

What I need from you

AI Governance & Audit Trail

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. An honest account of how AI is used now **ESSENTIAL**

Why I need it. It is the whole basis of the review.

Where you'll find it. A conversation, not a form; it works best with the people who actually use the tools in the room.

Without it. The review has nothing real to test: it can only describe the approved position, which is almost never where the exposure sits

2. The tools actually in use, approved or not **IMPORTANT**

Why I need it. What is in use, not what is licensed.

Where you'll find it. Names and plans are enough; I do not need the passwords.

Without it. The register only covers what the interviews turn up, so a tool nobody mentions stays invisible and the review says nothing about it

3. Who uses them **ESSENTIAL**

Why I need it. Governance follows the people, not the licences.

Where you'll find it. The same conversation as point 1: have each person give their name or role as they answer.

Without it. The tools are named with nobody accountable for using them, and governance has no one to attach to

4. The commercial processes they touch **OPTIONAL**

Why I need it. The exposure sits where AI touches contractual output.

Where you'll find it. Whoever produces each document can name them fastest.

Without it. The report simply runs narrower: it says the list was not received and covers only what the interviews turned up

5. Any existing policy, and the confidentiality provisions in the contracts in use IMPORTANT

Why I need it. What exists is the baseline or the problem.

Where you'll find it. The policy as issued to the team, not the draft. The confidentiality clauses sit in the signed staff and subcontractor contracts held in your commercial files.

Without it. Every contract row in the comparison stays marked unverified, and the report cannot conclude on any of them

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.