

2026 AI Act Readiness Checklist

A practical 2-page guide to help your organisation become audit-ready for AI governance obligations.

1. Inventory & classification

- ☐ List all AI systems in use (internal tools, vendors, copilots, models).
- ☐ Classify each system by risk (prohibited / high / limited / minimal).
- ☐ Identify whether systems are used in the EU market or affect EU users.
- ☐ Assign an accountable owner for each AI system.

2. Governance & accountability

- ☐ Appoint an AI governance lead (or RACI for AI decisions).
- ☐ Document AI policy covering ethics, risk, privacy, and escalation.
- ☐ Align board / executive oversight of material AI risk.
- ☐ Define human-in-the-loop controls for high-impact decisions.

3. Data, privacy & security

- ☐ Map training / inference data sources and lawful basis.
- ☐ Confirm DPIA / privacy review for high-risk processing.
- ☐ Apply access controls, logging, and model-input sanitisation.
- ☐ Review vendor contracts for AI, data residency, and audit rights.

Tip: Start with your highest-risk customer-facing systems. Complete inventory and owners before deep technical remediation.

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Page 2 — assurance, transparency, and next steps

4. Transparency & user rights

- ☐ Disclose AI use where people interact with or are affected by AI.
- ☐ Provide clear explanations for automated decisions that matter.
- ☐ Publish or prepare instructions for use for high-risk systems.
- ☐ Establish a channel for complaints and human review requests.

5. Testing, monitoring & incident response

- ☐ Define pre-deployment testing (bias, robustness, security).
- ☐ Monitor production quality, drift, and harmful outputs.
- ☐ Log incidents and near-misses with remediation owners.
- ☐ Schedule periodic reassessment of risk classification.

6. Documentation pack (audit-ready)

- ☐ System cards / model cards for each material AI system.
- ☐ Risk assessments and mitigation register.
- ☐ Training records for staff who operate or oversee AI.
- ☐ Evidence of conformity activities and change control.

Need help? Global Institute of Artificial Intelligence (GlofAI) supports organisations with standards, assurance, and training.

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