service agent

The owner knows how to pause new runs but cannot confirm what happens to actions already in progress. Mark stopping behavior Unknown, assign a follow-up owner and record a date.

Further reading

[NIST AI Risk Management Framework \(AI RMF 1.0\), NIST AI 100-1](#)

[ISO/IEC 42001:2023 - Artificial intelligence management system](#)

Preparation aid, not an audit result or proof of compliance. Use your own requirements and have a qualified professional review the work. Keep client records in your approved storage; enter references only. Examples are fictional.

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