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