AI systems register template
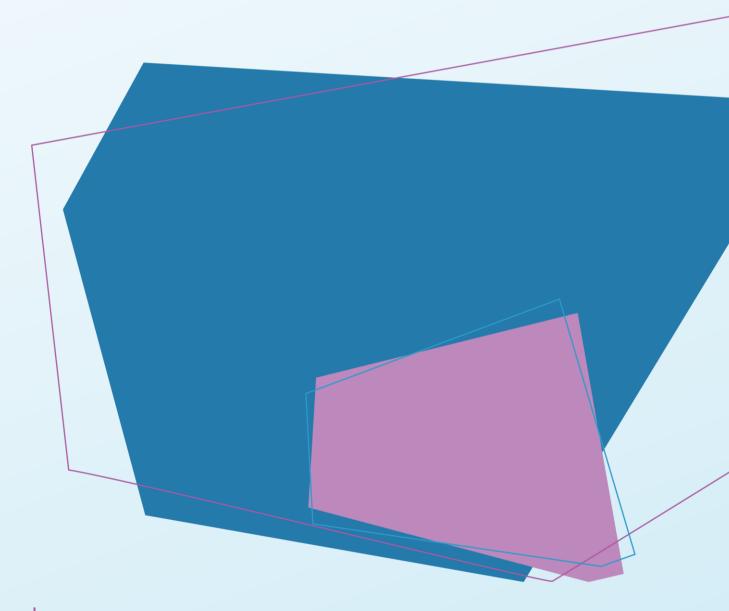
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Introduction

> The *Guidance for AI Adoption: Foundations* recommends that organisations should maintain an AI register that records all AI systems, their use cases and important information.

An AI systems register is a table or database that lists all the AI systems your organisation uses, including their:

- key characteristics
- use cases
- accountable people
- appropriate governance level.

When team members, stakeholders or auditors need to know what AI systems exist in your organisation, the AI register provides clear answers.

The register should capture all AI systems, including AI features embedded in common software packages.

This documentation supports your organisation to have informed conversations about AI use. It also helps teams discover existing systems before building or procuring new ones.

A register may help:

- **Avoid duplication of effort and resources.** Encourage staff to check the register before deploying, buying or using any AI system to find out if this system (or something similar) is already in use.

- **Build a community of practice.** The AI register documents all systems owners and high-level business cases in one place. For larger organisations, this will be a beneficial way of maintaining oversight of who is managing AI systems and tools and what outcomes are being sought from AI across the organisation. This could generate shared learning and connection.

- **Normalise your use of AI.** Creating a single source of information will support shared understanding and awareness of AI across your organisation. It will help staff understand where and why AI systems are being used as well as the processes in place to manage risks. This will help to reduce fear, misinformation and 'shadow' AI use.

An AI register is about transparency and documentation. It should not replace more in-depth governance activities such as impact assessments and risk management.

Recommended fields

Editing suggestion: This template provides a starting point with recommended fields, but every organisation is different. Adapt it to your specific context, industry requirements and organisational needs.

Download an Excel version of this template.

Field	Description	Examples
System name and version	A clear name or identifier for the AI system, and a version number where it is needed	Customer Service Chatbot – GPT5 Internal Policy Advisor – Gemini 2.0 Flash Salesforce Einstein
System owner	The person accountable for this system	Sarah Chen, Customer Success Manager
System status	Current operational status	Pilot Operational Decommissioned
Source	Who developed or provides the system	Internal IT Team Microsoft IT Team + OpenAI
System purpose / business goals	Why this system exists and what it aims to achieve	Reduce customer service response time Automate invoice processing
Intended use case(s)	Specific ways the system is meant to be used	Answer common customer questions Schedule meetings Analyse sales data

Field	Description	Examples
Known limitations and prohibited use	What the system cannot or should not do	Cannot handle complex complaints Not for medical advice No personal data processing
Any foreseeable misuse	Potential ways the system might be misused	Using for manipulating customers Extracting confidential data None identified
Data sources and type	What data the system learns from or processes, and what is its type (e.g. structured, text, image, audio)	Customer support tickets Public marketing text Employees' facial photos
Registered date	When the system was first added to the register	DD/MM/YYYY
Screening tool result	Risk level assessment result	Normal Elevated Unacceptable
Key stakeholders affected	Who might be impacted by this system (based on impact assessment and informs your risk assessment step)	Customers HR team External partners General public

How to use the AI register

Appoint a register administrator

Your organisation should appoint a register administrator to own and manage this document.

The register administrator should be your organisation's accountable point of contact for the AI register. They should be responsible for maintaining and storing the register so that staff can easily access it. They should also keep a record of changes and updates.

Register all new AI systems

Communicate with your colleagues to ensure they understand when and how to update the AI register.

Anyone responsible for procuring or managing a new AI system should log it on the AI register once the AI system or tool is approved. The register should be updated throughout the system's deployment.

Make the register easy to find and use

The AI register should be easy to find and use. This will help it become part of your regular organisational processes.