



EU AI Act: Readiness Checklist

Prepared by Dynamic Comply

This checklist provides a high-level guide to help your organization begin preparing for the EU AI Act, drawing on its core principles and requirements outlined in the regulation.

Please Note: This is a simplified overview for readiness purposes, not a substitute for detailed legal advice or a comprehensive compliance audit. The EU AI Act (Regulation (EU) 2024/1689) is complex, and specific obligations depend heavily on the nature and use of your AI systems and your role in the AI value chain.

Key Readiness Steps:

- ☐ **Understand if the EU AI Act Applies to You:** Determine if your organization and its AI systems are within the scope of the Act, particularly if operating in or placing systems on the EU market, or if their use impacts individuals in the EU. The Act defines what constitutes an AI system.
- ☐ **Identify Your Role:** Clarify your position in the AI value chain (e.g., provider, deployer, importer, distributor) as obligations vary. Note if you are an SME, as specific support measures apply.
- ☐ **Classify Your AI Systems by Risk:** Categorize all AI systems you provide or deploy into the four risk levels: Unacceptable Risk, High Risk, Limited Risk, and Minimal Risk. This is a fundamental step.
- ☐ **Address Prohibited Practices (Unacceptable Risk):** Immediately identify and cease any AI systems that fall under the prohibited unacceptable risk category. (Note: This prohibition applies from February 2, 2025).
- ☐ **Prepare for High-Risk System Obligations (If Applicable):** If you provide or deploy High-Risk AI systems, prepare to meet stringent requirements: * Establish and maintain a **Risk Management System** throughout the AI system's lifecycle. * Ensure compliance with requirements for **Data and Data Governance**. * Prepare **Technical Documentation**. (SMEs may have simplified forms). * Implement **Record-keeping (Logging)** capabilities. * Ensure **Transparency** and provide clear **Information/Instructions for Use** to deployers. * Implement measures for **Human Oversight**. * Ensure **Accuracy, Robustness, and Cybersecurity**. * Plan for the **Conformity Assessment** process required before market entry or putting into service. * Establish a **Quality Management System** (for providers). (Simplified for microenterprises). * Set up **Post-Market Monitoring** and a plan for reporting serious incidents. * Prepare for **Registration in the EU database** (mandatory for certain providers and public sector/public

service deployers). * If a public authority or acting on behalf of one, prepare to conduct a **Fundamental Rights Impact Assessment** before deploying certain high-risk systems.

- ☐ **Address Limited Risk System Obligations (If Applicable):** Understand and fulfill the transparency obligations, such as informing users they are interacting with an AI system.
- ☐ **Address General-Purpose AI Model (GPAI) Obligations (If Applicable):** Understand transparency requirements and potential additional obligations for models with systemic risk. Follow relevant codes of practice.
- ☐ **Implement AI Literacy Measures:** Ensure relevant staff involved in the development, operation, or use of AI systems have sufficient AI literacy. (Note: This applies from February 2, 2025).
- ☐ **Explore Innovation Support (Especially for SMEs):** Look into measures like AI regulatory sandboxes and simplified compliance options designed to support innovation and reduce burdens, particularly for SMEs.
- ☐ **Establish Internal Governance and Auditing:** Develop internal processes, potentially leveraging frameworks like ISO 42001, to ensure ongoing compliance and prepare for potential audits.
- ☐ **Monitor the Implementation Timeline:** Be aware of the phased application of different parts of the Act, with most obligations becoming applicable by August 2, 2026.

This checklist is a starting point for your organization's EU AI Act readiness journey. Consulting with legal and technical experts is recommended for detailed guidance tailored to your specific AI systems and operations.

This is a simplified tool. For a full audit, contact Dynamic Comply.