

Responsible Ai Checklist

Purpose and accountability

- ☐ The intended use and prohibited uses are documented.
- ☐ An accountable human or team is named.
- ☐ A simpler non-Ai solution was considered.

People and fairness

- ☐ Affected people and possible harms are identified.
- ☐ Performance is checked across relevant groups and conditions.
- ☐ Users have an escalation, correction or appeal route where appropriate.

Privacy and data

- ☐ Only necessary data is collected and retained.
- ☐ Consent, rights, access and security are addressed.
- ☐ Training and retrieved content cannot expose restricted information.

Safety, security and misuse

- ☐ Prompt injection, data poisoning, unauthorized actions and misuse are considered.
- ☐ Tools and permissions follow least-privilege principles.
- ☐ Important actions require validation or confirmation.

Transparency and oversight

- ☐ Users know when they are interacting with Ai.
- ☐ Important limitations and uncertainty are communicated.
- ☐ Human reviewers have authority, information, time and training.

Operations

- ☐ Quality, incidents, drift and harmful outcomes are monitored.
- ☐ A rollback or shutdown method exists.
- ☐ The review date and responsible owner are recorded.