

AI risk assessment template

A printable worksheet to assess an AI use case and record an explainable risk tier. Educational — not legal advice. aiabh.com

1. Use case

Use case name / ID

Owner

AI tool / vendor

Business purpose

2. Data

- ☐ No personal or regulated data
- ☐ Personal data (e.g. identifiers, HR, customer)
- ☐ Regulated data (e.g. health, financial, children's)
- ☐ Highly confidential / trade secret

Data categories (list)

3. Decision impact & automation

- ☐ Advisory only — a human always decides
- ☐ Informs a decision with required human review (human-in-the-loop)
- ☐ Runs with human monitoring (human-on-the-loop)
- ☐ Fully automated — no human in the decision path

Who is affected, and is the outcome reversible?

4. Human oversight

Who can override the AI, with what information and authority?

5. Resulting tier (take the highest triggered)

- ☐ Low — no personal data, advisory, easily reversible
- ☐ Moderate — personal data, or informs decisions with human review
- ☐ High — material effect on people, sensitive data, or high automation
- ☐ Prohibited — not permitted by policy

Which factors triggered this tier, and why?

6. Safeguards & review

Required safeguards

Next review date

Assessor name / date

Keep this assessment with the use-case record. Re-run it when the tool, data, or automation level changes. A filled-in sheet is a snapshot — it is not a certificate of compliance. © 2026 AI Assurance Hub · aiabh.com/resources/ai-risk-assessment-template