

OUTLIERS DATA & AI CENTRE™

AI Governance Toolkit™

Govern AI responsibly and accountably

AI Governance Committee / CDO / Risk · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Full Guide

AI governance ensures AI is developed and used responsibly, accountably and in line with policy and law. This toolkit provides the inventory, tiering, approval gates, model oversight and board reporting to govern AI at scale.

Operating lifecycle

1. Inventory — log all AI and tier by risk
2. Gate — approve AI through defined gates
3. Oversee — monitor models in production
4. Account — assign owners and human oversight
5. Assure — review, audit and report

Maturity model

L1 Initial	L2 Developing	L3 Defined	L4 Managed	L5 Optimised
Ad hoc / reactive	Basic, siloed	Standardised & governed	Quantified & integrated	Predictive & embedded

Key components

- AI inventory and tiering
- Approval and gating
- Model oversight
- Human accountability
- Policy and standards
- Monitoring and audit

2. Templates & Registers

AI inventory & tiering register

Single inventory of all AI, risk-tiered (working XLSX supplied separately).

System	Tier	Owner
Credit scoring	Tier 1 (High)	Head of Credit
Chatbot	Tier 3 (Low)	Service Lead
Document AI	Tier 2 (Medium)	Ops Lead

AI approval gate checklist

Gate criteria before an AI system goes live.

Gate	Check
Purpose & value	Use case and value defined
Data	Lawful basis; data quality adequate
Risk	Risk assessment completed; tier assigned
Responsible AI	Fairness/explainability reviewed where required
Oversight	Owner and human oversight defined
Monitoring	Monitoring plan in place

AI model card

Document each model (structure).

Field	Example
Model	Credit scoring v2
Purpose	Score applications
Data	Internal credit data
Performance	AUC 0.86
Limitations	Not for thin-file applicants
Owner	Head of Credit

3. Checklists

- Complete AI inventory maintained
- AI systems risk-tiered
- Approval gates operating for new AI
- High-risk AI receives enhanced review
- Model cards required and maintained
- Production models monitored
- Human oversight of consequential decisions
- Board AI governance reporting in place

Governance Structure

Data & AI is governed through clear accountability under board oversight:

Layer	Role
Board / Audit Committee	Approves policy and appetite; oversees data & AI risk and value
Data & AI Governance Committee	Sets standards, tiers AI, approves high-risk use, reviews oversight
Data/AI owners (1st line)	Own and manage data and AI in their area
Data office / AI risk (2nd line)	Set framework, monitor, challenge, aggregate reporting
Internal Audit (3rd line)	Independent assurance over data & AI controls

Reporting Template

Standard report structure: executive summary · profile vs target (RAG) · key metrics · issues & actions · decisions sought.

Metric	Current	Target	RAG	Action
AI inventory coverage	95%	100%	Amber	Capture remaining shadow AI
Gate compliance	100%	100%	Green	Maintain
Models monitored	90%	100%	Amber	Onboard remaining models
RAI reviews complete	88%	≥90%	Amber	Clear review backlog

Board Reporting Example

Illustrative one-page board summary (replace with live data):

Item	Status	Commentary
AI governance	Amber	Inventory near complete; gates operating; monitoring at 90%
High-risk AI	Green	All Tier 1 systems reviewed and monitored
Risk	Amber	Some shadow AI and review backlog
Decisions sought	—	Approve mandatory registration of all AI use

Notes & Disclaimer

This toolkit is a professional management resource, not legal or regulatory advice. Calibrate scoring, tiers, policies and governance to your organisation, sector and applicable regulation. Data-protection items should be confirmed against the Nigeria Data Protection Act (NDPA) and other applicable law; AI-specific obligations should be confirmed against current and emerging regulation.