AI Act Compliance Checklist

Use this checklist to track your progress toward AI Act Article 4 compliance. This is your 'Am I done?' reference.

Minimal Risk AI Systems

- ■ Identified minimal-risk AI use
- ■ Documented where minimal-risk AI is deployed
- ■ No additional compliance actions required

Limited-Risk AI Systems (Most Common)

- ■ Completed AI Tool Inventory
- ■ Classified risk level for each tool
- ■ Added transparency disclosures
- ■ Updated Privacy Policy
- ■ Reviewed provider documentation
- ■ Instructed staff on responsible AI use
- ■ Created approval policy for new AI tools
- ■ Documented all AI processes

High-Risk AI Systems

- ■ Identified any high-risk systems
- ■ Conducted formal risk assessment
- ■ Implemented safeguards and oversight
- ■ Created documentation
- ■ Established audit trail
- ■ Consulted legal counsel
- ■ Notified data subjects

Final Steps

- ■ Designated compliance responsibility
- ■ Set up annual review process
- ■ Keep checklist in compliance file
- ■ Review regulations for updates