

GOVERNANCE WORKSHEET

AI System Inventory

A shared overview of purpose, ownership, data, risk and review status.

Working template

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01

1. How to use the inventory

Record standalone AI products as well as embedded features, automations and pilots.

Intake

- Register systems before pilot or procurement
- Assign an accountable owner and business purpose
- Keep approval status and next decision visible

Maintenance

- Record changes to model, provider, data or purpose
- Review at least annually and more often where risk warrants
- Document retirement date and data handling

Suggested status

- Idea
- Assessment
- Pilot
- Approved
- Restricted
- Retired

02

2. Portfolio overview

Use one row per system. Capture details on the following pages.

ID	System / purpose	Owner	Provider / deployment	Data class	Status	Review

03

3. System profile: purpose and context

Inventory ID

System name

Business purpose

System owner

User groups

Affected people

Scope and locations

Status and approval date

04

4. System profile: technology and data

Provider and contract

Model or product version

Cloud, private cloud or on-prem

Integrations and interfaces

Input data and classifications

Outputs and recipients

Retention and deletion

Access and logging

05

5. System profile: risk and controls

AI Act roles and potential triggers

Transparency requirements to review

Human oversight

Quality and acceptance criteria

Security and privacy review

Known limitations and failure modes

Incidents and open actions

Next review and exit plan

06

Sources and legal status

Reviewed on 17 July 2026. The Digital Omnibus has been adopted and signed but has not been published in the Official Journal and is not yet in force. Commission guidelines are non-binding; drafts are additionally preliminary.

- 1. Regulation (EU) 2024/1689**
Binding Official Journal text
<https://eur-lex.europa.eu/eli/reg/2024/1689/oj?locale=en>
- 2. Digital Omnibus PE-CONS 30/26**
Signed text, not yet in force
<https://data.consilium.europa.eu/doc/document/PE-30-2026-INIT/en/pdf>
- 3. Procedure status 2025/0359(COD)**
Official publication status
<https://oeil.europarl.europa.eu/oeil/en/procedure-file?reference=2025%2F0359%28C00%29>
- 4. Commission guidelines on the AI-system definition**
Non-binding interpretive aid
<https://digital-strategy.ec.europa.eu/en/library/commission-publishes-guidelines-ai-system-definition-facilitate-first-ai-acts-rules-application>
- 5. Commission guidelines on prohibited practices**
Non-binding interpretive aid
<https://digital-strategy.ec.europa.eu/en/library/commission-publishes-guidelines-prohibited-artificial-intelligence-ai-practices-defined-ai-act>
- 6. Commission guidelines for GPAI providers**
Non-binding interpretive aid
<https://digital-strategy.ec.europa.eu/en/policies/guidelines-gpai-providers>
- 7. Commission guidelines on high-risk systems**
Preliminary draft, non-binding
<https://digital-strategy.ec.europa.eu/en/policies/guidelines-ai-high-risk-systems>

Important notice

This non-binding technical assessment and template provides initial orientation. It is not legal advice, a legally binding classification, or a conformity assessment. Privacy, certification and organisation-specific requirements require separate review.



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