

AI supplier & data checklist

Scope and ownership

Which exact workflow is included and excluded?

Who owns normal operation, exceptions and approval?

What are the acceptance tests, pause control and fallback?

Answer / owner / next step: _____

Complete cost

What is the final price including setup and ongoing management?

Which software/usage fees and limits apply?

Who approves changes or extra scope?

Answer / owner / next step: _____

Data and access

Which sources and accounts are connected, and why?

What access is necessary? How are permissions tested?

What are retention, training-use, deletion and subprocessor terms?

How is access removed when someone leaves?

Answer / owner / next step: _____

Reliability and exit

How are wrong answers and failed runs detected?

What review and support windows are actually agreed?

Who owns configurations and what can be exported?

What remains after exit and who revokes access?

Answer / owner / next step: _____

Record the decision

Provider: _____ Date: _____

Open questions and owner: _____

Resolve gaps before granting sensitive access. Practical discussion aid, not legal advice or provider certification.

Answer / owner / next step: _____