Recordkeeping checklist

Consistent documentation is key when developing or using AI systems, and will be essential for answering user or customer enquiries and/or any future audits or assessments (eg that may be required for international operations).

Each AI system should have an organisation-wide inventory which could include:

- [ ] purpose and business goals
- [ ] intended use case/s
- [ ] accountabilities and roles
- [ ] relevant legal obligations and requirements
- [ ] identified risks, potential impacts and relevant mitigations
- [ ] identified key stakeholders

- [ ] capabilities and limitations of the AI system, including testing results
- [ ] mechanisms for human control and oversight
- [ ] technical specifications, requirements and components including training data and architecture
- [ ] any system audit requirements and outcomes, including dates of review

For more details and tips, Responsible AI Guidance for Businesses is available at mbie.govt.nz

11770 AOG