



AI GOVERNANCE READINESS SCORECARD



IS YOUR GOVERNANCE KEEPING PACE WITH YOUR AI USE?

This scorecard helps businesses honestly assess how well their AI governance is keeping pace with how AI is actually being used, before that gap becomes a security incident, a compliance failure, or a lost client.

WHY CASUAL AI USE CAN OUTGROW A GOOD BUSINESS

Most businesses that run into trouble with AI do not fail because the tools were poor. They fail because governance never kept pace with adoption.

What starts as one person trying a chatbot becomes dozens of staff using different tools for different purposes, often with no consistent visibility, few controls, and no one clearly accountable for the risk this creates. A quick AI generated internal tool built by a well-meaning staff member can carry the same security exposure as a poorly specified piece of commissioned software, simply because nobody thought to check.

AI use does not usually create entirely new problems. It amplifies the ones already there, undocumented processes, unclear accountability, and gaps in data handling. This scorecard is designed to surface those vulnerabilities before they become incidents, and to give you a starting point for building the governance that allows AI to be used with confidence.

HOW TO USE THIS SCORECARD

4 POINTS	Fully in place, documented, and followed consistently
3 POINTS	In place but inconsistently followed or not documented
2 POINTS	Partial or informal version exists
1 POINTS	Not in place

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PILLAR 1: GOVERNANCE & ACCOUNTABILITY

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- We have a documented AI policy that all staff are aware of.
- Someone in the business is clearly accountable for AI governance and risk.
- New AI tools go through an approval process before staff begin using them.
- Senior leadership receives regular visibility of how AI is used across the business.
- We could describe our AI governance approach clearly to a client or regulator if asked.

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PILLAR 2: DATA & PRIVACY

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- We know what data is shared with each AI tool in use across the business.
- Staff understand what information cannot be shared with external AI tools.
- AI tools that touch client or personal data have been assessed against privacy obligations.
- Data retention and storage settings for AI tools have been reviewed.
- We could evidence our data handling practices around AI within 24 hours if asked.

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PILLAR 3: SECURITY & TECHNICAL RISK

- AI generated code or tools go through the same security review as other business software.
- We have visibility of AI features embedded in existing business platforms.
- Vulnerabilities introduced through AI assisted tools are actively monitored for.
- Access to AI tools and their outputs is appropriately controlled.
- We could scale our AI use significantly without introducing unmanaged security risk.

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PILLAR 4: HUMAN OVERSIGHT & TRANSPARENCY

- AI generated outputs are reviewed by a person before being relied upon for decisions.
- Staff are trained on the appropriate and inappropriate uses of AI in their role.
- We can explain how an AI assisted decision was reached if a client or regulator asks.
- Bias or error in AI outputs is something we actively watch for, not just assume away.
- Accountability for an AI assisted decision sits clearly with a person, not the tool.

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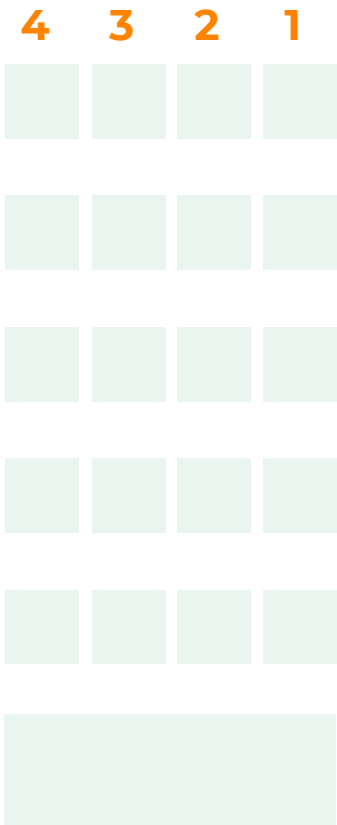


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PILLAR 5: DOCUMENTATION & CONTINUAL IMPROVEMENT

- We maintain a current record of which AI tools are used, where, and by whom.
- AI related incidents or near misses are logged and reviewed.
- Our AI governance approach is reviewed on a regular, planned basis.
- We understand how AI governance aligns with existing certifications such as ISO 27001.
- We have a clear next step identified for improving our AI governance maturity.



SCORECARD GUIDE

- 80-100 POINTS** Strong foundations. You're well positioned to formalise your AI governance.
- 60-79 POINTS** Solid in places. Identify your lowest scoring pillars and prioritise.
- 40-59 POINTS** Significant gaps exist. Scaling AI use further before fixing these is high risk.
- BELOW 40** Urgent attention required before AI use expands any further across the business.

NOT SURE HOW TO CLOSE THE GAPS?

AuditCo works with businesses worldwide to build the governance that supports safe, scalable AI adoption. From initial gap assessments through to full ISO 42001 certification and ongoing surveillance, our team helps you close the gaps this scorecard has surfaced.

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