

AI System Inventory Template

Version 2.0 | Updated 2026-10-09

An editable register of AI systems, owners, data, providers and approval status, with counts for missing owners, pending decisions and overdue reviews.

Add one system per row. Record its purpose, owner, provider, connected systems and data sensitivity.

Leave unknown details blank or mark Unknown where offered. Follow up on missing owners and pending approvals.

Enter review dates as dates. The summary highlights overdue reviews; risk ratings remain your team's decisions. The sample is on a separate sheet.

What to record

Field	Starting point
Inventory ID	Enter the details for your system.
System / feature name	Enter the details for your system.
Business purpose	Enter the details for your system.
Business owner (role)	Enter the details for your system.
Technical owner (role)	Enter the details for your system.
Type	Internal model / Fine-tuned third-party model / Third-party API / Vendor product with embedded AI / Agent / automation / Other
Model / provider	Enter the details for your system.
Agents / connectors (connected systems)	Enter the details for your system.
Lifecycle stage	Idea / Pilot / Production / Retired
Data sensitivity	Public / Internal / Confidential / Personal data / Special-category / regulated
Autonomy	Informs only / Recommends - human decides / Acts with human approval / Acts autonomously
Affected parties	Enter the details for your system.
Risk tier	Low / Medium / High / Prohibited / needs decision
Regulatory exposure	Enter the details for your system.

Field	Starting point
Key controls in place	Enter the details for your system.
Approval status	Not requested / Pending / Approved / Approved with conditions / Rejected / Unknown
Approved by (role) and date	Enter the details for your system.
Assurance status	Self-attested / Inspected / Tested / Not assessed
Last review (date)	Enter the details for your system.
Next review (date)	Enter the details for your system.
Notes	Enter the details for your system.

Example

Fictional example row - Juniper Retail (not a real organization)

INV-007 'Returns-fraud scorer': internal gradient-boosted model, owner Head of Loss Prevention, personal data (customer purchase history), connectors 'ERP order history (read-only); returns desk queue (write)', autonomy 'Recommends - human decides', approval 'Approved with conditions' by the AI Governance Forum on 2026-03-12, risk tier High, regulatory exposure 'GDPR; consumer protection', assurance status Inspected 2026-08, next review 2026-11.

Further reading

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

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

[ISO/IEC 27001:2022 - Information security management systems](#)

[ISO/IEC 27002:2022 - Information security controls](#)

[IIA Global Internal Audit Standards \(2024\)](#)

[AICPA Trust Services Criteria](#)

[EU Artificial Intelligence Act - Regulation \(EU\) 2024/1689](#)

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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