MERIDEN COMPLIANCE

# Maritime Office AI Gap Check

Eight questions to help you decide what to address next. For shore-office use.

Company / team: _____ Date: _____

**Mark one answer for each statement: Yes / No / Not known.**

**1. We know which AI tools our staff use and for what work.**
Yes / No / Not known

**2. Staff know which information they may enter into each approved tool.**
Yes / No / Not known

**3. A named person approves new uses and any restrictions.**
Yes / No / Not known

**4. Outputs are checked against reliable sources before use.**
Yes / No / Not known

**5. Higher-consequence work receives an appropriate level of review.**
Yes / No / Not known

**6. Staff know when to stop relying on an output and escalate.**
Yes / No / Not known

**7. AI-related concerns have an established reporting route.**
Yes / No / Not known

**8. Our documented arrangements match what staff actually do.**
Yes / No / Not known

## Turn gaps into next actions

For each No or Not known, identify an owner and the evidence or decision needed. Do not add the answers into a compliance score.

Priority / owner: _____

**Want an independent view? Ask about a Meriden AI Governance Assessment.**
**sales@meridencompliance.com**

A practical gap-finding aid, not an audit, certification or legal assessment.