

CheckCom Lite Version Sample Report Excerpt

EU AI Act starter dossier for a fictional company

Important: The complete Lite Version is more extensive than this excerpt. It additionally includes deliverable files and attachments such as PDF, DOCX, HTML working version, CSV lists, source list, AI literacy materials, supplier questionnaire, expert review questions and 30/60/90-day plan.

Why Companies Can Save Money with the Lite Version

Many companies turn to external consultants too early and without a clear structure. As a result, lawyers, data protection officers, or auditors must first determine which AI systems are being used, what data is involved, which vendors are participating, and what documentation is missing.

The Lite version prepares exactly these foundations. It does not replace legal advice, but it ensures that subsequent expert consultation can begin in a more focused, faster, and better-prepared way.

1. Less time spent searching

AI tools, vendors, data types, and open questions are collected in a structured manner.

2. Better expert discussions

Lawyers, data protection, and compliance teams receive organized preliminary information instead of scattered notes.

3. Faster decisions

Management and departments can clearly see which issues need to be addressed first.

Why structured preparation for the EU AI Act matters

For companies, the EU AI Act is not a single form and not one isolated deadline. It is a staged, risk-based regulatory framework. In practice, the main effort often starts before a legal assessment can even begin: many organisations do not yet have a reliable overview of which AI systems are used, which suppliers are involved, which data is processed, who reviews AI outputs and which evidence already exists.

This is exactly where the CheckCom Lite Version starts. It does not provide a binding legal opinion. Instead, it creates a structured first working basis. The Lite Version collects key facts, highlights gaps, organises supplier and data questions, supports the first AI literacy documentation steps and prepares later discussions with management, privacy, compliance, IT, lawyers or auditors.

The economic value lies in preparation. When organisations enter specialist advice without structured facts, expensive time is often spent on searching, sorting and understanding basic information. The Lite Version reduces this preliminary work by providing a compact starter dossier with report, templates, sources, evidence matrix and action logic.

Positioning: This excerpt shows the logic and expected scope. The ordered Lite Version is created using customer-specific information and delivered as a structured package.

What the complete Lite Version starter dossier contains

The following overview shows which components are planned for the complete Lite Version. The sample report excerpt intentionally shows only selected parts so that prospects understand the workflow without receiving the full product upfront.

Component	What the customer receives	Visible in excerpt
PDF starter report	Customer-facing version with score, assessment, evidence matrix, open points and 30/60/90-day plan.	yes, shortened
DOCX version	Editable version for internal additions, board documents or handover to specialist teams.	structure visible
HTML working version	Browser-readable working version with links and internal structure.	described
AI inventory light	Initial structured list of AI systems, suppliers, purposes, departments, data types and open review points.	yes, sample
CSV lists	Exportable lists for AI systems, missing information and sources.	described
AI literacy materials	Briefing agenda, evidence template, control questions and internal documentation notes.	preview page
Supplier questionnaire	Questions for AI suppliers on data processing, training use, storage locations and documentation.	yes, excerpt
Source list	Curated entry list to official EU AI Act sources and the CheckCom document library.	yes, shortened
Expert review questions	Questions for legal counsel, DPO, compliance, IT security or audit.	yes, excerpt
30/60/90-day plan	First implementation logic for the next three months.	yes

What is asked in the Lite process

The Lite Version does not only show a result. It guides the customer through information that is particularly important for first EU AI Act preparation. The full internal question set and scoring logic remain CheckCom-internal; the following examples show transparently which topics are addressed.

- Which AI tools are currently used in which departments?
- Are personal data, customer data or internal business information entered?
- Is there an AI policy or binding usage rules?
- Is there a responsible person or role for AI governance?
- Are AI training or awareness records available?
- Are external AI suppliers, SaaS tools or model providers used?
- Are there HR, recruiting, assessment, safety or product-related use cases?
- Are decisions prepared or made automatically?
- Is there human oversight and documented approval points?
- Which supplier information is already available?
- Which evidence is missing or only informally available?
- Which questions should later be discussed with legal, privacy or compliance specialists?

1. Management summary and review profile

Fictional Company LLC already uses AI in several areas: sales, customer service, technical documentation and internal research. The use is practically relevant, but not centrally documented. There is no complete AI system overview, no consistent supplier request process and no documented AI literacy activity.

Sample key message: The company is not starting from zero, but it is not yet prepared for qualified review. The most important next step is not an immediate complex legal assessment, but structuring AI systems, data types, suppliers, responsibilities and evidence.

Metric	Sample value	Meaning
Readiness Score	62/100	first structure, but key evidence is missing
Known AI use cases	4	sales, service, documentation, research
Open evidence items	7	AI inventory, AI policy, training, supplier information etc.
Report status	usable as preliminary work	working basis, not a legal opinion

2. Sample AI inventory light

The Lite Version turns scattered AI use into an initial structured overview. This overview is not a legal assessment, but it is an important basis for later reviews, specialist conversations and internal prioritisation.

AI use	Department	Data relevance	Open point
Sales text generation	Sales	customer and product information possible	usage rules missing
Service ticket summarisation	Customer service	personal data possible	supplier information missing
Technical documentation support	Engineering	internal business information	confidentiality to clarify
Internal AI research	Management	mixed internal data	training and logging to clarify

Value for the customer: even this first overview prevents later specialist advice from starting at zero. It shows which systems should be described first, which suppliers should be contacted and which internal rules should be prioritised.

3. Maturity profile and risk signals

The maturity profile translates scattered information into a simple working overview. It does not replace a detailed review, but shows which areas should be organised early.

Area	Sample status	Interpretation
AI inventory	58%	first use cases known, but no central register
AI literacy	35%	no reliable documentation
Governance	42%	responsibility and approval process unclear
Data protection touchpoints	50%	data types partly known
Supplier information	28%	documents mostly missing
Evidence	31%	many points still open

Interpretation: The lower values are not a compliance judgement, but a working indicator. They show where CheckCom bundles information, templates and follow-up questions next.

4. Evidence matrix and missing information

The evidence matrix is one of the most practical elements of the Lite Version. It does not only show that something is unclear, but also what should be delivered, clarified internally or reviewed later by specialists.

Evidence / information	Status in example	Next step
AI inventory	missing	capture AI systems in light template
AI literacy record	not documented	start 30-minute briefing
Supplier information	partly unclear	send supplier questionnaire
AI policy	not available	agree basic internal rules
Human oversight	partly available	document control points

5. Supplier questionnaire: what is asked

Many organisations use AI through external tools, SaaS platforms or model providers. Without supplier information, central questions remain open. The supplier questionnaire included in the Lite Version helps request this information in a structured way.

- data processing and data categories
- use of customer data or user input for training
- storage locations, hosting, subprocessors and third-country aspects
- security documents, certifications and technical safeguards
- technical documentation and model information
- contact point for compliance, privacy and security questions
- information on human oversight, logging and change management
- roles in the AI Act context, where communicated by the supplier

Value: The company does not have to guess which supplier information may be relevant. The Lite Version provides a structured request basis.

6. Questions for legal, DPO and compliance

The Lite Version is not designed to replace specialist advice. It prepares it. That is why it includes questions that can be discussed with legal counsel, data protection, compliance, IT security or auditors.

- Which AI systems should be reviewed first?
- What role does the company have per system: provider, deployer or both?
- Which data may employees enter into external AI tools?
- Which transparency or information duties may become relevant?
- Which supplier information is indispensable for later review?
- Are there high-risk indicators that require deeper analysis?
- Which evidence should be collected before a Pro Version or external review?
- Which internal policies, training records or approval processes are missing?

7. Sample 30/60/90-day plan

The 30/60/90-day plan turns the first assessment into a pragmatic working plan. It does not provide a legal opinion, but prioritises the next organizational steps.

Timeframe	Sample actions	Goal
30 days	collect AI systems, assign owners, send supplier questionnaire.	create transparency about AI use
60 days	document AI literacy briefing, prepare AI policy, review data types.	create first organisational evidence
90 days	close open evidence gaps, set priorities, prepare Pro Version or specialist review.	prepare the next review and implementation phase

Preview: AI literacy materials

In the complete Lite Version, the customer receives materials to document a first internal awareness measure: briefing agenda, evidence template, control questions and documentation notes. The excerpt shows only the purpose, not the complete templates.

Note: This publicly shown excerpt intentionally leaves this page open. In the ordered Lite Version, this section contains customer-specific content, templates or editable attachments.

Preview: Source and link list

The complete Lite Version contains a curated source list with official EU AI Act documents, timeline, AI Act Explorer, articles, guidelines, Bundesnetzagentur information and CheckCom document library. It shows which sources matter for further preparation.

Note: This publicly shown excerpt intentionally leaves this page open. In the ordered Lite Version, this section contains customer-specific content, templates or editable attachments.

Preview: CSV lists and working files

In addition to the report, the Lite Version contains exportable working files. These can later be transferred into internal lists, Pro Version assessments or specialist conversations. The excerpt shows the structure; the complete CSV files are provided only in the delivery package.

Note: This publicly shown excerpt intentionally leaves this page open. In the ordered Lite Version, this section contains customer-specific content, templates or editable attachments.

What the complete Lite Version actually delivers

The complete Lite Version additionally includes deliverable files and attachments. These files are designed so that the customer can continue working internally and prepare specialist review in a more targeted way.

File / attachment	What it contains	Why it is valuable
PDF starter report	customer-facing management version with score, summary, gaps, evidence matrix and 30/60/90-day plan	ideal for management, privacy, compliance and internal alignment
DOCX version	editable report with the same core content	can be supplemented, commented on or adapted for specialist conversations
HTML working version	browser-readable version with structured layout and link logic	practical for quick internal review and forwarding
CSV lists	AI inventory light, missing information, source list and working data	enables further work in Excel, CRM, Pro Version or internal tools
AI inventory light	structured capture of tools, departments, data types, suppliers, control and open points	basis for later AI governance or AI Act review
Missing information list	specific follow-up requests with reasons	shows what the company should clarify or deliver next
Source list	curated links to official EU and German orientation points	prevents unstructured searching across many sources
AI literacy materials	briefing agenda, evidence template, control questions and documentation notes	supports first AI literacy and internal awareness steps
Supplier questionnaire	structured questions on data processing, training, storage, security, model information and contact points	helps contact external suppliers in a targeted way
Expert review questions	questions for legal counsel, DPO, compliance, IT security or audit	makes later specialist advice more efficient
30/60/90-day plan	pragmatic action plan for the first three months	turns the assessment into a first working plan

Boundary: The Lite Version is a starter dossier. It does not replace legal advice, case-specific data protection review, authority review or audit-binding assessment. For deeper assessment, document review or complex AI systems, Pro Version or Enterprise Version are intended.

Lite Version - €395 incl. 19% VAT

EU AI Act Lite Version: turn scattered AI use into a structured starter dossier.

For companies that want to begin with EU AI Act preparation, AI literacy, AI inventory, supplier questions and evidence - without starting a larger consulting project immediately.

[Order Lite Version](#)

Included: PDF report, DOCX version, HTML working version, AI Inventory Light, AI Literacy Pack, supplier questionnaire, source list, missing-information list and 30/60/90-day plan.

PDF Starter Report

Client-ready dossier for internal alignment.

[Report](#)

DOCX version

Editable for internal additions.

[Word](#)

Template pack

AI inventory, supplier questions, AI literacy.

[Templates](#)

Sources & plan

EU AI Act links, evidence matrix, 30/60/90-day plan.

[Next steps](#)