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DOWNLOADABLE TEMPLATE

RISK & ASSURANCE

AI Impact Assessment Template

Evaluate how an AI system could affect people, decisions, customers, employees and organisational responsibilities before significant impacts emerge.

INTAI LIMITED
AI Governance & Assurance Consultancy

www.intai.co.uk
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AI Impact Assessment Template

This template helps you assess the real-world impact an AI system could have on the people it touches — complementing your AI Risk Assessment, which focuses on organisational risk, with a structured look at impact on individuals and groups.

1 System Overview

Describe the system being assessed and the decisions or outcomes it influences.

SYSTEM / USE CASE NAME

INVENTORY REFERENCE

WHAT THE SYSTEM DOES, AND WHAT DECISIONS OR OUTCOMES IT INFLUENCES

2 Stakeholders Affected

Identify every group of people who could be affected by this system, directly or indirectly — not only the primary users.

STAKEHOLDER GROUP	NATURE OF IMPACT	LIKELIHOOD	SEVERITY
Customers / service users			
Employees			
Job applicants / candidates			
Members of the public			
Vulnerable individuals / groups			

3 Impact Categories to Consider

Work through each category deliberately. Many AI impact assessments fail not because the analysis is poor, but because a relevant category was never considered in the first place.

IMPACT CATEGORY	ASSESSMENT	RATING
Fairness & discrimination		
Privacy		

IMPACT CATEGORY	ASSESSMENT	RATING
Autonomy & dignity		
Economic impact / employment		
Access to services		
Safety		
Psychological wellbeing		
Environmental impact		

4 Human Oversight & Redress Mechanisms

Set out what oversight exists over the system's outputs, and how an affected individual can challenge or seek review of a decision that concerns them.

HUMAN OVERSIGHT ARRANGEMENTS

HOW AN AFFECTED INDIVIDUAL CAN CHALLENGE OR APPEAL AN OUTCOME

5 Mitigations & Safeguards

Record the safeguards in place to reduce identified impacts, and any further mitigations planned.

IMPACT	MITIGATION / SAFEGUARD	OWNER

6 Consultation Undertaken

Record who was consulted in preparing this assessment. Meaningful consultation with affected groups, where practicable, strengthens both the assessment and the resulting decision.

CONSULTED PARTY	ROLE / PERSPECTIVE	DATE
Data Protection Officer		
Legal / Compliance		
Representative(s) of affected group(s)		

7 Overall Impact Rating & Decision

OVERALL IMPACT RATING (LOW / MEDIUM / HIGH)

DECISION (PROCEED / PROCEED WITH CONDITIONS / DO NOT PROCEED)

RATIONALE FOR DECISION

8 Sign-off & Review Date

ROLE	NAME	DATE	SIGNATURE
Assessment Author			
Data Protection Officer			
AI Governance Committee (for High impact)			

NEXT REVIEW DATE

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Need help putting this into practice?

INTAI works with organisations to design, implement and assure practical AI governance — from first strategy through to ongoing risk management and regulatory readiness. If you would like support applying this template to your organisation, our team is glad to help.

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