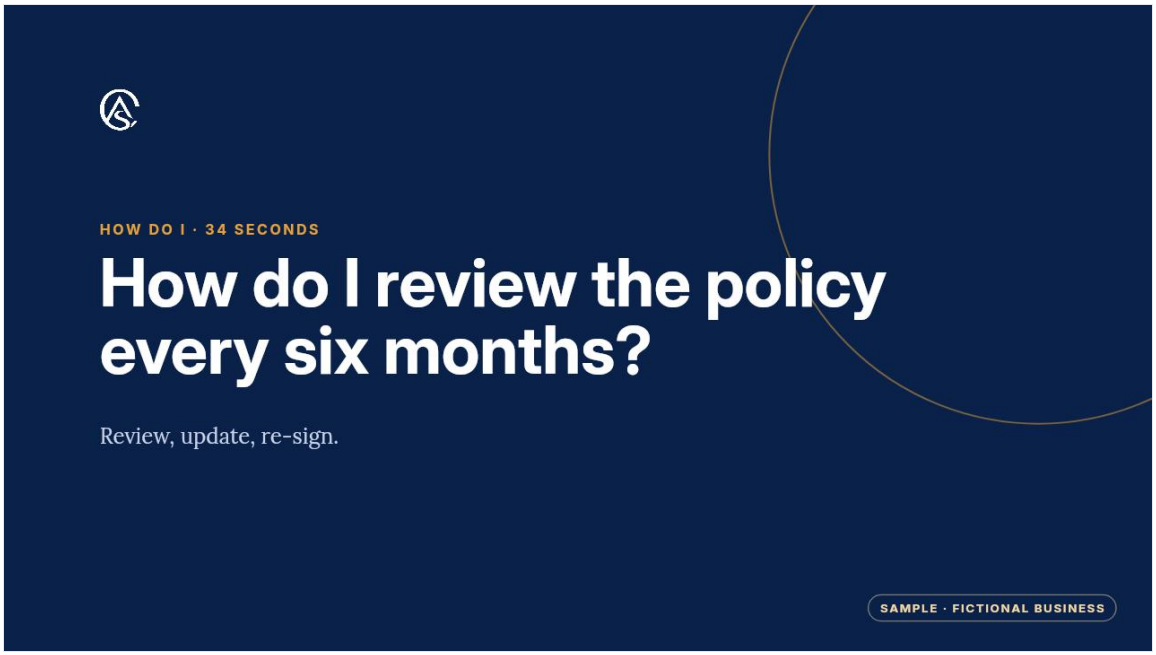
SAFE AI KIT · HOW DO I

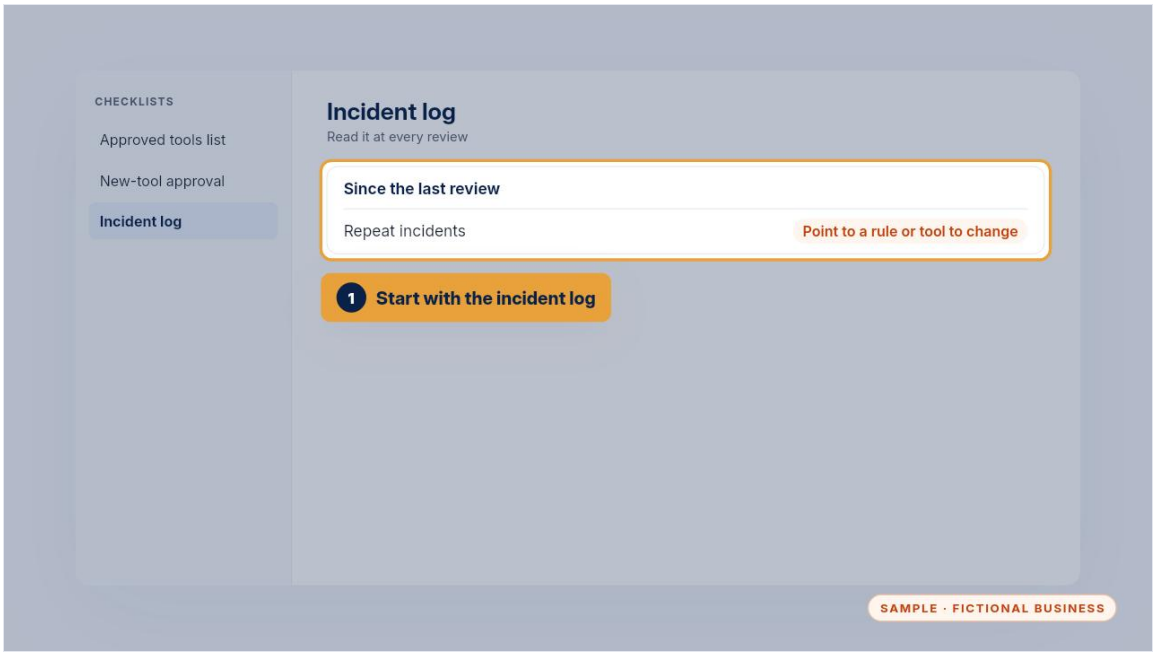
How do I review the policy every six months?

Read it with the incident log, update it, and have everyone re-sign.

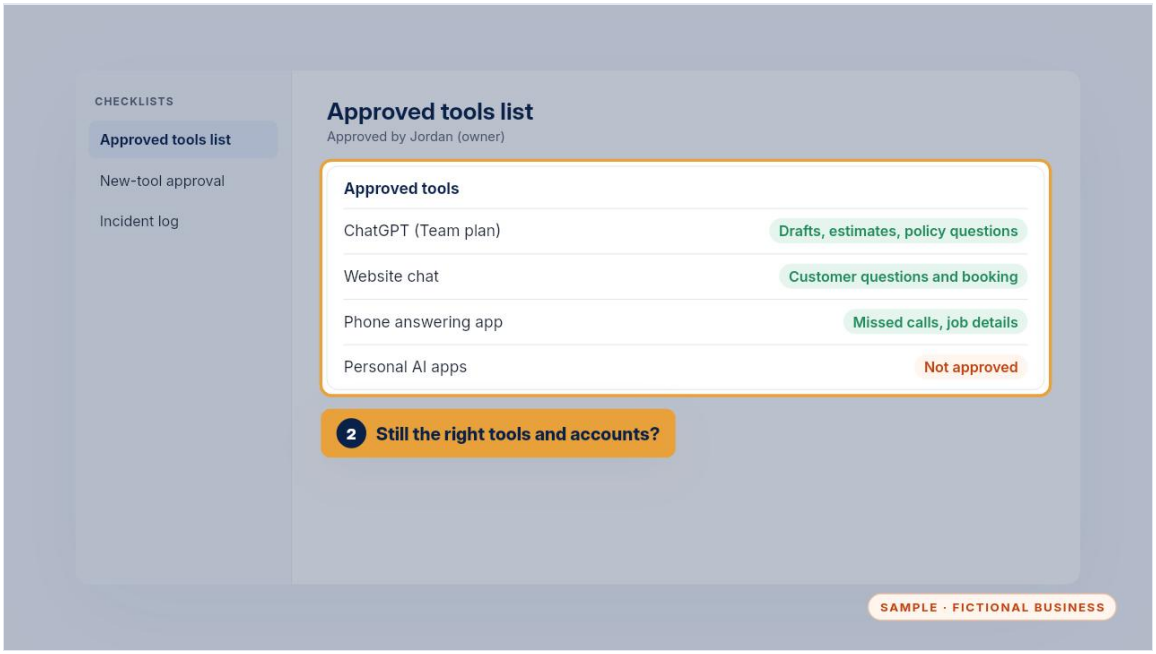
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/review-the-policy



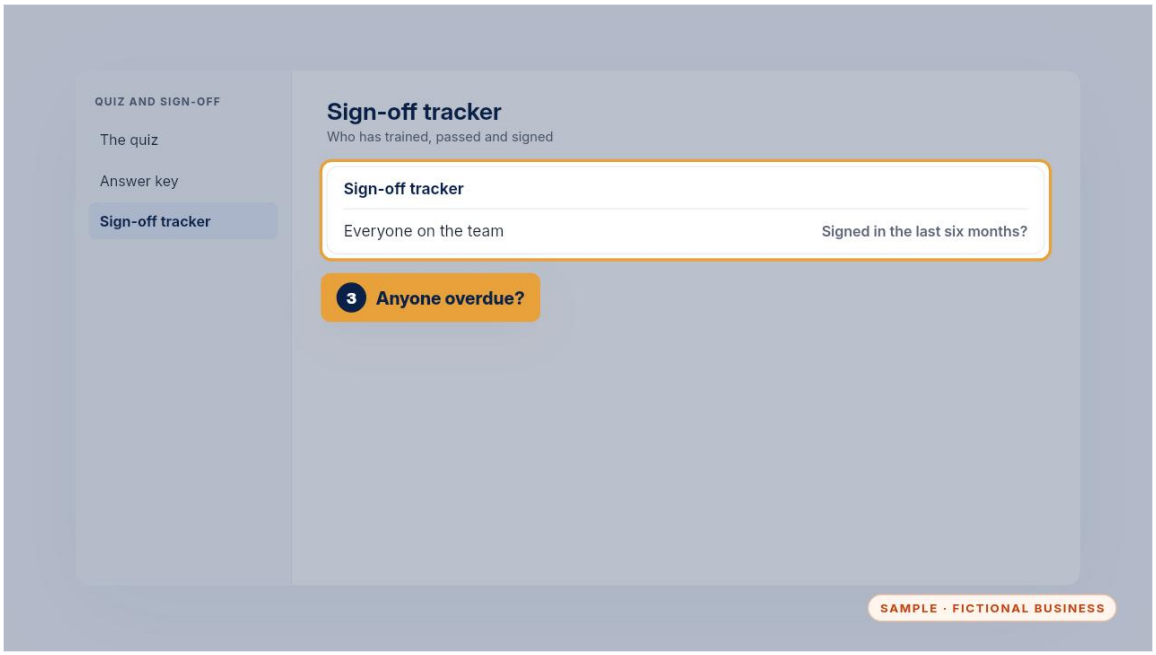
1. Review your policy every six months, or sooner when your tools change.



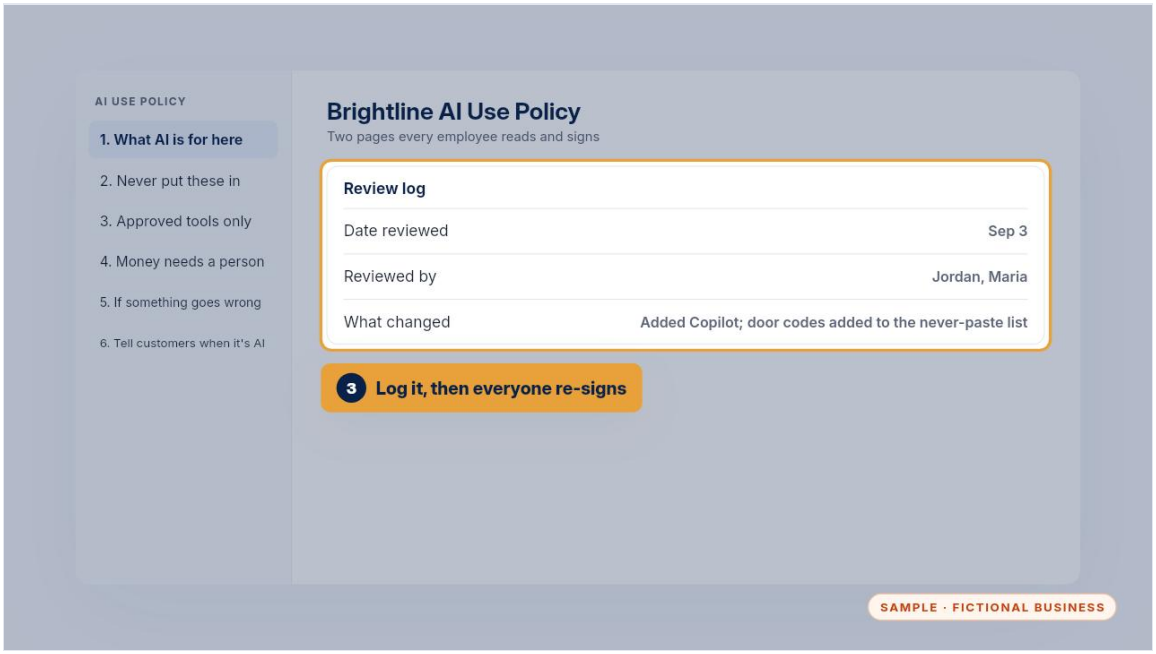
2 Start with the incident log. A repeat incident points to a rule or a tool that needs changing.



3 Then check the approved tools list still matches what your team uses, with the right accounts and settings.



4 Look at the tracker too. Anyone who hasn't signed in the last six months signs the updated version.



5 Write the date, who reviewed it and what changed in the review log. Then everyone signs again and you update the tracker.