AI System Inventory Template

A register of every AI system in your organization: what it does, what data it touches, who owns it, and how risky it is. Adapt the columns to your context.

How to use: list every AI system your organization builds, buys, or embeds - including vendor products with AI features and employee-used tools. Review quarterly and whenever a new system is adopted. This inventory is the foundation of EU AI Act readiness: most obligations attach to specific systems, and you cannot govern what you have not listed.

Column definitions

Column	What to record
System ID / Name	Unique identifier and product name (e.g. AI-004 / Resume Screener).
Owner	Named business owner accountable for the system - a person, not a team.
Type	Build / Buy / Embed (vendor feature) / Employee-used tool.
Purpose	What the system actually does, in one sentence.
Users	Who uses it: staff, customers, or the public.
Data inputs	Personal data? Special categories? Sensitive commercial or client data?
Outputs / decisions	Does it inform decisions about people (hiring, credit, access)?
Automation level	Fully automated / human-in-the-loop / advisory only.
Risk class	Prohibited / High / Limited / Minimal (see checklist).
Vendor & DPA	Supplier name, contract date, and whether a data-processing agreement exists.
Regulatory triggers	EU AI Act, GDPR, sector rules (finance, health, employment).
Review date	Last assessed and next scheduled reassessment.

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Example row

Field	Example
System ID / Name	AI-004 / CV Screening Assistant
Owner	Head of Talent Acquisition
Type	Buy (SaaS, HR suite add-on)
Purpose	Ranks incoming applications against role criteria
Users	Internal recruiters
Data inputs	CVs and application forms (personal data)
Outputs / decisions	Candidate shortlists - informs hiring decisions
Automation level	Human-in-the-loop (recruiter confirms shortlist)
Risk class	High (employment context, EU AI Act Annex III)
Vendor & DPA	VendorCo, signed 2026-03-12, DPA in place
Regulatory triggers	EU AI Act (high-risk), GDPR Art. 22
Review date	Assessed 2026-09-01; reassess 2027-03-01

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