



AI Impact Assessment

Starter checklist

August 2026

AI Impact Assessment Starter Checklist

Use this checklist to structure an early review of a proposed or existing AI system. It isn't intended to replace a complete assessment, legal advice or a formal ISO/IEC 42005 process, but it can help identify the questions an organisation needs to answer before an AI system is approved or expanded.

1. Define the use case

- ☐ What is the AI system intended to do?
 - ☐ Which business process, product or service will it support?
 - ☐ Who will use the system directly?
 - ☐ How much influence will its output have over a final action or decision?
 - ☐ Is the proposed use consistent with the organisation's policies and objectives?
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2. Identify affected people and groups

- ☐ Who could be affected by the system's outputs or operation?
- ☐ Could some people be affected differently from others?
- ☐ Are there accessibility, fairness, privacy or autonomy concerns?
- ☐ Could an affected person reasonably understand that AI is being used?
- ☐ Is there a practical route for raising a concern or challenging an outcome?

3. Examine possible effects

- ☐ What positive effects is the organisation expecting?
- ☐ What negative or unintended effects could occur?
- ☐ What could happen if the system produces an inaccurate or misleading output?
- ☐ Could over-reliance on the system reduce meaningful human judgement?
- ☐ Could the effects extend beyond the immediate user or department?

4. Review evidence and assumptions

- ☐ What evidence supports the organisation's expectations about the system?
- ☐ Has the system been tested in conditions that reflect its intended use?
- ☐ Are there important limitations in the data, model or testing approach?
- ☐ Which assumptions remain uncertain?
- ☐ Is further consultation or specialist input needed?

5. Define controls and accountability

- ☐ Who owns the AI system?
- ☐ Who has authority to approve its use and accept residual risk?
- ☐ What human oversight will remain in place?
- ☐ Do reviewers have enough information and authority to intervene?
- ☐ What technical, procedural or organisational controls are required?

6. Plan ongoing monitoring

- ☐ What evidence will be monitored after deployment?
- ☐ How can users or affected people report unexpected effects?
- ☐ What performance or impact thresholds require action?
- ☐ Which system, data or contextual changes require reassessment?
- ☐ When will the assessment receive its next scheduled review?

Next Steps

AI impact assessment works best when it forms part of a wider governance system rather than operating as a standalone exercise.

Visit Safeshield's ISO/IEC 42001 Hub for more foundational guidance on Artificial Intelligence Management Systems, risk, implementation and AI GRC career development.

[Explore ISO/IEC 42001 Resource Hub](#)



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