

EDS v1 Conformance Checklist

AI Evidence Disclosure Standard v1

1. Scope & Materials

- All documents prepared with AI assistance have been identified.
- The scope of AI use has been clearly defined (drafting, analysis, summarisation, etc.).
- A list of affected materials has been compiled.

2. AI Tools Used

- Each AI tool used has been identified by name and version/model.
- The purpose of each tool's use has been documented.

3. Prompt/Output Logging

- Each AI interaction has been recorded in the evidence log.
- Prompts (or summaries) have been documented for each interaction.
- AI outputs (or summaries) have been documented for each interaction.
- Timestamps and sequential entry IDs have been recorded.

4. Human Review & Edits

- All AI outputs have been reviewed by a named individual.
- Modifications to AI outputs have been documented in the evidence log.
- Factual inaccuracies in AI outputs have been identified and corrected.

5. File Naming & Folder Structure

- All files follow the naming convention: [type]-[description]-[YYYY-MM-DD]-[version].[ext].
- The folder structure follows the EDS v1 prescribed format.
- Original (pre-AI) source files have been preserved in the source files folder.

6. Integrity Checks

- File hashes have been generated where applicable.
- Version numbers are consistent and sequential.
- No files have been renamed or altered after initial documentation.

7. Submission Packaging

- The disclosure statement has been completed and included.
- The evidence log has been finalised and exported.
- All supporting files are organised in the prescribed folder structure.
- The complete package is ready for inclusion with the evidence submission.

8. Attestation / Sign-off

- The disclosure statement has been signed and dated.
- The preparer attests that this checklist has been completed to the best of their knowledge.