

AI Inventory Checklist

Do you know what AI is already running inside the business?

Governance starts with an inventory. Work this list before you commit budget to any control framework — every item below is something an auditor will ask for.

DISCOVER

- ☐ List every AI feature shipped in a production product or workflow.
- ☐ List every third-party SaaS tool with AI features enabled by default.
- ☐ Capture shadow usage: personal LLM accounts, browser extensions, IDE assistants.
- ☐ Record which business unit owns each item and who approved it.

CLASSIFY

- ☐ Tag each item by data sensitivity (public / internal / regulated / personal).
- ☐ Flag anything touching customer data, health, financial or employee records.
- ☐ Note which items make or influence a decision about a person.
- ☐ Mark items with no named owner as unowned risk.

EVIDENCE

- ☐ Confirm whether prompts and responses are logged and retained.
- ☐ Confirm where model calls egress to, and under which contract.
- ☐ Record the retention period and deletion path for each data flow.
- ☐ Produce a single register that a reviewer can read in one sitting.

No confident inventory? Start with the open AI Audit at advnt.ai/audit — posture score, mapped risk surface and a 30/60/90 plan.