

CertifiedData.io

EU AI Act Audit-readiness Checklist

A 45-question printable evidence review for compliance, legal, governance, data, and ML teams.

Use this checklist to:	Best evidence to collect:
Map AI Act obligations to owners and article-level evidence before internal audit, external counsel review, or conformity assessment work.	AI inventory, high-risk classification memos, risk files, data cards, log designs, technical documentation, human oversight procedures, and post-market monitoring records.

How to score each question

Mark Ready when evidence exists and is reviewable. Mark Partial when a control exists but evidence is incomplete. Mark Gap when no control exists. Mark N/A only when the article or obligation does not apply to the system, and record why.

System / product	
Business owner	
Compliance owner	
Review date	
Ready	___ / 45
Partial	___ / 45
Gap	___ / 45
N/A	___ / 45

Brand note: CertifiedData.io helps teams preserve machine-verifiable evidence for AI artifacts, including dataset hashes, synthetic-data generation metadata, lineage records, and signed certification artifacts. This checklist does not certify legal compliance; it helps you find the evidence a reviewer will ask for.

Audit-readiness questions

Use one copy per AI system or major AI-enabled workflow. Ask the team to answer with evidence, not opinion.

1. Scope, inventory, and classification

Confirm that the organization knows which AI systems are in scope, which role it plays, and whether any system is prohibited, high-risk, or subject to registration.

<p>1. Articles 2, 3</p>	<p>Have we identified every AI system or AI-enabled workflow used, sold, embedded, or whose output is used in the EU, and recorded our role for each one?</p> <p>Evidence: AI inventory with system owner, business purpose, EU touchpoint, provider/deployer/importer/distributor role, and upstream/downstream dependencies.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>2. Article 4</p>	<p>Have staff, contractors, and operators who deal with AI systems received AI literacy training appropriate to their technical knowledge, use context, and affected persons?</p> <p>Evidence: Training matrix, attendance records, role-based curriculum, refresher cadence, and onboarding checklist.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>3. Article 5</p>	<p>Have we screened each AI system against prohibited AI practices before use, sale, or integration?</p> <p>Evidence: Prohibited-use review covering manipulation, exploitation of vulnerabilities, social scoring, prohibited biometric/emotion uses, criminal risk prediction constraints, and legal sign-off.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>4. Article 6; Annex I; Annex III</p>	<p>Have we classified whether each AI system is high-risk because it is a safety component/product requiring third-party conformity assessment or because it falls within Annex III?</p> <p>Evidence: High-risk classification memo, Annex I/III mapping, product safety assessment, and reviewer approval.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>5. Articles 6(3)-(4), 49(2)</p>	<p>For any Annex III system treated as not high-risk, have we documented the exception, confirmed it does not perform profiling, and prepared any required EU database registration?</p> <p>Evidence: Non-high-risk assessment, material influence analysis, profiling assessment, and registration record or task owner.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>6. Article 113</p>	<p>Have we mapped application dates to each obligation and marked which controls are already live versus due before the next enforcement milestone?</p> <p>Evidence: Obligation calendar reflecting 2 Feb 2025, 2 Aug 2025, 2 Aug 2026, and 2 Aug 2027 milestones, with control owners.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>7. Articles 16, 25, 26</p>	<p>Have we assigned accountable owners for provider obligations, deployer obligations, value-chain handoffs, and evidence production?</p> <p>Evidence: RACI matrix, accountable executive, legal/compliance owner, engineering owner, data owner, and escalation path.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>8. Articles 49, 71</p>	<p>Before placing on the market, putting into service, or using a covered high-risk AI system, have we confirmed whether EU database or national registration applies?</p> <p>Evidence: Registration applicability decision, database submission evidence, and public authority deployment checks where applicable.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

2. Risk management and fundamental-rights review

Test whether risk management is a lifecycle control, not a one-time launch approval.

<p>9. Article 9(1)-(2)</p>	<p>Do we have a documented risk management system for each high-risk AI system that is implemented, maintained, and reviewed throughout its lifecycle?</p> <p>Evidence: Risk management procedure, risk register, review cadence, change triggers, and management approval.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>10. Article 9(2)(a)-(c)</p>	<p>Have we identified and evaluated known and reasonably foreseeable risks to health, safety, and fundamental rights for intended use, foreseeable misuse, and post-market data?</p> <p>Evidence: Hazard analysis, misuse scenarios, fundamental-rights risk review, post-market feedback loop, and risk acceptance records.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>11. Article 9(5)</p>	<p>Are residual risks judged acceptable after controls, and are mitigations implemented through design, controls, user information, and training?</p> <p>Evidence: Residual-risk approval, mitigation test evidence, user instructions, training material, and unresolved-risk rationale.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>12. Article 9(6)-(8)</p>	<p>Were risk controls tested before placing the system on the market or putting it into service, using predefined metrics and thresholds suitable for the intended purpose?</p> <p>Evidence: Validation plan, test results, pass/fail thresholds, probabilistic thresholds, release gate, and approval date.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>13. Article 9(9)</p>	<p>Have we considered impacts on persons under 18 and other vulnerable groups where relevant to the intended purpose?</p> <p>Evidence: Affected-person analysis, vulnerable-group controls, accessibility review, and sign-off by legal or policy owner.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>14. Article 27</p>	<p>Where a fundamental rights impact assessment is required, was it completed before deployment and updated when relevant use conditions changed?</p> <p>Evidence: FRIA template, affected groups, intended use period/frequency, risks, oversight measures, mitigations, and authority notification if applicable.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>15. Article 26(9)</p>	<p>Where a DPIA is required under data protection law, have we used provider information from the AI Act documentation to support that assessment?</p> <p>Evidence: DPIA cross-reference to instructions for use, technical documentation, data flows, risk controls, and privacy review.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

3. Data governance, synthetic data, and provenance

Check whether the team can explain what data was used, why it was suitable, and how dataset lineage is preserved.

<p>16. Article 10(2)(a)-(b)</p>	<p>Do data governance records document relevant design choices, data collection processes, data origin, and original collection purpose for personal data?</p> <p>Evidence: Data card, source inventory, design decision log, lawful-use review, and data-owner approval.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>17. Article 10(2)(c)-(e)</p>	<p>Are data preparation steps, assumptions, data availability, quantity, and suitability documented for training, validation, and testing datasets?</p> <p>Evidence: Annotation/labelling/cleaning/update/enrichment records, assumptions log, dataset suitability assessment, and validation coverage.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>18. Article 10(2)(f)-(h)</p>	<p>Have we examined likely biases, documented gaps, and implemented appropriate measures to detect, prevent, and mitigate those biases?</p> <p>Evidence: Bias assessment, subgroup performance review, mitigation backlog, model/data changes, and residual-bias decision record.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>19. Article 10(3)-(4)</p>	<p>Are datasets relevant, sufficiently representative, and to the best extent possible complete and free of errors for the intended purpose and specific operating context?</p> <p>Evidence: Representativeness analysis, error-rate analysis, geographic/contextual/behavioural/functional fit review, and sampling rationale.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>20. Article 10(5)</p>	<p>If special-category personal data is processed for bias detection or correction, have we documented strict necessity, safeguards, access controls, retention, and why synthetic or anonymised data was not sufficient?</p> <p>Evidence: Necessity assessment, safeguard design, access log, retention/deletion proof, and comparison against synthetic/anonymised alternatives.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>21. Articles 10, 11</p>	<p>For synthetic, training, validation, or testing datasets, can we prove provenance with machine-verifiable lineage rather than a visual badge alone?</p> <p>Evidence: Dataset hash, generation method, timestamp, schema, lineage link, approval trail, and cryptographic certification record where available.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

4. Technical documentation, logs, and records

Determine whether a regulator, notified body, or internal audit team can reconstruct how the system works and how it was controlled.

<p>22. Article 11; Annex IV</p>	<p>Was technical documentation prepared before placing the high-risk AI system on the market or putting it into service, and does it contain the Annex IV elements?</p> <p>Evidence: Technical file, architecture, intended purpose, risk controls, data summary, evaluation results, human oversight design, and Annex IV checklist.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
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<p>23. Articles 11, 17</p>	<p>Is technical documentation kept up to date through controlled change management and linked to quality management records?</p> <p>Evidence: Document owner, version history, change approvals, model release records, and QMS change-control procedure.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>24. Article 12(1)-(2)</p>	<p>Does the system technically allow automatic event logging over its lifetime for risk identification, post-market monitoring, and deployer monitoring?</p> <p>Evidence: Logging design, event taxonomy, retention configuration, test logs, monitoring dashboards, and access controls.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>25. Article 12(3)</p>	<p>For remote biometric identification systems, do logs include use period, reference database, matched input data, and the humans verifying results?</p> <p>Evidence: Biometric logging schema, sample logs, verifier identity records, and verification workflow documentation.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>26. Article 13(1)-(3)</p>	<p>Do instructions for use explain provider identity, intended purpose, performance limits, expected accuracy/robustness/cybersecurity, risks, human oversight, resources, maintenance, and logs?</p> <p>Evidence: Instructions for use, deployer guide, release notes, limitations page, oversight instructions, and maintenance schedule.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>27. Article 18</p>	<p>Will technical documentation, QMS records, notified body documents, approved changes, and the EU declaration of conformity be retained for 10 years where required?</p> <p>Evidence: Retention policy, repository access controls, backup strategy, legal hold process, and 10-year retention schedule.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>28. Articles 19, 26(6)</p>	<p>Are automatically generated logs retained for an appropriate period, at least six months where under provider or deployer control unless other law requires longer?</p> <p>Evidence: Retention configuration, log storage architecture, deletion schedule, exception register, and privacy review.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>29. Article 21</p>	<p>Can we respond to a competent authority request with necessary documentation, information, and controlled log access in an understandable official language?</p> <p>Evidence: Regulator response playbook, translation process, evidence export package, legal review, and access-control procedure.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>30. Articles 47, 48</p>	<p>Where applicable, have we prepared the EU declaration of conformity and CE marking process, including digital access for digital AI systems?</p> <p>Evidence: Declaration of conformity, Annex V mapping, translation plan, CE marking artwork or digital access point, and notified body number if applicable.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

5. Human oversight, performance, and security

Verify that humans can understand, challenge, and stop the system, and that performance and security claims are measured.

<p>31. Article 14(1)-(3)</p>	<p>Are human oversight measures built into the system or implemented by the deployer in proportion to risk, autonomy, and use context?</p> <p>Evidence: Oversight design, human-machine interface review, deployer controls, role assignment, and oversight test evidence.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>32. Article 14(4)</p>	<p>Can assigned overseers understand system capacities and limits, monitor anomalies, interpret outputs, avoid automation bias, override outputs, and interrupt the system safely?</p> <p>Evidence: Operator training, runbook, override/stop procedure, escalation policy, anomaly review records, and tabletop exercise results.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>33. Article 14(5)</p>	<p>For remote biometric identification systems, is separate verification by at least two competent humans required and evidenced unless a lawful exception applies?</p> <p>Evidence: Two-person verification log, exception basis, verifier competency records, and approval workflow.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>34. Article 15(1)-(3)</p>	<p>Are accuracy, robustness, and cybersecurity levels defined, tested, validated, monitored, and declared in instructions for use?</p> <p>Evidence: Metric definitions, validation reports, benchmark results, monitoring thresholds, and instructions for use.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>35. Article 15(4)-(5)</p>	<p>Are resilience, fail-safe, and AI-specific cybersecurity controls in place for errors, faults, feedback loops, data poisoning, model poisoning, adversarial examples, and confidentiality attacks?</p> <p>Evidence: Threat model, security test report, red-team/adversarial test, fail-safe design, feedback-loop mitigation, and incident runbook.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

6. Provider, deployer, and value-chain operations

Make sure the operating model matches the AI Act role allocation and that handoffs are contractually supported.

<p>36. Article 17</p>	<p>Does the provider quality management system cover regulatory strategy, design/development controls, testing, standards, data management, risk management, post-market monitoring, incidents, communications, records, resources, and accountability?</p> <p>Evidence: QMS manual, procedure index, accountability framework, standards mapping, internal audit report, and management review.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>37. Articles 16, 43</p>	<p>Has the provider completed the required conformity assessment before placing the system on the market or putting it into service, including re-assessment after substantial modification?</p> <p>Evidence: Conformity assessment record, Annex VI/VII pathway decision, notified body file if applicable, and modification assessment.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>38. Article 25</p>	<p>Have we checked whether rebranding, substantial modification, or intended-purpose changes make us the provider, and do supplier agreements require necessary information, access, and assistance?</p> <p>Evidence: Value-chain responsibility matrix, supplier contracts, model/component documentation, modification review, and technical-access commitments.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>39. Article 26(1)-(5)</p>	<p>Do deployers use the system according to instructions, assign competent oversight, ensure representative input data under their control, monitor operation, and suspend/inform on risks?</p> <p>Evidence: Deployment SOP, oversight assignment, input data quality check, monitoring records, suspension trigger, and provider/authority notice procedure.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>40. Article 26(7)</p>	<p>Before workplace use of a high-risk AI system, are worker representatives and affected workers informed where required?</p> <p>Evidence: Workplace notice, worker representative communication, policy update, and deployment approval record.</p> <p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>41. Article 50</p>	<p>Have transparency notices and markings been implemented for direct AI interactions, AI-generated or manipulated content, deepfakes, biometric categorisation, and emotion recognition where applicable?</p> <p>Evidence: User notice copy, machine-readable marking design, disclosure workflow, deepfake/editorial review, accessibility check, and exception review.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>42. Articles 53, 55</p>	<p>If we provide a general-purpose AI model, including one with systemic risk, have we prepared the required technical documentation, integration information, copyright policy, training-content summary, evaluations, systemic-risk mitigations, serious-incident reporting, and cybersecurity controls?</p> <p>Evidence: GPAI technical file, downstream-provider documentation, copyright policy, public training-data summary, adversarial testing, systemic-risk register, and AI Office reporting process.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

7. Post-market monitoring, incidents, and corrective action

Close the loop from launch to live monitoring, corrective action, and serious-incident reporting.

<p>43. Articles 20, 72</p>	<p>Do we have a post-market monitoring system and plan that actively collects, documents, and analyses performance and compliance data across the system lifetime?</p> <p>Evidence: Post-market monitoring plan, telemetry, deployer feedback channel, trend analysis, compliance review cadence, and technical-documentation link.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>
<p>44. Article 20</p>	<p>If non-conformity or risk is suspected, do we have immediate corrective-action procedures to investigate, bring into conformity, withdraw, disable, recall, and inform affected parties?</p> <p>Evidence: Corrective action SOP, risk triage, notification templates, distributor/deployer contact list, and investigation log.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

<p>45. Article 73</p>	<p>Can we report serious incidents to the relevant market surveillance authority within the applicable timeframe, including accelerated reporting for widespread infringement or death?</p> <p>Evidence: Incident classification matrix, causal-link assessment, 2/10/15-day reporting workflow, authority contact list, and mock incident exercise.</p>
	<p>Status: <input type="checkbox"/> Ready <input type="checkbox"/> Partial <input type="checkbox"/> Gap <input type="checkbox"/> N/A Owner: _____ Due: _____</p> <p>Evidence link / notes: _____</p>

Review sign-off

Use this page when the checklist is handed to legal, compliance, product, engineering, or an external advisor.

Reviewer name	Role	Decision	Signature / date
		<input type="checkbox"/> Ready <input type="checkbox"/> Remediate <input type="checkbox"/> Escalate	
		<input type="checkbox"/> Ready <input type="checkbox"/> Remediate <input type="checkbox"/> Escalate	
		<input type="checkbox"/> Ready <input type="checkbox"/> Remediate <input type="checkbox"/> Escalate	

Open actions

Action	Owner	Due date	Evidence required

Source basis

This checklist is mapped to Regulation (EU) 2024/1689, commonly known as the EU AI Act. The AI Act Service Desk summaries are helpful explanations but are not legally binding. Always validate final obligations against the official legal text and counsel.

Regulation (EU) 2024/1689 - Official Journal / EUR-Lex

Official legal text for the Artificial Intelligence Act.

<https://eur-lex.europa.eu/eli/reg/2024/1689/oj/eng>

EU AI Act Service Desk - Implementation timeline

Current Commission Service Desk timeline for progressive application dates.

<https://ai-act-service-desk.ec.europa.eu/en/ai-act/eu-ai-act-implementation-timeline>

EU AI Act Service Desk - AI Act Explorer

Article explorer used to map checklist questions to Articles 4, 5, 6, 9-15, 16-21, 25-27, 43, 47-50, 53, 55, 72, and 73.

<https://ai-act-service-desk.ec.europa.eu/en/ai-act>

Article coverage in this checklist: Articles 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 25, 26, 27, 43, 47, 48, 49, 50, 53, 55, 71, 72, 73, 113; Annexes I, III, IV, and V.

CertifiedData.io

Generate synthetic data that is certified. Verifiable proof your dataset was synthetically generated.

[/eu-ai-act/audit-checklist](#)