

ISO 42001 readiness snapshot

Twelve practical questions to help you find your first gaps, organise existing evidence, and choose a useful next step.

How to use this guide

For each question, choose In place, Partial, Missing, or Unsure. In place means you can locate a current record and explain how the practice is used. Record gaps honestly. Start with the missing or uncertain areas that matter most to your actual AI use.

This is an orientation aid, not a clause-by-clause ISO assessment, a readiness score, or evidence of certification. Obtain the applicable standard and agree your scope with a qualified advisor or certification body when needed.

Keep your answers and supporting records in your own workspace. The online snapshot also runs in your browser without sending the answers to Extrasphere.

Use the editable worksheet at extrasphere.com/readiness. No email is required.

What to do after the snapshot

Choose three priority actions. Assign a person and a realistic review date to each. Bring the working list to your leadership team. If you need structure, explore the ISO 42001 Preparation & Evidence Kit; if the scope is unclear, discuss a readiness sprint with Extrasphere.

Reference: ISO/IEC 42001 overview - <https://www.iso.org/standard/42001>. The questions are original Extrasphere prompts and do not reproduce the standard.

Independent and not affiliated with ISO or IEC. extrasphere.com

YOUR CURRENT POSITION

01 Accountability

Who is accountable for decisions about AI use?

Look for: A named sponsor, decision owner, and a record of their responsibilities.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Name an accountable sponsor and record which AI decisions they own.

Owner: _____ Review date: _____

02 Inventory

Can you list the AI tools and AI-enabled services your team uses?

Look for: A current inventory with purpose, owner, users, and review date.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: List your first three important AI use cases and assign an owner to each.

Owner: _____ Review date: _____

03 Information

Do you know where customer or confidential information enters AI tools?

Look for: A use-case record showing inputs, outputs, data sensitivity, and access.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Trace the information entering and leaving one priority AI workflow.

Owner: _____ Review date: _____

YOUR CURRENT POSITION

04 Approval

Who approves a new tool or a significant change in its use?

Look for: An approval record with a decision, conditions, owner, and date.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Document a simple approval route before another AI tool is introduced.

Owner: _____ Review date: _____

05 Working rules

Can staff find practical rules for what they may put into AI tools?

Look for: Accessible, approved guidance with real examples of permitted and restricted use.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Write down what staff can and cannot share, and where they can ask for help.

Owner: _____ Review date: _____

06 Risk and impact

Have you considered risks and possible effects on people?

Look for: A reviewed assessment of a specific use case and its affected groups.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Run a risk and impact discussion for one priority use case, including affected people.

Owner: _____ Review date: _____

YOUR CURRENT POSITION

07 Suppliers

Who checks an AI supplier's terms, data handling, and controls?

Look for: A dated supplier review linked to current terms and relevant settings.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Review the supplier behind your most important AI workflow and record open questions.

Owner: _____ Review date: _____

08 Human review

Where is human review needed, and who performs it?

Look for: Workflow instructions with review steps, escalation, and a responsible person.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Identify decisions that need human review and assign the reviewer.

Owner: _____ Review date: _____

09 Issues

How can someone report an AI-related mistake or incident?

Look for: A known reporting route and an issue record with an owner and resolution.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Give staff one clear route for reporting an AI mistake or concern.

Owner: _____ Review date: _____

YOUR CURRENT POSITION

10 Training

Can you show that relevant staff received guidance?

Look for: Dated attendance, the materials used, and a record of follow-up needs.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Record who needs guidance, arrange a short session, and retain the materials.

Owner: _____ Review date: _____

11 Follow-through

Are open actions assigned and reviewed on agreed dates?

Look for: An action list with owners, due dates, status, and review notes.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Assign an owner and review date to your three most important open actions.

Owner: _____ Review date: _____

12 Evidence

Could you locate evidence supporting your answers if a customer asked?

Look for: An index of actual records, their owners, locations, and review dates.

In place ☐ Partial ☐ Missing ☐ Unsure ☐

Evidence or gap: _____

Next action: Create an evidence index linking to records you actually maintain.

Owner: _____ Review date: _____