



AI Act Ready

PROCUREMENT-READY AI EVIDENCE

AI Procurement Readiness Checklist

A practical checklist for turning AI governance into evidence buyers can actually use.

EU AI Act, ISO 42001, GDPR and
ISO 27001 alignment.

Built for procurement, diligence,
security review and board
confidence.

Operational governance support.
Not legal advice.



The question buyers are starting to ask

If a customer, investor, board, or procurement team asked for AI evidence today, could you show it without rebuilding the story from scratch?

Use this checklist to test whether your AI governance work has been translated into buyer-ready evidence. It does not replace legal advice, but it helps teams identify the artefacts and controls they may need to organise.

1. Where is AI used?

Across your product, internal workflows, customer support, sales, analytics, HR, finance, marketing, development tools and third-party platforms.

2. What data does it touch?

Customer data, personal data, special category data, employee data, training data, prompts, outputs, logs, documents and integrations.

3. Who is involved?

Model providers, AI vendors, deployers, product owners, implementation partners, customers and downstream users.

4. Can you prove control?

Policies, registers, risk decisions, human oversight, AI literacy records, testing notes, supplier due diligence and review cadence.



Core evidence checklist

The goal is not paperwork for its own sake. The goal is a clear, repeatable way to turn AI use, risk, control and accountability into evidence buyers can trust.

AI inventory

A list of AI systems, features, tools, models and vendors used across the organisation.

- Owner named for each system or use case.
- Purpose, users, data sources and outputs recorded.

Data and vendor map

A clear view of which data flows into AI systems and which suppliers, APIs or models are involved.

- Personal data and sensitive data identified.
- Supplier contracts and security terms reviewed.

EU AI Act exposure

A first-pass view of provider, deployer, importer, distributor or product-integrator roles.

- Role mapped per system or customer scenario.
- Potential high-risk indicators flagged.

Risk and control record

A defensible record of risk assessment, control decisions and escalation points.

- Known harms, limitations and mitigations recorded.
- Review cadence and change triggers defined.



Procurement evidence matrix

Use this matrix to identify the gap between what a buyer may ask and what your team can already show.

Area	Buyer question	Evidence to prepare
AI governance	Who owns AI risk and approves AI use?	Governance policy, RACI, review forum, approval workflow and escalation path.
AI inventory	Where are you using AI across product and operations?	AI system inventory, use-case register and system owner list.
EU AI Act	What role and risk category apply?	Role mapping, risk triage rationale, legal review notes and customer scenario assumptions.
Data governance	What data enters the AI system and where does it go?	Data map, DPIA notes, retention rules, vendor processing terms and security controls.
Human oversight	How do people supervise, challenge or override AI outputs?	Oversight procedure, training notes, UI controls, escalation logs and operating guidance.
ISO 42001 readiness	Do you have an AI management system approach?	Policy set, objectives, risk process, monitoring cadence and continual improvement log.



Quick readiness score

Score each area honestly. A low score is not failure; it shows where policy and governance still need to become usable procurement evidence.

AI inventory

Not started	Partial	Usable	Evidence-ready
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Data and vendor mapping

Not started	Partial	Usable	Evidence-ready
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EU AI Act role and risk view

Not started	Partial	Usable	Evidence-ready
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Human oversight and accountability

Not started	Partial	Usable	Evidence-ready
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Security, GDPR and ISO 27001 alignment

Not started	Partial	Usable	Evidence-ready
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ISO 42001 / AI management system readiness

Not started	Partial	Usable	Evidence-ready
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Rule of thumb: If three or more areas are “Not started” or “Partial”, you may struggle to answer enterprise procurement, investor diligence or board questions quickly and consistently.



What to do next

Procurement readiness is built by moving from scattered AI use and policy intent to a maintained evidence pack.

1

Build the inventory

List AI systems, use cases, owners, data touched, vendors and customer-facing scenarios.

2

Classify roles and exposure

Map provider, deployer, distributor, importer and product integration positions. Flag possible high-risk cases.

3

Prepare the evidence pack

Organise the records buyers, investors, legal counsel and boards are most likely to request.

4

Operate the cadence

Define review meetings, change triggers, ownership and ongoing evidence maintenance.

Need a faster route to procurement readiness?

AI Act Ready helps companies deploying, buying or selling AI in Europe turn governance work into a clear inventory, risk view, operating model and procurement evidence pack.

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