

# The AI Tool Audit Checklist

See every AI tool already in use across your business, who owns it, what it costs, and whether it is safe. You can run this in an afternoon, and you do not need any software to start. The goal is one clear view that did not exist this morning.

## 1. Ask the team one question

Send one message and make it safe to answer honestly: What AI tools are you using for work right now? No judgment, we just want the full list. You want the quiet tools, the personal logins, the browser extensions, and anything running inside software you already pay for.

## 2. Build one simple list

Put it in a single sheet. Capture these five things for each tool. A few blank rows are below to start.

Tool and what it is used for	Owner	Cost / who pays	Data it touches	Approved ?

## 3. Sort by risk, not by excitement

Read the list as an owner. Two columns matter most: what data goes in, and whether it was approved. Anything with customer data, financials, or employee information on an unapproved tool goes to the top. That is where you act first.

## 4. Decide three things

You do not need a full policy today. You need three decisions. Write them down and tell the team. That is governance starting to exist.

<b>What stays</b>	
<b>What stops</b>	
<b>What needs a closer look</b>	

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## Ready to put a plan behind what you find?

The free leadership alignment session turns your audit into an owned, costed plan. It is free, with no pressure, and you will know if this is for you inside one conversation.

Book it: [calendar.app.google](https://calendar.app.google) | Call (778) 809 0987 | [info@zornai.com](mailto:info@zornai.com)