

Fernhill Wholesale

Oct 16, 2026

Your preparation snapshot

AI Questionnaire Response Kit • Prepared by Fictional example • Operations manager

9 of 11 sections reviewed by the preparer. Review marks describe the entries, not whether controls are operating.

1 Response recorded

0 Recorded as approved

9 Evidence locations recorded

1 Open action

Purpose and scope

Sales and customer service

Prepare accurate answers to customers' AI questions with traceable evidence.

Next steps and open work

• ACT-001 • The office manager reviews account controls and contract terms, then attaches... • Office manager • Due Oct 22, 2026 • In progress

Section notes

- The answer bank: 13 of 19 answer themes drafted for Fernhill; six still need adaptation. Verify the referenced evidence and obtain the designated review before...
- Evidence to keep on hand: Evidence inventory completed honestly. None is marked current until a reviewer checks the actual artifact.
- Response register: One exact customer question drafted. The office manager must verify the evidence before approval and sharing.

Showing 3 of 9 section notes. The Full record export preserves complete notes, entries and review coverage.

Before you send

- Staff training
- AI disclosures
- Connected tools and agents
- Intellectual property review
- AI ownership
- Meeting recording and AI notetakers

1 more open themes or responses are listed in the full record. The next page shows all answer themes.

Before this leaves your team

Confirm the scope and supporting evidence with the owners. Resolve or clearly disclose open conditions. Choose the full record when the recipient needs detailed answers or evidence locations.

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Response readiness

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A review of all 19 answer themes in your answer bank. 1 client question recorded in your Response register. Drafted answers still require factual and evidence review before a customer receives them.

Question area	Recorded status	Working record
AI acceptable use policy	In progress	Draft recorded Evidence reference recorded
Inventory of AI systems	In progress	Draft recorded Evidence reference recorded
Training on customer data	In progress	Draft recorded Evidence reference recorded
Opt-out and controls	In progress	Draft recorded Evidence reference recorded
Data handling and retention	In progress	Draft recorded Evidence reference recorded
Human oversight	In progress	Draft recorded Evidence reference recorded
Vendor and model governance	In progress	Draft recorded Evidence reference recorded
Sub-processors and models	In progress	Draft recorded Evidence reference recorded
Security of AI systems	In progress	Draft recorded Evidence reference recorded
AI incident response	In progress	Draft recorded Evidence reference recorded
Compliance mapping	In progress	Draft recorded Evidence reference recorded
Contracts and DPA	In progress	Draft recorded Evidence reference recorded
Monitoring and logging	In progress	Draft recorded Evidence reference recorded
Staff training	Not adapted	No company response
AI disclosures	Not adapted	No company response
Connected tools and agents	Not adapted	No company response
Intellectual property review	Not adapted	No company response
AI ownership	Not adapted	No company response
Meeting recording and AI notetakers	Not adapted	No company response

Share the reviewed answers, not this summary.

Use Buyer response pack to select actual responses and review the sharing boundary. Full record (HTML) is an internal archive including templates and notes.