

AI screening questions

Introduction

This screening tool helps you ensure that the right levels of AI governance are applied to the right systems and use cases.

The *Guidance for AI Adoption* recommends that organisations establish a clear AI screening process to identify and flag AI use cases that:

- require higher levels of approval processes
- need additional governance attention
- pose unacceptable risk.

This screening tool is designed to help organisations determine what level of governance oversight each AI use case needs. It is a quick process that should be used before a comprehensive risk assessment, but not instead of one.

The tool asks 7 questions about an AI use case. Answering 'yes' to any question means you should pay careful attention to governance processes around this use case or system.

Taking potential AI systems or individual use cases through this tool may help you identify and avoid or problems in the future. You will be able to identify which AI systems or use cases pose unacceptable risks to your organisation before investing time in developing a business case or risk assessment.

For example, an AI system that automatically decides on customer complaints and handles refunds needs a different level of attention and approvals than a chatbot that processes a restaurant's bookings. Identifying this prevents your governance processes from being overwhelmed by less important use cases and helps keep the focus on the use cases that matter most.

When stakeholders, auditors or leadership need to understand why certain AI systems received different levels of governance attention, this screening process will help you document your reasoning.

For more examples of potentially high-risk use cases, you can refer to lists such as [Article 6 of the EU AI Act](#) or its [Annex III](#).

You can adjust the questions in this tool to make them relevant to your organisation's specific context. For example, organisations in the healthcare sector may want to include language addressing human health outcomes.

The AI screening tool

Complete this assessment for your proposed AI use case. Answer honestly and as accurately as you can at this stage – the goal is to ensure appropriate governance oversight for your project.

1. Does the AI system access, process, or handle any personal, sensitive, or confidential information during training, operation, or as input?

Examples: Customer personal data, employee information, health records, financial data, or company confidential information being used as the input or prompt to the system.

- ☐ Yes
- ☐ No

2. Does the AI system interact directly with end users with significant autonomy or freedom to respond without meaningful human oversight?

Examples: LLM-based chatbots that can generate varied responses to customer queries, AI assistants that can provide advice beyond pre-defined scripts.

- ☐ Yes
- ☐ No

3. Does the AI system act autonomously at scale or would it be difficult to maintain human control and intervene if needed?

Examples: AI agents that can execute actions across multiple systems or have internet access beyond low-risk constrained tasks, or automated processes operating at large scale beyond meaningful human oversight.

- ☐ Yes
- ☐ No

4. Does the AI system make or support decisions affecting people in vulnerable circumstances, marginalised groups, or potentially underrepresented populations?

Examples: Children, elderly, people living with disabilities, Indigenous communities, racial/ethnic minorities, LGBTQ+ individuals, low-income groups.

- ☐ Yes
- ☐ No

5. Does the AI system operate in a regulated area or can have legal effects on individuals?

Examples: Financial approvals, healthcare recommendations, eligibility determinations.

- ☐ Yes
- ☐ No

6. Would harm from a wrong decision be difficult to contest, reverse, or provide redress for?

Examples: Automated communications that damage relationships, decisions affecting reputation or opportunities, irreversible actions.

- ☐ Yes
- ☐ No

7. Is the AI system designed for multiple purposes or easily adapted beyond its intended use through interfaces that are not tightly controlled?

Examples: Systems based on General-purpose LLMs like GPT5, systems where decision-making processes cannot be explained or understood, highly adaptable AI tools that accept open-ended natural language instructions.

- ☐ Yes
- ☐ No

How to use your AI screening results

If you answered **NO** to all questions, continue with your organisation's standard AI adoption procedures.

Refer to your organisation's AI policy for next steps. If you don't have one, [use our template to create one](#).

If you answered **YES** to any question, the use case or system you're assessing may need higher levels of governance oversight.

We recommend that you consult with appropriate authorities in your organisation before carrying out detailed planning or adoption. These might be senior leadership or a governance committee.

Read the [essential AI practices](#) for more guidance on responsibly adopting AI in your organisation.