Fernhill Wholesale Oct 26, 2026

Your preparation snapshot

SSPA Section K Readiness Kit · Prepared by Fictional example · Operations manager

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

1	0	14	3
Engagement recorded	Requirements ready for reviewer	Evidence catalog locations	Open actions

Prohibited-practice screen: Action needed

Engagement and AI systems

Entity and Microsoft engagement	AI systems and intended uses	Publisher or Deployer role	Due date from portal
Fernhill Wholesale, fictional catering supply service Fictional supplier profile MS-001; issued applicability awaiting...	Approved assistant for internal stock and order summaries	To confirm with the engagement owner; currently...	Nov 16, 2026

Purpose: Confirm the issued engagement requirements, prepare Section K evidence and track gaps without claiming portal approval.

Next steps and open work

1. **ACT-001 · The owners reconcile the contract, profile and intended uses; keep the approved...** · Operations director · Due Oct 22, 2026 · In progress
2. **ACT-002 · The purchasing lead and the office manager complete the supplier review with...** · Purchasing lead · Due Oct 29, 2026 · Not started
3. **ACT-003 · Brief staff and keep attendance plus checked summaries** · Operations manager · Due Nov 5, 2026 · Not started

Section notes

1. **Supporting Evidence Catalog:** Fourteen artifact entries reviewed. Evidence marked draft or missing stays unready. Obtain real files and verify relevance before sharing with an...
2. **Actions:** Three gaps assigned with dates: contract scope, supplier checks and staff competence evidence. Verify completion before assurance scheduling.

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3. **Prohibited Practices and Your Route: A Screening Worksheet:** Operations director to confirm the contract and intended-use schedule by October 22. Fictional trial; no assurance or portal approval claimed.

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

Action evidence and updates

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Source references and priorities are recorded by your team, not independently checked.

Action	Evidence location	Priority	Last updated
The owners reconcile the contract, profile and intended uses; keep the approved scope reference	Fictional reference / Fernhill / SSPA / ACT-001	High	2026-10-24
The purchasing lead and the office manager complete the supplier review with contract and settings evidence	Fictional reference / Fernhill / SSPA / ACT-002	High	2026-10-21
Brief staff and keep attendance plus checked summaries	Fictional reference / Fernhill / SSPA / ACT-003	Medium	2026-10-20

Section K requirements 51-63

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Recorded preparation against the issued requirements. Your reviewer confirms applicability and adequacy.

Requirement	Status	Owner / reference	Linked actions
51 AI Systems contractual terms	Not started	Owner not recorded Reference missing	None
52 Prohibited practices	Not started	Owner not recorded Reference missing	None
53 AI System incident response	Not started	Owner not recorded Reference missing	None

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Requirement	Status	Owner / reference	Linked actions
54 Transparency disclosures	Not started	Owner not recorded Reference missing	None
55 Signed agreement	Not started	Owner not recorded Reference missing	None
56 Accountability	Not started	Owner not recorded Reference missing	None
57 Risk assessment	In progress	Fictional Operations manager Fictional example / Existing AI use inventory	None
58 Transparency and explainability	Not started	Owner not recorded Reference missing	None
59 Monitoring and adaptation	Not started	Owner not recorded Reference missing	None
60 Performance and safety disclosures	Not started	Owner not recorded Reference missing	None
61 Transparency disclosure updates	Not started	Owner not recorded Reference missing	None
62 System health monitoring	Not started	Owner not recorded Reference missing	None
63 Intended use fitness	Not started	Owner not recorded Reference missing	None

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Evidence at a glance

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Supporting Evidence Catalog · 1-14 of 14 records. Status is recorded by your team, not independently checked.

Evidence area	Recorded status	Ownership / reference
AI Systems contractual terms and prohibited-practice screening record	Needs evidence review	Operations director Reference recorded
AI policy and acceptable use policy	Needs evidence review	Office manager Reference recorded
AI roles and responsibilities, with a RACI	Needs evidence review	Office manager Reference recorded
AI system inventory	Needs evidence review	Office manager Reference recorded
AI risk assessment records	Needs evidence review	Office manager Reference recorded
AI system impact assessments for higher-stakes uses	Needs evidence review	Office manager Reference recorded
Data governance records for training, validation, and test data	Needs evidence review	Office manager Reference recorded
Technical documentation for each AI system in scope	Needs evidence review	Office manager Reference recorded
Human oversight procedure	Needs evidence review	Office manager Reference recorded
Security controls documentation for AI systems	Needs evidence review	Office manager Reference recorded
Vendor and sub-processor AI assessments	Needs evidence review	Office manager Reference recorded
AI incident response procedure	Needs evidence review	Office manager Reference recorded

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Evidence area	Recorded status	Ownership / reference
Monitoring, logging, and corrective-action records	Needs evidence review	Office manager Reference recorded
Management review records	Needs evidence review	Operations director Reference recorded

The Full record export contains every complete evidence location, review date and note. Confirm access and the applicable supplier requirements before submission.

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.

Self-reported preparation records. Not certification, legal advice or independent assurance. Evidence locations are references, not verified attachments. Full record contains the complete working detail.

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