Responsible AI
Design Review Checklist

Type: Gate Review Checklist

Target Audience: AI Product Teams, Ethics Leads, Technical Leads

> This checklist serves as a final gate-keeping tool to verify that data, model, fairness, and oversight designs are responsible BEFORE development begins. Complete all sections for approval.

1. Data Strategy

- ☐ Data sources documented and justified
- ☐ Ethical considerations for data collection addressed
- ☐ Representation gaps identified
- ☐ Bias risks assessed
- ☐ Privacy requirements defined
- ☐ Data quality standards established

2. Bias Risk Identification

- ☐ Protected characteristics identified
- ☐ Proxy variables flagged
- ☐ Historical bias in training data assessed
- ☐ Fairness metrics selected
- ☐ Mitigation strategies defined
- ☐ Ongoing monitoring plan created

3. Transparency Planning

- ☐ Model Card requirements defined
- ☐ Explanation strategy chosen
- ☐ User disclosure requirements met
- ☐ Documentation standards established
- ☐ Audit trail requirements defined

4. Explainability Requirements

- ☐ Audience for explanations identified
- ☐ Explanation type selected (global/local)

- ☐ Technical approach chosen (SHAP, LIME, etc.)
- ☐ Validation plan for explanations
- ☐ User testing for comprehension planned

5. Human Oversight Models

- ☐ Automation level selected and justified
- ☐ Override mechanisms designed
- ☐ Training requirements for operators defined
- ☐ Escalation procedures defined
- ☐ Workload impact assessed

6. Escalation Triggers

- ☐ Performance thresholds defined
- ☐ Bias alert thresholds set
- ☐ Incident classification created
- ☐ Communication protocols established
- ☐ Response timelines committed

Gate Review Process

Before Development Begins:

1. Complete all checklist items above
2. Document any exceptions with justification
3. Obtain sign-off from all required approvers

Review Triggers (re-assessment required):

- ☐ New AI system initiation
- ☐ Significant model changes
- ☐ New use case for existing system
- ☐ Regulatory changes affecting system

Required Approvals

Role	Name	Signature	Date
Technical Lead			
Ethics/RAI Lead			
Legal/Compliance			
Accountable Executive			