



TEMPLATE FOR QAULIFIED AI SPECIALIST

AI Ethics Review Checklist Template (based on ISO/IEC TR 24368:2022)

This template can be used by internal AI governance boards, product teams, and ethics officers to evaluate AI projects during design, development, deployment, and post-launch phases.

AI Ethics Review Checklist Template

Version: 1.0

Organization: [Insert Organization Name]

Project/AI System Name: _____

Review Date: _____

Review Team/Board: _____

Lead Reviewer: _____

1. General Project Information

- ☐ Project description and objectives documented
- ☐ AI system type and architecture defined
- ☐ Stakeholders and impacted communities identified
- ☐ Applicable jurisdictional/legal domains considered
- ☐ AI lifecycle phase: ☐ Design ☐ Development ☐ Deployment ☐ Post-deployment

2. Alignment with Ethical Principles

☐ Accountability

- ☐ Clear responsibility assigned for decisions made by the AI system
- ☐ System traceability (data, models, decisions) established
- ☐ Auditability and mechanisms for appeal/remedy implemented

☐ Fairness and Non-Discrimination

- ☐ Dataset reviewed for representativeness



- ☐ Bias mitigation strategy applied and tested
- ☐ Fairness metrics evaluated across demographic groups

☐ Transparency and Explainability

- ☐ Stakeholders informed about AI decision-making use
- ☐ System functionality and limitations documented
- ☐ Explanations for outputs provided in user-friendly language

☐ Professional Responsibility

- ☐ Domain experts involved in design and validation
- ☐ Inclusive design principles followed
- ☐ Human-in-the-loop considerations evaluated where applicable

☐ Promotion of Human Values

- ☐ Project aligns with social good or human well-being goals
- ☐ Risks to autonomy, dignity, and freedom assessed

☐ Privacy

- ☐ Data minimization principles applied
- ☐ Consent mechanisms in place
- ☐ Deletion and rectification options available for PII

☐ Safety and Security

- ☐ Adversarial and failure scenarios tested
- ☐ Security-by-design measures applied
- ☐ Resilience and fallback mechanisms implemented

☐ Human Control

- ☐ Users informed of AI involvement in decisions
- ☐ Meaningful human override and escalation processes exist
- ☐ User opt-out options considered



☐ Community Involvement

- ☐ Affected communities consulted
- ☐ Social impact (education, employment, cohesion) assessed
- ☐ Long-term effects discussed with stakeholders

☐ Human-Centered Design

- ☐ Users involved throughout design process
- ☐ Accessibility and usability evaluations conducted
- ☐ Iterative feedback loops integrated

☐ Respect for Rule of Law

- ☐ Compliance with local, national, and international regulations
- ☐ Rights to challenge automated decisions upheld
- ☐ Legal risk assessment completed

☐ Respect for International Norms

- ☐ Alignment with international conventions (e.g., UDHR, ILO)
- ☐ Systems avoid use in conflict with global norms

☐ Environmental Sustainability

- ☐ Energy/resource impact measured
- ☐ Opportunities to use AI for sustainability identified
- ☐ Lifecycle environmental impact minimized

☐ Labour Practices

- ☐ Worker safety, equity, and compensation ensured
- ☐ AI's impact on jobs assessed and mitigated
- ☐ Crowdworkers and annotators treated fairly and transparently

3. Decision Record



☐ Ethical issues identified:

[Insert bullet summary]

☐ Final decision:

☐ Approved ☐ Conditional Approval ☐ Rejected

☐ Mitigation actions required:

[Insert list of agreed actions]

☐ Assigned implementation lead(s):

[Insert names]

☐ Next review date (if applicable):

☐ Documentation archived and version-controlled

☐ Lessons learned recorded in case repository
