

A sample of the working method

ISO 42001 Preparation & Evidence Kit

Use this sample to judge the structure and level of detail. It is a limited preview; the full preparation kit has a guide, editable worksheets and registers, and a fictional example.

Start with a defined use case

Record the business purpose, users, affected people, tool or model, accountable owner, data categories, decision points, and who can pause use. Describe the actual workflow, including the human review step.

Fictional example

Northstar Studio uses an approved enterprise AI assistant to draft internal event concepts from public information. A producer reviews every output. Client confidential information and personal data are excluded until a separate data review is complete. The technology lead owns the configuration; the project lead approves each use case.

The evidence behind the statement

Keep the approved-use record, vendor terms and settings snapshot, training record, and a dated sample of human review. Record missing evidence as an action. A policy statement alone does not establish that the workflow is operating.

Example gap and action

Gap: the team has a policy but no recorded owner or approval for the tool. Action: assign a business owner, document the data boundary, and approve the use before expanding access. Owner: technology lead. Review date: agreed by the sponsor.

Independent preparation aid. This sample does not provide complete ISO clause coverage or establish compliance or certification.

Explore contents and availability: extrasphere.com/iso-42001-preparation-kit