



DOWNLOADABLE TEMPLATE

GOVERNANCE

AI System Inventory Template

Create a consistent record of AI systems, tools and use cases across the organisation, including ownership, purpose, data, vendors and governance status.

AI System Inventory Template

This template helps you build and maintain a single, reliable record of every AI system in use across your organisation — the foundation that risk assessment, impact assessment and regulatory readiness activity all depend on.

1 Why Maintain an AI System Inventory

You cannot govern, assess the risk of, or respond to an incident involving an AI system you do not know exists. An inventory is the foundational record that most other AI governance activity depends on.

WHAT COUNTS AS AN 'AI SYSTEM'?

Include any tool or feature that uses machine learning, generative AI or automated decision-making to influence an output, decision or recommendation — whether built in-house, embedded in a purchased product, or accessed as a standalone third-party service. When in doubt, include it; the register can always be refined later.

2 Inventory Register (Summary View)

Maintain a master register with one row per system. Use the fuller System Profile on the following page to capture detail for each entry, particularly for Limited and High-risk systems.

SYSTEM ID	NAME	BUSINESS OWNER	FUNCTION	RISK TIER	GOVERNANCE STATUS	LAST REVIEWED
AI-001						
AI-002						
AI-003						
AI-004						

3 System Profile (One Per System)

Complete a profile for each system in the register, particularly those tiered Limited risk or above. Photocopy or duplicate this page as needed.

SYSTEM ID & NAME

BUSINESS OWNER

PURPOSE (WHAT THE SYSTEM DOES AND WHY)

AI TYPE (E.G. GENERATIVE AI, PREDICTIVE ML, AUTOMATED DECISIONING, EMBEDDED THIRD-PARTY FEATURE)

BUILD TYPE (IN-HOUSE / CONFIGURED / PURCHASED / EMBEDDED IN ANOTHER PRODUCT)

DATA USED (TYPES, SOURCES, AND SENSITIVITY)

VENDOR (IF APPLICABLE)

RISK TIER (MINIMAL / LIMITED / HIGH / UNACCEPTABLE)

HUMAN OVERSIGHT MEASURES IN PLACE

DEPLOYMENT STATUS (PILOT / LIVE / RETIRED)

RELATED RISK ASSESSMENT REFERENCE

LAST REVIEWED BY / DATE

4 Risk Tiering Reference

Use the same tiering definitions as your AI Governance Framework when classifying systems, so that inventory data can be relied on consistently across governance processes.

TIER	DESCRIPTION
Minimal Risk	No material impact on individuals or decisions
Limited Risk	Some influence on decisions; transparency obligations may apply
High Risk	Material effect on rights, safety, employment or access to services
Unacceptable	Prohibited use; should not be present in the inventory as an active system

5 Review Cadence & Ownership

Set an explicit review cycle for the inventory as a whole, and for individual system profiles.

ACTIVITY	FREQUENCY	OWNER
Full inventory review		
High-risk system profile review		
New system intake & classification	As identified	



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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