Worksheet for the role and context of an AI system

Capture the concrete AI deployment, responsibilities, purpose and comprehensible evidence for internal classification.

Own product or system identifier

Enter the version, date of reference, use or variant concerned and responsible body.

Concreteise the use

Purpose, data subjects, role of the organization and system version.

Describe the decision-making process

Connect input, system output and human decision.

Reasons for classification

Document the audit, references, open information and responsible clearance.

Understanding the Example Decision

A team uses a recommendation from a system in a personnel selection. The actual procedure shows who is reviewing the recommendation and in which cases it is used for the decision.

Test position	Observation and impact
Observation	A team of experts uses recommendations for personnel selection and checks them on the basis of application documents.
Decision	The decision makers determine the purpose, role, decision-making power and actual system use separately.
Negative test	Transfer the same system to a new selection process. Determine which purposes and roles need to be re-examined.

Comparison with the situation at its own pace

What deviation does the result change? Which proof makes the difference visible?

Determine the examination, decision and follow-up date

Released service note with unique roles and task description.

Agreed scale observation and evidence findings and test assignment

Restrain changes

Report new purposes, model levels or process steps for re-examination.

Responsibility, decision and release

Enter the text, date, responsible body, result and, where appropriate, follow-up or retest.