



CheckCom Lite Version - Sample Report Excerpt

EU AI Act starter dossier for fictional Muster Maschinenbau GmbH

Important: This PDF is not the complete Lite Version. The complete delivery additionally includes DOCX version, HTML working version, AI inventory light, missing information list, source list, supplier questionnaire, AI literacy materials and further attachments.

Why this excerpt matters

Many companies start EU AI Act preparation too late or too unstructured. In practice, the first missing pieces are not long legal opinions, but basic facts: Which AI systems are used? Which suppliers are involved? Which data is processed? Who reviews AI outputs? Which evidence is already available? The Lite Version structures exactly these initial questions so that later specialist advice can start faster and more efficiently.

Contents of the complete Lite Version starter dossier	Shown in excerpt
Cover, status, score and completeness	yes
Management summary and starting point	yes
AI inventory light	yes, shortened
Maturity profile and risk signals	yes
Missing information and evidence matrix	yes
Supplier questionnaire and supplier information	yes, excerpt
AI literacy materials	described
Questions for legal, DPO and compliance	yes, excerpt
30/60/90-day plan	yes
Source and link list	yes, shortened

1. Management summary and review profile

Muster Maschinenbau GmbH already uses AI in several areas: sales, customer service, technical documentation and internal research. The use is practically relevant, but not centrally documented. There is no complete AI system overview, no consistent supplier request process and no documented AI literacy activity.

Sample key message: The company is not starting from zero, but it is not yet prepared for qualified review. The most important next step is not an immediate complex legal assessment, but structuring AI systems, data types, suppliers, responsibilities and evidence.

Metric	Sample value	Meaning
Readiness Score	62/100	first structure, but key evidence is missing
known AI use cases	4	sales, service, documentation, research
open evidence items	7	AI inventory, AI policy, training, supplier information etc.
report status	usable as preliminary work	working basis, not a legal opinion

2. What is asked in the Lite process

- Which AI tools are currently used in which departments?
- Are personal data, customer data or internal business information entered?
- Is there an AI policy or binding usage rules?
- Is there a responsible person for AI governance?
- Are AI training or awareness records available?
- Are decisions prepared or made automatically?

3. Sample AI inventory light

The Lite Version turns scattered AI use into an initial structured overview. This overview is not a legal assessment, but it is an important basis for later reviews.

AI use	Department	Data relevance	Open point
Sales text generation	Sales	customer and product information possible	usage rules missing
Service ticket summarisation	Customer service	personal data possible	supplier information missing
Technical documentation support	Engineering	internal business information	confidentiality to clarify
Internal AI research	Management	mixed internal data	training and logging to clarify

4. Maturity profile and missing evidence

Area	Sample status
AI inventory	58% - first use cases known, but no central register
AI literacy	35% - no reliable documentation
Governance	42% - responsibility and approval process unclear
Data protection touchpoints	50% - data types partly known
Supplier information	28% - documents mostly missing
Evidence	31% - many points still open

5. Evidence matrix and supplier questions

Evidence / information	Status in example	Next step
AI inventory	missing	capture AI systems in light template
AI literacy record	not documented	start 30-minute briefing
Supplier information	partly unclear	send supplier questionnaire
AI policy	not available	agree basic internal rules
Human oversight	partly available	document control points

Supplier questionnaire - what is asked

- data processing and data categories
- use of customer data for training
- storage locations and subprocessors
- security documents and certifications
- technical documentation and model information
- contact point for compliance questions
- human oversight, logging and roles in the AI Act context

6. Questions for specialist review and 30/60/90-day plan

- Which AI systems should be reviewed first?
- What role does the company have per system: provider, deployer or both?
- Which data may employees enter into external AI tools?
- Which transparency or information duties may become relevant?
- Which supplier information is indispensable for later review?
- Are there high-risk indicators that require deeper analysis?

Timeframe	Sample actions
30 days	collect AI systems, assign owners, send supplier questionnaire.
60 days	document AI literacy briefing, prepare AI policy, review data types.
90 days	close open evidence gaps, set priorities, prepare Pro Version or specialist review.

The complete Lite Version also includes deliverable files and attachments: PDF, DOCX, HTML working version, CSV lists, source list, AI literacy materials, supplier questionnaire, expert review questions and 30/60/90-day plan.