AI & Data Governance · Switzerland

EU AI Act – Readiness Checklist

For organisations that develop, operate or use AI systems within the scope of the EU AI Act – including outside the EU.

Manage your AI risks

- ☐ Record all AI systems, including embedded and third-party ones.
- ☐ Define your role for each system: provider, deployer, importer or distributor.
- ☐ Determine the risk class: prohibited, high, medium or low.
- ☐ Check whether systems or their outputs are used in the EU.
- ☐ Rule out prohibited practices, such as social scoring or manipulation.

Assign ownership

- ☐ Name an accountable person for every AI system.
- ☐ Define who approves, stops or retires systems.
- ☐ Set an escalation path for incidents and malfunctions.
- ☐ Clarify obligations towards vendors and integrators in contracts.

Build evidence

- ☐ Keep technical documentation and instructions for use up to date.
- ☐ Implement risk, data and quality management appropriate to the risk class.
- ☐ Define, staff and test human oversight.
- ☐ Keep logs that make decisions traceable.
- ☐ Prepare conformity assessment and registration for high-risk systems.

Prepare for audits

- ☐ Keep deadlines and transitional provisions in view.
- ☐ Define procedures for requests from authorities, customers and auditors.
- ☐ Review high-risk systems internally before others do.
- ☐ Justify and document decisions on residual risks.

This checklist provides general orientation and does not constitute legal advice. dujzba · dujzba.com