

The AI Inventory Sheet

Inventory. Ownership. Review date. One page for every AI tool your business is already using.

Most leaders cannot list the AI tools their staff used this week. The tools arrived on personal phones and laptops ahead of any policy. Client data has been going into them since. Medicine learned long ago that you cannot treat safely from an incomplete list. The same rule applies here.

Run this sheet once with every department in the room. Expect the list to be longer than you think. Then give each line an owner, a limit and a date to look again. That is the whole discipline. Nothing more complicated is needed to start.

1

Measure

List every tool, including the free ones and the ones nobody admits to. Ask each team what they pasted into it this week.

2

Interpret

For each line, two questions. What data goes in. Whose decision does the output shape. Client data and money decisions go to the top.

3

Govern

One named owner. One written limit, such as no client records or human sign-off before sending. One review date, the way every prescription has one.

MEASURE		INTERPRET		GOVERN		
TOOL OR SERVICE	WHO USES IT	WHAT GOES IN	WHOSE DECISION IT SHAPES	OWNER	LIMIT	REVIEW DATE

BEFORE YOU FILE IT

- ☐ Every department was asked, including the owner
- ☐ Client or patient data is flagged on every line it touches
- ☐ Each line has an owner by name
- ☐ The earliest review date is in a calendar

Free from Dr Mike. Share it with any leader who could not answer the first question. The sheet is a governance organiser and not legal, security or medical advice. Your data protection obligations depend on your jurisdiction and your contracts.

The three habits match the shape of the NIST AI Risk Management Framework and ISO/IEC 42001: an inventory of systems, assigned roles and ongoing review. Start here and grow into those when the business needs them. biosyncxglobal.com