

# AI Policy Control Implementation Checklist

To ensure that all security policies requirements are consistently implemented, monitored, and maintained, the following checklist has been developed. It translates specific policy controls into actionable tasks, assigns clear ownership, and establishes tracking mechanisms to support ongoing compliance and operational effectiveness.

Policy Reference	Control Description	Frequency	Evidence Required	Status	Note
<b>Artificial Intelligence</b>	Ensure all staff sign the AI Policy	As needed	Acknowledgement record		
<b>Artificial Intelligence</b>	Monitor AI-related risks and enforce security controls.	Monthly	Updated document		
<b>Artificial Intelligence</b>	Evaluate and implement AI tools securely.	As required	Updated document		
<b>Artificial Intelligence</b>	Maintain AI systems and ensure they align with company security and ethical guidelines.	As required with monthly reviews	Updated document		
<b>Artificial Intelligence</b>	Ensure all staff complete AI awareness training	Quarterly	Acknowledgement record		
<b>Artificial Intelligence</b>	Evaluate AI tools before integration into company workflows.	As needed	Updated document		
<b>Artificial Intelligence</b>	Ensure only approved AI tools are accessible from the organisation's devices.	As needed	Configuration		
<b>Artificial Intelligence</b>	Encryption must be used on approved AI systems	As needed	Configuration		

