

EU AI ACT RAPID COMPLIANCE KIT (REGULATION (EU) 2024/1689)

EU AI ACT: 4-STEP ACTION PLAN & OPERATIONAL CHECKLIST

Direct Implementation Guide for SMEs & Professionals • Focused on Art. 50 (Transparency) & Art. 4 (AI Literacy)

AUGUST 2026 EDITION
SME FOCUSED

1. 4-STEP ACTION PLAN (INTERNAL IMPLEMENTATION)

STEP 1

AI Tools Inventory (Internal Mapping)

Compile an internal register of all AI tools used by staff (ChatGPT, Claude, Copilot, Canva, Midjourney, etc.), noting who uses them, for what purpose, and what data is processed. Clearly separate approved software from unauthorized use (Shadow AI).

STEP 2

Internal Rules & AI Literacy Briefing (Art. 4)

Conduct a 15-minute briefing with the team. Enforce the strict ban on entering personal data or confidential business secrets into public tools and mandate human oversight against hallucinations. Execute and archive a signed Training Record.

STEP 3

Public Touchpoints & Transparency (Art. 50)

Set a clear disclosure notice on website chatbots ("I am an AI virtual assistant"), visibly label synthetic media simulating reality, and ensure human editorial responsibility for public-facing articles and communications.

STEP 4

HR Audit & Prohibited Practices Verification

Ensure no emotion recognition systems are deployed on staff (strictly prohibited since Feb. 2025). If AI tools assist with CV screening or performance evaluations, ensure that final decisions remain strictly under human control.

2. OPERATIONAL COMPLIANCE CHECKLIST (ACTION ITEMS)

☐ 1. AI Tools Inventory Register is completed

The company knows exactly which AI applications are deployed across Marketing, Sales, IT, Customer Support, and Administration.

INVENTORY

☐ 2. Privacy & Personal Data Protection Policy (GDPR) is communicated

Employees have received explicit instructions NOT to input personal IDs, client databases, passwords, or confidential contracts into AI systems.

SECURITY

☐ 3. Internal training is documented via a signed training record

Written proof of the AI literacy session covering risks, hallucination mitigation, and responsible usage is archived internally.

ART. 4 AI ACT

☐ 4. Website / WhatsApp chatbot displays AI disclosure from the first message

Users are visibly and immediately informed that they are communicating with an automated virtual assistant (not hidden in Terms & Conditions).

ART. 50 TRANSPARENCY

☐ 5. Synthetic images, audio, or video appearing authentic are clearly labeled

AI-generated media that could mislead the public (e.g., fictitious offices or simulated persons presented as real) carries a visible disclaimer.

ART. 50 DEEPFAKE

☐ 6. Key public content undergoes human verification and editorial oversight

Generated texts are critically reviewed; human editorial assumption and responsibility waives the general AI labeling mandate.

HUMAN CONTROL

☐ 7. No emotion recognition systems are used on employees

No audio/video software monitors facial expressions, tone of voice, or psycho-emotional states of staff at the workplace or during remote work.

PROHIBITED FEB. 2025

Company:

Verification Date:

Responsible Officer:

Signature & Stamp:

Synthetic guide prepared under Regulation (EU) 2024/1689 • Available free at techie-show.com
Operational quick-check reference • Designed for rapid internal compliance without unnecessary external costs