

AI VENDOR DUE DILIGENCE (QUICK RISK CHECK)

An assessment tool for small businesses evaluating AI tools and vendors.

This questionnaire helps organizations perform a **basic risk and governance review** before adopting AI tools. The goal is to ensure key considerations related to **governance, fairness, security, and privacy** are addressed.

AI QUICK RISK CHECK

Vendor Information

Vendor Name		Date:	Mar 16, 2026
Headquarters Location		Company Business Owner/AI Owner (Responsible Executive):	
Year Established			
Primary Contact (name and title)			
Contact Email			
Primary Contact Phone number			
Business Function (HR, Marketing, Finance, Operations, etc.)			

AI should support decisions, not replace accountability.

AI Risk Review

What Does the AI Do?

- ☐ Generates content
- ☐ Makes recommendations
- ☐ Automates decisions
- ☐ Analyzes data

☐ Other: _____

Key Insight:

The more automated the decision, the higher the risk.

What Data is Used in the AI?

- ☐ Public
- ☐ Internal
- ☐ Confidential
- ☐ Personal / Sensitive

If personal or sensitive data is used → risk increases automatically

Impact Level

Does this AI:

- ☐ Impact hiring or employees
- ☐ Impact customers
- ☐ Influence financial decisions
- ☐ Operate autonomously

If YES to any → review carefully

Quick Risk Controls Check

Answer YES / NO:

- Is there a responsible owner for this AI? ☐ YES ☐ NO
- Can a human review or override outputs? ☐ YES ☐ NO
- Has the AI been tested for accuracy? ☐ YES ☐ NO
- Are there safeguards for incorrect outputs? ☐ YES ☐ NO
- Is data protected (security/privacy)? ☐ YES ☐ NO

Red Flags

Check any that apply:

- ☐ Vendor cannot explain training data
- ☐ No monitoring or oversight
- ☐ No responsible owner
- ☐ AI impacts hiring/financial decisions
- ☐ Vendor lacks transparency

Quick Risk Rating

If ANY of the following are true:

- ☐ Sensitive data is used
- ☐ AI impacts people (hiring, finance)
- ☐ No human oversight

Risk = HIGH

	Otherwise: ● Mostly YES answers → LOW risk ● Mixed answers → MODERATE risk ● Mostly NO answers → HIGH risk		
Final Decision	☐ Proceed ☐ Proceed with Conditions ☐ Do Not Proceed	Date:	Mar 16, 2026
Name & Title:		Signature:	
Key Reminder - AI should support decisions—not replace accountability.			

Need a Deeper AI Risk Review?

This is just the first step.

For a full AI Vendor Due Diligence review, including scoring, controls, and recommendations:

(pricing provided upon review of the scope)

Small Business Toolkit
Guided Assessment
Enterprise Solutions

Ethical Edge Experts LLC
info@ethicaledgeexperts.com
www.ethicaledgeexperts.com

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Let's Talk About Ethics!