

## Steps to success



Use these checklists to understand your readiness to implement AI responsibly

Read this alongside other issues in the bite-sized AI guidance series

If leaders cannot answer yes to the below, or answers are unclear or absent, pause and address the gap before moving forward. These checklists are indicative rather than exhaustive, and some AI applications may require additional domain-specific considerations.

<input checked="" type="checkbox"/>	Are you clear on <b>why</b> you want to adopt AI?
<input type="checkbox"/>	Is the purpose clear, justified, and linked to statutory or regulatory outcomes?
<input type="checkbox"/>	Is your reasoning reflected in strategic planning and performance frameworks?
<input type="checkbox"/>	Are the benefits realistic, relative to effort, cost, and maturity of a regulator's practice?
<input type="checkbox"/>	Would the public reasonably trust this use of AI if it were publicly disclosed?
<input type="checkbox"/>	Has a risk assessment been completed? Does it compare well to the risks of the current approach?
<input type="checkbox"/>	Have impacts on Māori, data sovereignty, cultural values been considered and addressed?

<input checked="" type="checkbox"/>	Are you clear <b>what</b> you want the AI application to do?
<input type="checkbox"/>	Is there a measurable problem this AI system is intended to solve?
<input type="checkbox"/>	Is this a proportionate investment?
<input type="checkbox"/>	Is AI being used in a proportionate way for the decision type (e.g. support vs. determination)?
<input type="checkbox"/>	Is the output or process clearly explainable to a Minister, court, or regulated party?
<input type="checkbox"/>	Are documentation and model assumptions available and understandable?
<input type="checkbox"/>	Can this be trialled as a reversible pilot before scaling?
<input type="checkbox"/>	Has how it will be used been checked for disproportionate impacts, particularly on vulnerable or marginalised groups?

<input checked="" type="checkbox"/>	Is the <b>organisation</b> ready?
<input type="checkbox"/>	Is the underlying data reliable, consistent and suitable for the intended AI use? Has it been checked for historical bias?
<input type="checkbox"/>	Does the oversight level match the risk level of the AI-supported activity?
<input type="checkbox"/>	Are there processes in place to test bias regularly over time?
<input type="checkbox"/>	Is there a plan to monitor AI performance, drift, errors or unintended consequences?
<input type="checkbox"/>	Is there a mechanism for learning from incidents or feedback?
<input type="checkbox"/>	Is there understanding among staff, at a high level, of how AI systems work and where their limitations lie?
<input type="checkbox"/>	Does staff capability exist to implement, monitor, and manage this tool safely?
<input type="checkbox"/>	Are there clear ownership, decision rights, and escalation pathways?
<input type="checkbox"/>	Is a <b>legally authorised</b> human decision-maker retaining responsibility for final decisions? Are points for human review, intervention, appeal and override clearly defined?

<input checked="" type="checkbox"/>	Is the <b>AI application</b> ready?
<input type="checkbox"/>	Is vendor support appropriate and do you understand their data practices?
<input type="checkbox"/>	Are documentation and model assumptions available and understandable?
<input type="checkbox"/>	Has the AI tool been checked for unintended bias or disproportionate impacts?
<input type="checkbox"/>	Are privacy risks assessed and data checks documented?
<input type="checkbox"/>	Can the system be adjusted, paused, or withdrawn if risks emerge or benefits do not materialise?
<input type="checkbox"/>	Are update cycles, review triggers and responsibilities clearly assigned?
<input type="checkbox"/>	Can AI-supported decisions be clarified or appealed to a human?
<input type="checkbox"/>	Are audit trails kept so that the decision path can be reconstructed?

To get more information on how to approach these questions, check out the full guidance: [Responsible AI in Action](#).