



# **AI Impact Assessment (AIIA) Report Template**

*(Professional Format for ISO 42001 Compliance)*

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## **Cover Page**

- **Title:** AI Impact Assessment (AIIA) Report
  - **Organization Name:**
  - **Version:**
  - **Date:**
  - **Prepared By:**
  - **Reviewed By:**
  - **Approved By:**
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## **1. Executive Summary**

- Purpose of the AI Impact Assessment
  - Overview of the AI system assessed (Name, Version, Function)
  - High-level summary of findings
  - Key recommendations
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## **2. AI System Details**

- **System Name & Version**
- **Owner/Responsible Department**
- **System Description** (Purpose, Functions, Technology Stack)
- **Deployment Scope** (Business Units, Locations, Stakeholders)
- **Lifecycle Stage** (Design / Development / Deployment / Monitoring)

### 3. Assessment Objectives & Methodology

- **Objectives:** Why the AIIA is being conducted (e.g., regulatory compliance, risk mitigation)
  - **Scope:** Functional areas and processes covered
  - **Methodology Used:** (ISO 23894 risk assessment, stakeholder interviews, data analysis)
  - **Stakeholders Consulted:** (Names, Roles)
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### 4. Legal, Regulatory & Ethical Considerations

- Applicable **laws and regulations** (e.g., GDPR, local AI acts)
  - **Ethical Principles Assessed:** Fairness, Transparency, Accountability, Privacy
  - **Standards Referenced:** ISO 42001, ISO/IEC 23894, OECD AI Principles
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### 5. Risk Identification & Analysis

Risk ID	Risk Description	Category (Ethical, Technical, Operational)	Likelihood	Impact	Risk Level (H/M/L)
R-001	Example: Algorithmic bias in decision-making	Ethical	Medium	High	High

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### 6. Bias and Fairness Assessment

- Data source analysis (representativeness, quality)
  - Bias detection techniques used (e.g., statistical parity, equalized odds)
  - Mitigation measures planned
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### 7. Privacy & Security Impact

- Data privacy considerations
- Data minimization and anonymization measures



- Security controls (Access Control, Encryption, Monitoring)

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## 8. Impact Evaluation on Stakeholders

Stakeholder Group	Impact Type (Positive/Negative)	Impact Description	Severity
Customers	Positive	Improved service experience	Low

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## 9. Control Measures & Mitigation Plan

Control ID	Risk Addressed	Control Description	Owner	Status
C-001	R-001	Implement bias detection pipeline	AI Dev Lead	Planned

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## 10. Monitoring & Review Plan

- Frequency of reassessment (e.g., quarterly, after major changes)
- Key monitoring indicators (KPIs)
- Responsible roles

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## 11. Approval & Sign-Off

Name	Role	Signature	Date
John Doe	AI Governance Lead		

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## Annexes

- Annex 1: Data Used in Assessment
- Annex 2: Detailed Risk Assessment Matrix
- Annex 3: Regulatory References