



The 10-Point AI Compliance Checklist

A self-assessment guide for EU SME owner/managers

Prepared by:

SmartStacks AI

EU AI Act Compliance Resource › €37 Toolkit Available

THE 10-POINT AI COMPLIANCE CHECKLIST

POLICY & GOVERNANCE

1. We have a written AI use policy

Your staff know what AI tools are approved, what they can be used for, and what's off limits.

Yes Not yet Never thought about it

2. Our AI policy has been communicated to all staff

It's not sitting in a folder — people have actually read it and know it applies to them.

Yes Not yet Never thought about it

3. We review our AI policy at least once a year

AI tools change fast. Your policy needs to keep up.

Yes Not yet Never thought about it

RISK & OVERSIGHT

4. We have a log of the AI tools our business is currently using

You know exactly what's being used, by whom, and for what purpose.

Yes Not yet Never thought about it

5. We have assessed which AI tasks carry the most risk for our business

Not all AI use is equal — you've identified where errors or misuse could cause real harm.

Yes Not yet Never thought about it

6. We have a process for checking AI outputs before they're used

AI makes mistakes. There's a human review step before anything important goes out the door.

Yes Not yet Never thought about it

~50%

of Irish organisations have no clear AI policy

“Most of the SME owners I speak to are already using ChatGPT or Copilot every week - yet have no policy, no log, and no oversight in place. The EU AI Act is about to change that.”

Faith | Founder, SmartStacks AI

Source: Microsoft & Trinity College Dublin, The AI Economy in Ireland 2025

DATA & PRIVACY

7. Staff know what data they can and can't put into AI tools

Customer names, financial details, sensitive business information — there are clear rules.

Yes Not yet Never thought about it

8. We have checked that our AI tools are GDPR compliant

You know where your data goes when you type it into ChatGPT, Copilot, or similar tools.

Yes Not yet Never thought about it

TRAINING & ACCOUNTABILITY

9. Our staff have received basic AI literacy training

They understand what AI can and can't do — and the risks of getting it wrong.

Yes Not yet Never thought about it

10. Someone in our business is responsible for AI governance

- There's a named person who owns this — even if that person is you.

Yes Not yet Never thought about it

HOW DID YOU SCORE?

8–10 Yes: Strong foundation — you're ahead of most Irish SMEs.

5–7 Yes: You've made a start but there are gaps that could leave you exposed.

0–4 Yes: You're not alone — but it's time to get this sorted before it becomes a problem.

If you answered "**Not yet**" or "**Never thought about it**" to three or more of these, the SmartStacks AI Governance Toolkit gives you everything you need to fix it — ready-made policies, templates, a risk framework, and a staff training guide. No jargon. No consultant required. Built specifically for Irish SMEs.

→ **Get the toolkit for €37 at smartstacksai.com**