

AI Act Article 4

Readiness Checklist for Small & Medium Teams

Article 4 of the EU Artificial Intelligence Act asks you to show that the people using AI in your company understand what they are doing with it. This checklist tells you where you stand, and what to fix before enforcement starts on 2 August 2026.

How to use it: Work through each item and mark Yes, In progress, or No. Use the notes column for the owner and a next step. The summary at the end tells you what your answers mean.

Company	
Completed by	
Date	
Next review date	

1 Does Article 4 apply to you?

Check	Yes	In progress	No	Owner / notes
Someone in your team uses AI tools (ChatGPT, Copilot, Gemini, or AI features inside everyday software) for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You have confirmed you count as a “deployer” under the AI Act. If your staff uses AI, you almost certainly do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You use AI in any higher-risk area, such as hiring, performance reviews, or access to services. Flag these for extra rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2 Know what AI you are using

Check	Yes	In progress	No	Owner / notes
You keep a written list of the AI tools used across the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You know which tools are officially approved and which staff adopted on their own (“shadow AI”).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Check	Yes	In progress	No	Owner / notes
You know what each tool is used for, and which roles use it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3 People and roles

Check	Yes	In progress	No	Owner / notes
You have identified who uses AI and how central it is to their daily work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You have matched the level of training to each role. A marketer and a developer do not need the same thing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4 Policy and data safety

Check	Yes	In progress	No	Owner / notes
You have a written AI use policy that your teams have seen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your teams know what must never go into a public AI tool: client data, personal data, confidential information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your teams know AI output can be wrong or invented, and that a human checks it before it is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5 Training and literacy

Check	Yes	In progress	No	Owner / notes
People using AI understand what it does well, where it fails, and the main risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training is matched to role and risk, not one generic session for everyone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New joiners receive AI literacy as part of onboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6 Records and ownership

Check	Yes	In progress	No	Owner / notes
One person is clearly responsible for AI literacy in the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You can show what was trained, who took training, and when. Dated records and materials are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You have a plan to refresh training as tools and the rules change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Where you stand

Mostly “Yes”

You are in good shape. Keep the records current and refresh as tools and rules change.

Mostly “In progress”

You have started. Close the open items before enforcement begins on 2 August 2026.

Mostly “No”

Start now. Begin with AI inventory, AI use policy, and role-based training with a dated record.

Want to start now?

Most teams find more boxes unticked than ticked on a first pass. That is the normal starting point. I run practical, role-based AI literacy training for small and medium teams in English, online or on-site. Get in touch, and we will map your first move together.

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This checklist is a practical self-assessment, not legal advice. Article 4 of the EU AI Act has been applied since February 2025; national authorities gain enforcement powers from 2 August 2026, and penalties are set by each member state.