

ARE YOU READY FOR THE AI ACT?

QUICK SCORECARD

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PRIVALEX
checklist



Find out exactly where your organisation stands on the AI Act ... *in under 5 minutes.*

The EU AI Act is now in force. Most obligations apply from August 2026, but the first deadline, AI literacy for all staff using AI, has been mandatory since February 2025.

Whether you **develop AI systems** or **simply use them**, the Act creates specific obligations for your organisation. Non-compliance means regulatory exposure, reputational risk, and barriers to operating in the EU market.

Use this scorecard to get a clear picture of where you stand.

BENEFITS OF BEING COMPLIANT WITH THE AI ACT

ACCESS TO THE EUROPEAN MARKET

Compliant AI systems can operate freely across the EU.
Non-compliant ones can't.

TRUST AND COMPETITIVE ADVANTAGE

Clients, investors, and partners increasingly ask about AI governance.
Compliance gives you a credible, documented answer.

RISK AND LIABILITY REDUCTION

Fines can reach €35M or 7% of global turnover. A structured approach to compliance protects your organisation before regulators come knocking.



- 1 AI Inventory**

Do you have a documented inventory of all AI systems your organisation develops, purchases, or deploys?

Yes / in place Partial / needs work No / not in place
- 2 Role Identification**

Have you determined whether your organisation acts as a provider, a deployer, or both under the AI Act, and do you understand what obligations apply to each role?

Yes / in place Partial / needs work No / not in place
- 3 Risk Classification**

Have you assessed whether any AI systems you use or offer fall into the AI Act's high-risk categories (Annexes I and III)?

Yes / in place Partial / needs work No / not in place
- 4 AI Literacy**

Do you have an AI literacy programme in place for staff who use or oversee AI systems? This obligation has been in force since February 2025.

Yes / in place Partial / needs work No / not in place
- 5 Transparency**

Do you inform users when they are interacting with AI, including chatbots, automated decision-making tools, or AI-generated content?

Yes / in place Partial / needs work No / not in place
- 6 Human Oversight**

Do you have documented processes ensuring meaningful human review of AI-driven decisions, especially in high-risk contexts?

Yes / in place Partial / needs work No / not in place
- 7 Documentation & Technical Files**

Do you maintain technical records for AI systems you develop or procure, covering purpose, design, testing, and risk management?

Yes / in place Partial / needs work No / not in place
- 8 Incident Management**

Is there a process for detecting, reporting, and managing incidents or near-misses related to AI systems?

Yes / in place Partial / needs work No / not in place
- 9 Accountability & Governance**

Is AI governance ownership assigned at management level, with clear accountability for compliance?

Yes / in place Partial / needs work No / not in place
- 10 Standards Alignment**

Are you aligning AI Act compliance with ISO 42001 (AI management systems) and/or ISO 27001 (information security)?

Yes / in place Partial / needs work No / not in place



SCORING YOUR READINESS

8 - 10 Yes: Strong foundations.

You have most of the key elements in place.

The next step is validation, ensuring your documentation and processes would hold up to regulatory scrutiny or a client due diligence review.

4 - 7 Yes: Gaps that need attention.

You're partially there, but gaps in key areas create real exposure.

Prioritising the areas you marked "Partial" or "Not in place" now will save significant effort later.

0 - 3 Yes: Act now.

Your organisation has significant exposure under the AI Act.

The good news: starting with an AI inventory and a basic governance framework gives you immediate traction. Don't wait for a deadline or a client to ask.

WHAT YOUR SCORE DOESN'T TELL YOU

This scorecard gives you a directional read, not a compliance assessment. The AI Act creates obligations that depend on your specific role, sector, and the systems you use or build. A score of 8 with the wrong risk classification is still a problem.

If you scored in any band and want to know exactly where your gaps are, [we can help.](#)

WHAT'S NEXT?

Ready to turn your score into a plan?

Most organisations don't discover their AI Act gaps until a client, regulator, or investor asks. By then, the cost of fixing them is higher, and the timeline is tighter.

At PrivaLex, we guide organisations through AI Act compliance and ISO 42001 certification, making the process structured, practical, and aligned with how your business actually works.

GET IN TOUCH

TO FUTURE-PROOF YOUR AI STRATEGY WITH



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