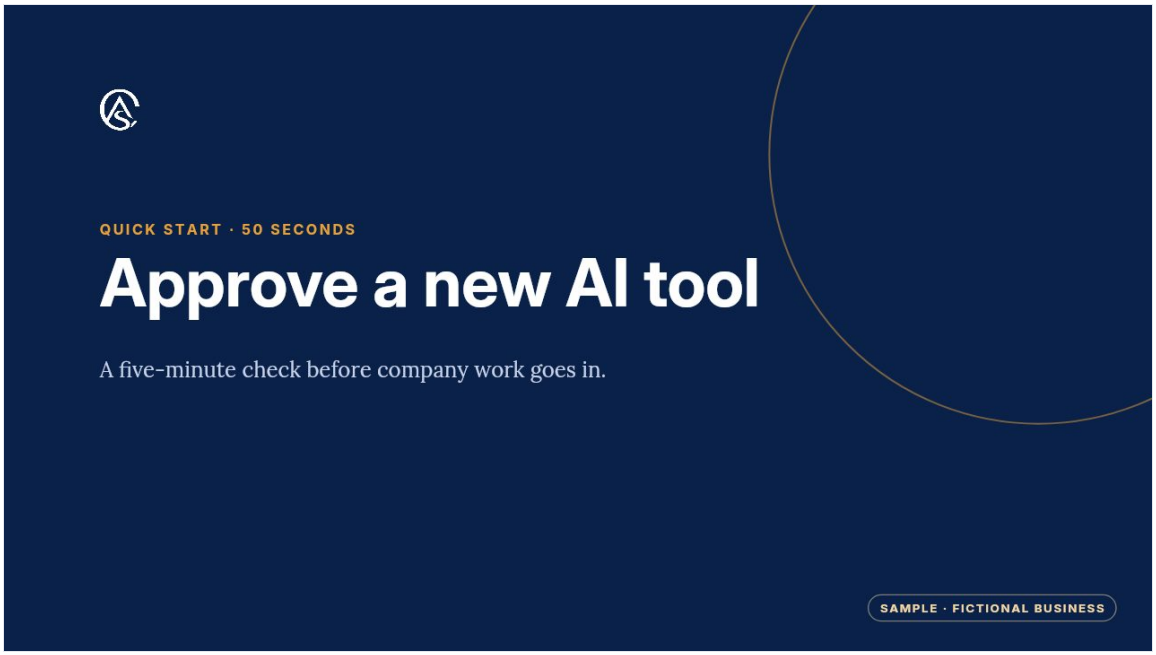
SAFE AI KIT · QUICK START

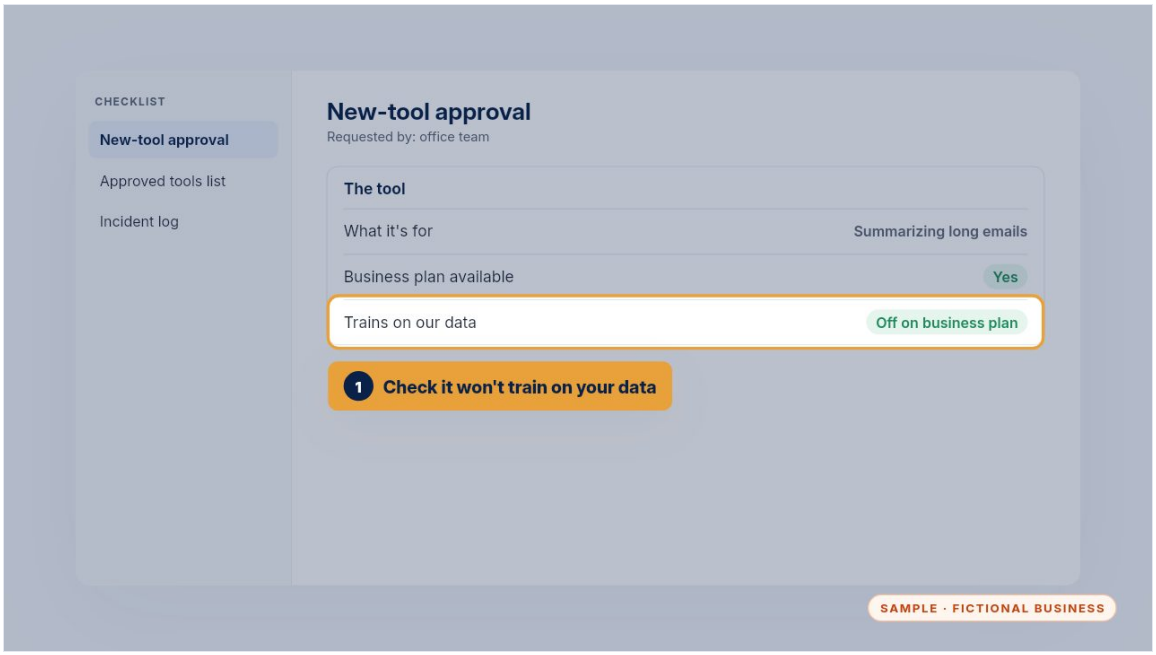
Approve a new AI tool

Use the new-tool checklist before anyone puts company work into a new app.

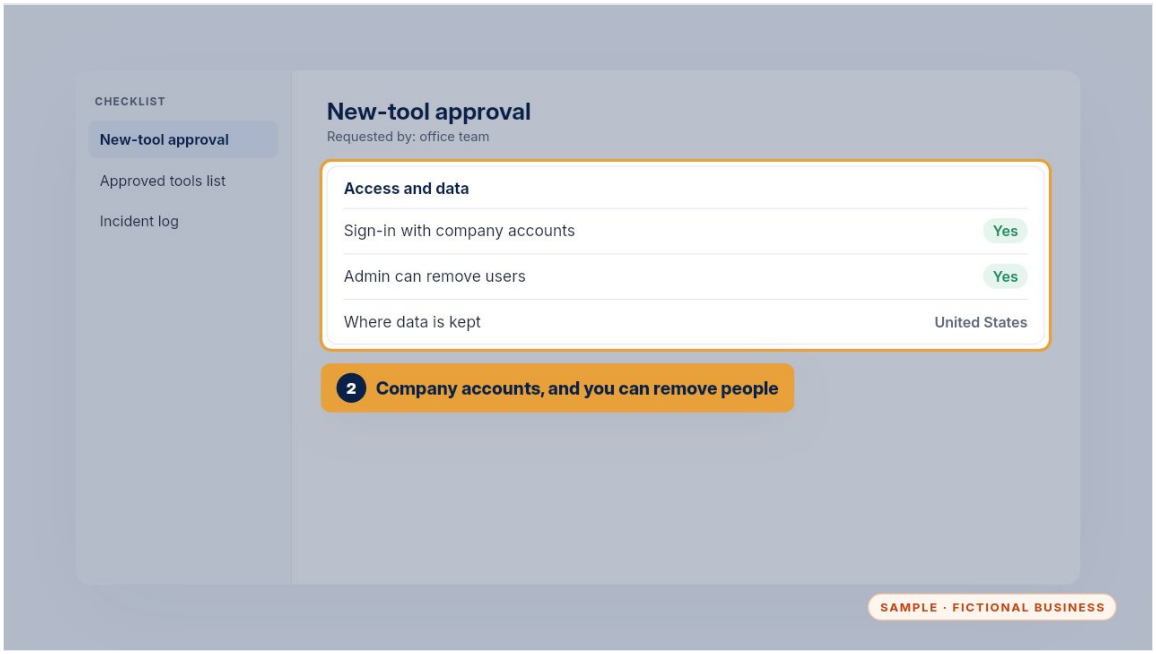
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/approve-a-new-ai-tool



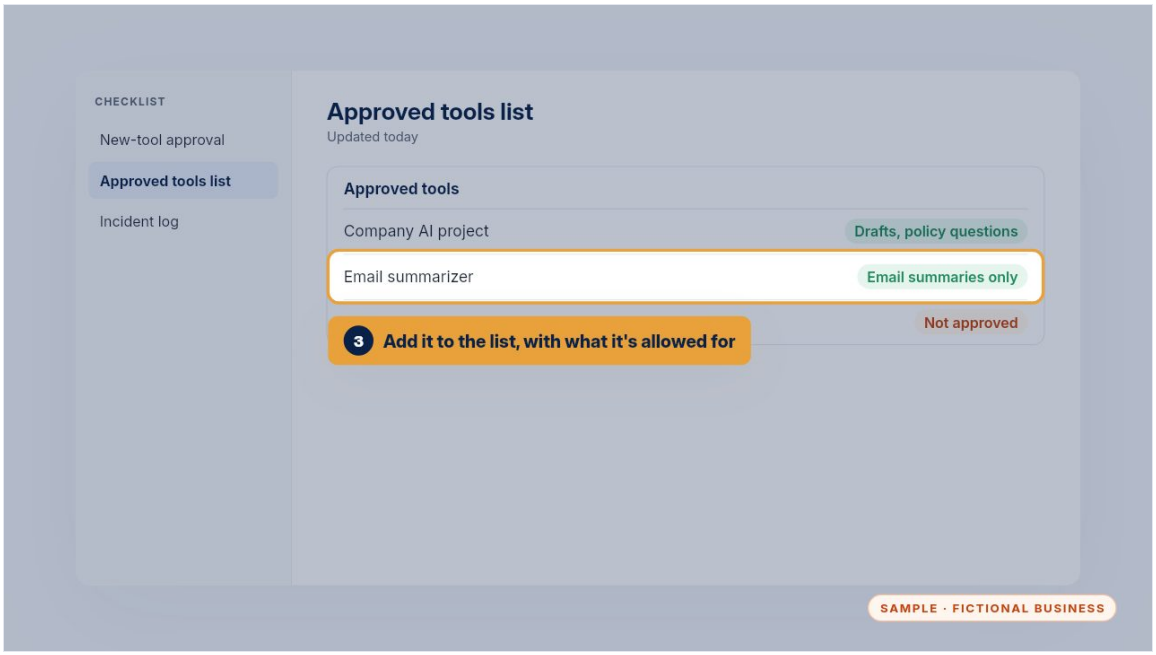
1 Someone wants to try a new AI tool. Here's the five-minute check before any company work goes into it. Until it passes, it's treated like a personal app.



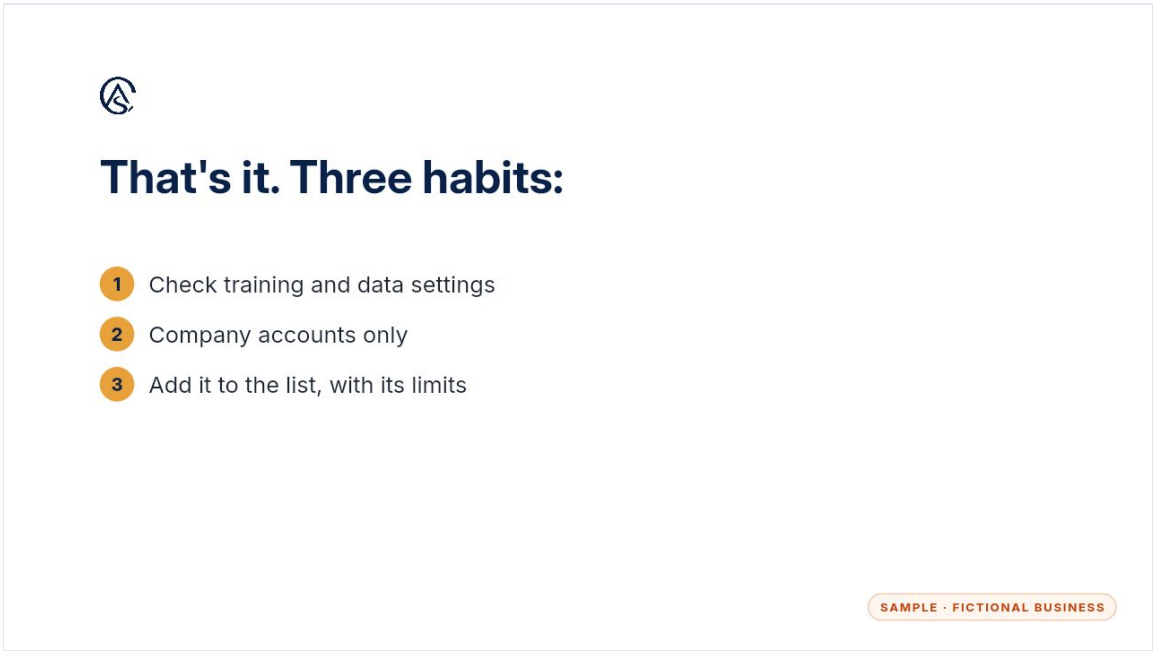
2 First, check what it's for, and that its business plan doesn't train on your data. The setting is usually under data controls or privacy, and the checklist says where to look.



3 Make sure people sign in with company accounts, and that you can remove someone when they leave. If you can't take access away, the tool doesn't pass.



4 If it passes, add it to the approved tools list, with exactly what it's allowed for. An email summarizer is approved for summaries, not for customer records.



5 Check the settings, use company accounts, and write down its limits. Then it's approved, and everyone knows what it may be used for.