

# Responsible AI Feature Checklist

## AI Feature Overview

**Purpose:** Other AI application

**Model Type:** Other/Multiple model types

**Data Handling:** No personal data

**Impact Level:** High impact

**Data Protection:** Currently implementing protections

**Primary Metric:** Other/Multiple metrics

**Monitoring:** No monitoring implemented yet

**Bias Considerations:** Not applicable or not considered yet

## Implementation Checklist

### Data & Privacy

- ☐ Data collection consent properly obtained and documented
- ☐ Data storage and access controls implemented
- ☐ Data retention and deletion policies defined
- ☐ Privacy impact assessment completed (if required)

### Model Development

- ☐ Training data quality and bias assessment completed
- ☐ Model validation and testing performed
- ☐ Performance benchmarks established
- ☐ Model limitations and assumptions documented

### Deployment & Monitoring

- ☐ Production monitoring and alerting configured
- ☐ Rollback procedures defined
- ☐ Performance degradation detection implemented
- ☐ User feedback collection mechanism established

### Governance & Compliance

- ☐ Stakeholder approval obtained
- ☐ Regulatory compliance verified
- ☐ Documentation review completed
- ☐ Incident response plan prepared

## AI-Powered Recommendations

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- Implement a comprehensive monitoring system that tracks key performance metrics, errors, and anomalies in real-time to detect potential issues early.
- Establish a rigorous review process for model outputs, including periodic manual audits, especially

given the high impact and critical risk level.

- Develop and document a contingency plan for rapid model deactivation or rollback if unexpected harmful behaviors are detected.

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