

AI Review Preparation Tracker

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Gather the starting records for an AI review and track missing items, owners and due dates.

Assign an owner and due date, update the status and record references. Use the spreadsheet for automatic totals and overdue follow-up.

Printable checklist

ID	Check or request	Owner / due	Status / follow-up
AI-01	List of AI tools and owners		
AI-02	Current acceptable-use policy		
AI-03	Existing risk assessments and open concerns		
AI-04	Overview of information used and providers involved		
AI-05	Records of important approvals and reviews		
AI-06	Known problems and follow-up actions		

Use the XLSX for dropdowns, automatic totals and overdue items. A Complete status tracks preparation, not an audit conclusion.

Example

Fictional example: a claims-assistance tool

The tools list is available, but the acceptable-use policy needs updating. Mark the policy In progress, name its owner and record a due 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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