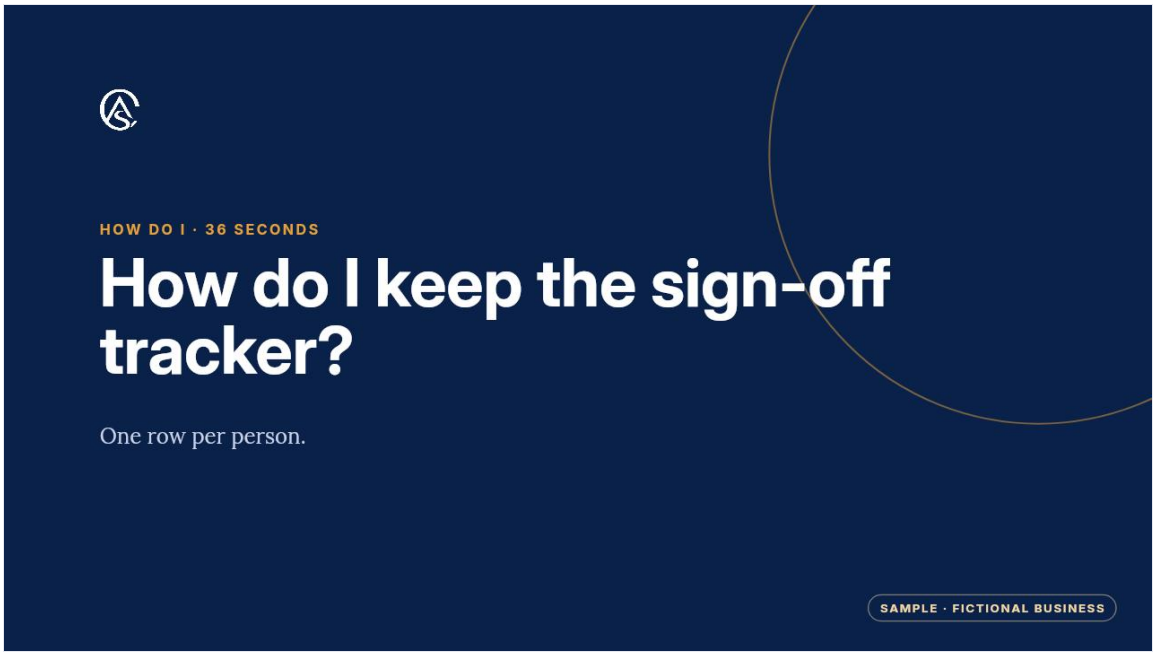
SAFE AI KIT · HOW DO I

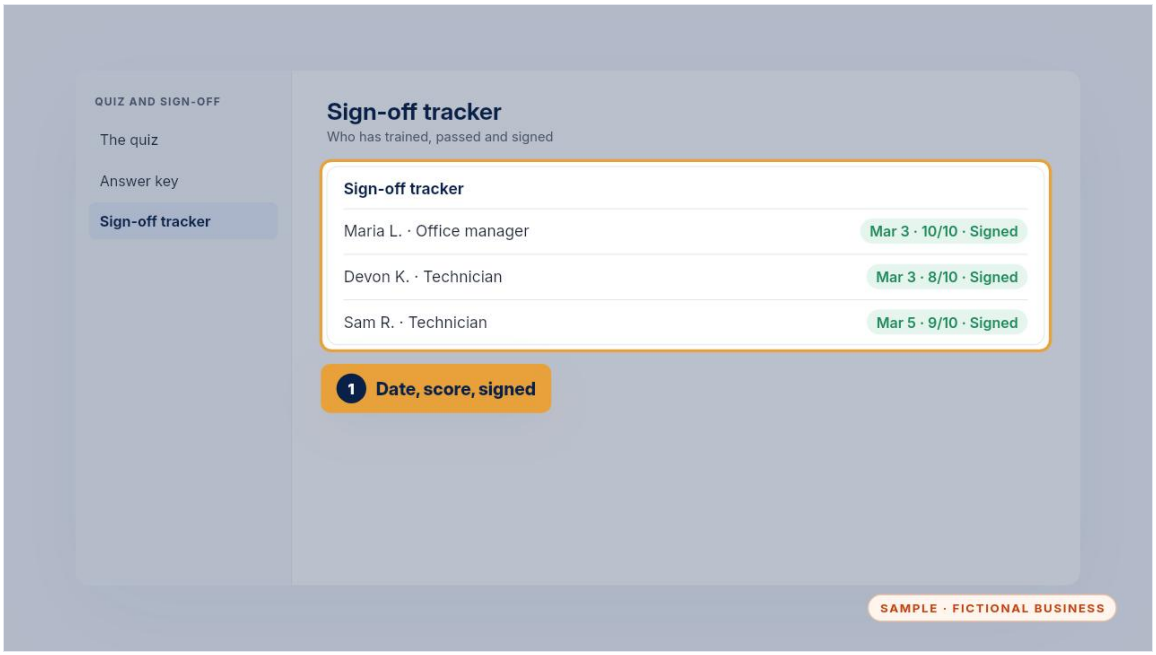
How do I keep the sign-off tracker?

One row per person: training date, score and signature.

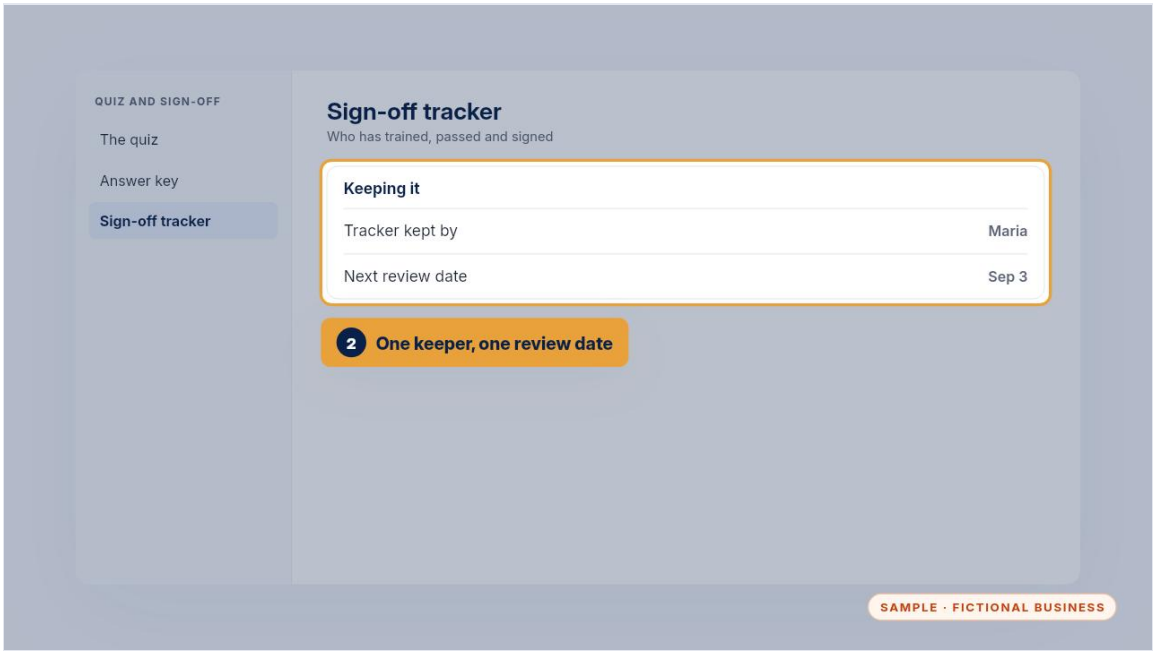
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/keep-the-sign-off-tracker



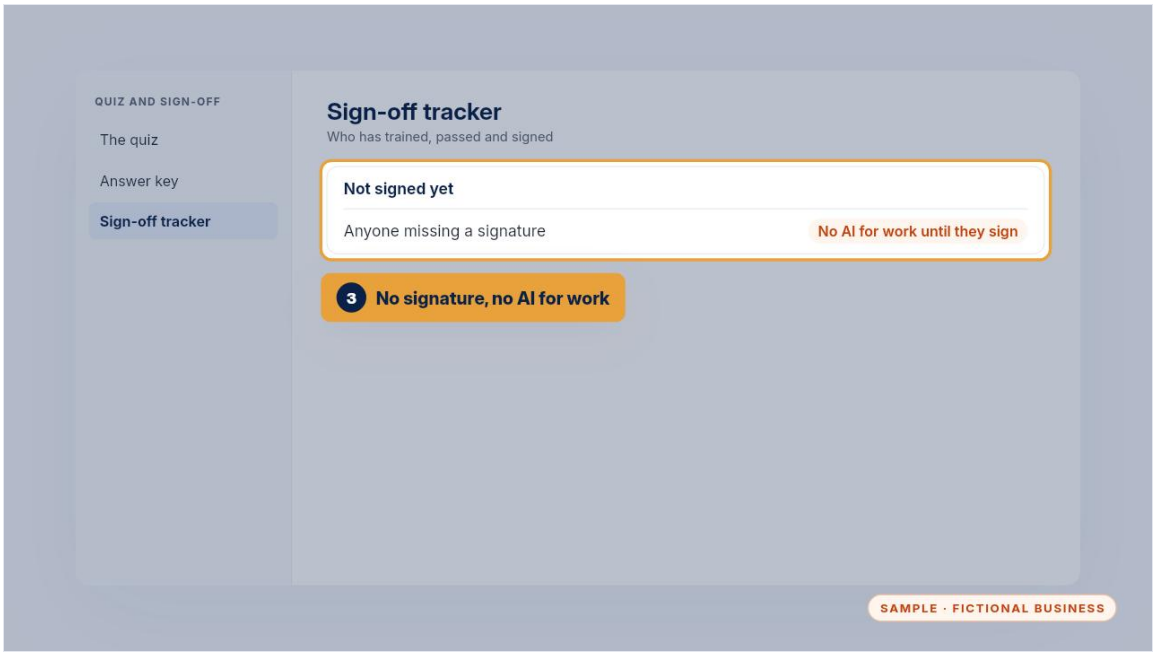
1. The sign off tracker shows who has trained, passed and signed.



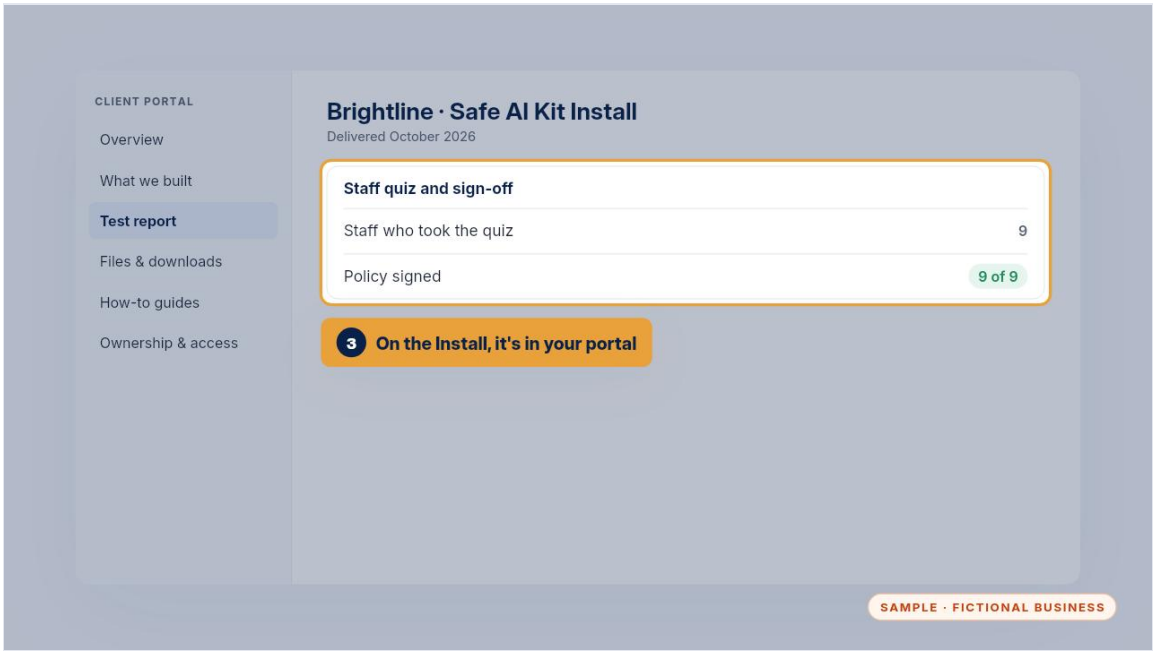
2 Add one row per person, with their role, training date, quiz score and the date they signed the policy.



3 Name one person who keeps it, and write the next review date. Everyone signs again when the policy changes, or every six months.



4 Anyone without a signature doesn't use AI for work yet. Follow up the same week.



5 With the Install, the tracker comes filled in for the first round and lives in your portal, so you can see at a glance who still needs to sign.