

NINZ FREE RESOURCES

Responsible AI for Business Checklist

A practical checklist for using AI with human review, privacy awareness, and care before publishing, sending, or relying on outputs.

RESOURCE TYPE	ACCESS	VERSION	UPDATED
Checklist	Instant access	Version 1.0	August 2026

Before using AI

Is the task appropriate for AI?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Does it involve sensitive information?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Can identifying information be removed?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Does the task require licensed professional judgment?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Could an error cause harm or confusion?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

While using AI

Give appropriate context.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Avoid unnecessary confidential information.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Understand tool settings where relevant.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Ask for sources when factual support matters.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Keep the business owner or team member in control.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Before using output

Review accuracy.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Verify material claims.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Check tone and context.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Confirm business policies.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Check legal, financial, tax, medical, or professional issues where appropriate.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Maintain human oversight.

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Before publishing or sending

Is it accurate?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Is it appropriate?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Does it disclose anything private?

☐ Reviewed☐ Review☐ Verify☐ N/A

Notes

Would I stand behind this as the business owner?

☐ Reviewed

☐ Review

☐ Verify

☐ N/A

Notes

Continue Your Journey

Use this checklist alongside the task finder, prompt builder, and research verification checklist when adding AI to your business workflow.

Sources & References

AI Risk Management Framework FAQs - National Institute of Standards and Technology - <https://www.nist.gov/itl/ai-risk-management-framework/ai-risk-management-framework-faqs>
Prompt engineering best practices for ChatGPT - OpenAI Help Center - <https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt>