AI ethics pre-deployment review record

A working aid based on SDAIA's AI Ethics Principles (2025 edition). Not an official SDAIA form, assessment, certification or approval.

System and version _____ **Intended use** _____ **Excluded use** _____

People affected _____ **Data-flow reference** _____ **Accountable decision-maker** _____

PRINCIPLE	QUESTION TO ANSWER	EVIDENCE TO ATTACH	IF A GAP REMAINS	STATUS	EVIDENCE REFERENCE AND OWNER
01 **Fairness** p. 12	**Which affected groups and language variants are represented?**	Test-set description, group-level errors and an explanation of missing coverage.	If a relevant group is missing, collect approved examples or narrow the use case before deciding.	☐ Met ☐ Gap ☐ Not applicable	
02 **Privacy and security** p. 15	**Where do inputs, outputs and logs go, and who can access them?**	A data-flow map, access rules, retention settings and the relevant privacy review.	Keep real data out of the pilot while the authorized data flow remains unresolved.	☐ Met ☐ Gap ☐ Not applicable	
03 **Humanity** p. 18	**Can an affected person understand the system's role and reach a responsible person?**	The disclosure, escalation path and a test of the handoff.	Repair a dead-end escalation path; do not substitute an automated response for the missing owner.	☐ Met ☐ Gap ☐ Not applicable	
04 **Social and environmental benefits** p. 20	**What benefit is intended, and what wider costs or harms need examination?**	A stated benefit, relevant resource-use observations and an impact assessment.	Record unmeasured effects as unknown; do not turn an intended benefit into a claimed result.	☐ Met ☐ Gap ☐ Not applicable	

PRINCIPLE	QUESTION TO ANSWER	EVIDENCE TO ATTACH	IF A GAP REMAINS	STATUS	EVIDENCE REFERENCE AND OWNER
05 **Reliability and safety** p. 22	**What happens on a wrong answer, missing source, timeout or unsafe request?**	Versioned test results, rejection behavior, rollback steps and the incident owner.	Do not release the affected scope while a material failure lacks a tested containment path.	☐ Met ☐ Gap ☐ Not applicable	
06 **Transparency and explainability** p. 24	**Can a reviewer trace an output to its inputs, version and declared limits?**	A sample trace, source/version references and a plain-language explanation of limits.	Resolve missing provenance before using the output as a basis for consequential action.	☐ Met ☐ Gap ☐ Not applicable	
07 **Accountability and responsibility** p. 26	**Who owns the decision, unresolved issues and post-release monitoring?**	Named role owners, decision rationale, open issues and review triggers.	Keep the decision pending when ownership or resolution responsibility is absent.	☐ Met ☐ Gap ☐ Not applicable	

Decision

☐ Proceed ☐ Proceed with conditions ☐ Do not proceed

Scope of the decision _____ **Reasons** _____

Unresolved issues and owners _____ **Decided by and date** _____

Next review _____

Source: SDAIA, AI Ethics Principles, 2025 edition (https://sdaia.gov.sa/en/SDAIA/about/Documents/ai-principles.pdf). Page numbers are the printed pages of that document.