

AI Act readiness checklist

20 questions about how your company uses AI. Tick the points you already have covered — the rest will show you where to start before a client asks.

01

Inventory

- ☐ You have a written list of all AI tools used in the company — internal ones and those at your vendors.
- ☐ You know whether your product includes AI-based features (an embedded model, an LLM API integration).
- ☐ You know what data — including client data — goes into the AI models you use.
- ☐ You have a list of AI vendors (e.g. OpenAI, Anthropic, Microsoft) and know the terms of working with them.

02

Classification

- ☐ You know whether you are a “provider” or a “deployer” under the AI Act for each AI system.
- ☐ You have classified your AI systems by AI Act risk level (unacceptable / high / limited / minimal).
- ☐ You know which of your AI systems could be considered “high-risk”.
- ☐ You have a documented rationale for this classification — not just knowledge in one person’s head.

03

Governance and ISO/IEC 42001

- ☐ You have a written AI use policy — who may use which tools and how.
- ☐ You have a process for approving new AI tools or models before deployment.
- ☐ You keep a register of risks related to the use of AI.
- ☐ You know what ISO/IEC 42001 covers and whether you are on the path to compliance with it.

04

AI security

- ☐ You have tested your AI applications against prompt injection attacks.
- ☐ You have safeguards in place (guardrails, filters) that protect the model from user manipulation.
- ☐ You continuously monitor whether someone is trying to “break” your AI assistant.
- ☐ You have an incident response plan for AI-related security incidents.

05

Sales and documentation

- ☐ You can answer an enterprise client's question "how do you use AI?" within 5 minutes.
- ☐ You have a ready document you can attach to an RFP, DPA or framework agreement.
- ☐ Your sales team knows how to present AI Act compliance as an advantage, not a problem.
- ☐ You update this documentation regularly — not only when a client asks.

SUMMARY

Your score

0–6 · START

You are at the very beginning — and that's normal. Start with a proper inventory before a client asks about it.

7–13 · BUILDING

The foundations are there, but without an organised system it's hard to prove it to a client quickly. Time to bring it together into one process.

14–20 · NEARLY READY

Mostly details and documentation are left. A good moment to close the topic and turn it into a sales argument.

NEXT STEP

Check it in more detail with someone who knows the subject

Book a free 20-minute call — we will go through your score together and tell you where to realistically start.

Book a call: rod.tech · kontakt@rod.tech