

AI Impact Assessment (AIIA) Report Template

(Professional Format for ISO 42001 Compliance)

Cover Page

- **Title:** AI Impact Assessment (AIIA) Report
- **Organization Name:**
- **Version:**
- **Date:**
- **Prepared By:**
- **Reviewed By:**
- **Approved By:**

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

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)

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

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

6. Bias and Fairness Assessment

- Data source analysis (representativeness, quality)
- Bias detection techniques used (e.g., statistical parity, equalized odds)
- Mitigation measures planned

7. Privacy & Security Impact

- Data privacy considerations
- Data minimization and anonymization measures

- Security controls (Access Control, Encryption, Monitoring)

8. Impact Evaluation on Stakeholders

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

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

10. Monitoring & Review Plan

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

11. Approval & Sign-Off

Name	Role	Signature	Date
John Doe	AI Governance Lead		

Annexes

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