

AI Act Checklist for Startups

EU AI Regulation Compliance Guide

1. Determine if the AI Act applies to you

- ☐ Your company develops, markets or deploys AI systems in the EU
- ☐ Your AI system is classified as: ____ (see step 2)
- ☐ Your company is established outside the EU → you need an authorised representative (Art. 25)
- ☐ Your system uses personal data → GDPR also applies

2. Classify your AI system by risk level

Category	Description	Obligations
Prohibited	Subliminal manipulation, social scoring, real-time biometrics (certain uses)	Total prohibition
High-risk	Biometrics, critical infrastructure, education, employment, essential services, law enforcement, migration, justice	Full compliance (Ch. II, Title III)
Limited transparency	Chatbots, deep fakes, emotion detection, person categorisation	Transparency obligations (Art. 50)
Minimal risk	All other AI systems	Voluntary code of conduct (Art. 69)

- ☐ I have identified my system's risk category
- ☐ I have documented the classification justification

3. If your system is HIGH-RISK

3.1 Quality management system

- ☐ You have a certified quality management system (Art. 17)
- ☐ The system covers: design, development, validation, deployment and monitoring

3.2 Technical documentation (Art. 11, Annex IV)

- ☐ General description of the AI system
- ☐ Design and technical specifications
- ☐ Description of training, validation and testing data
- ☐ Performance metrics and evaluation
- ☐ Human oversight design
- ☐ Cybersecurity measures
- ☐ Description of accuracy, robustness and security

3.3 Data governance (Art. 10)

- ☐ Training data is relevant and representative
- ☐ Possibility of biases has been examined

- ☐ Bias mitigation measures have been applied
- ☐ Data meets the quality criteria of Art. 10

3.4 Human oversight (Art. 14)

- ☐ The system allows effective human intervention
- ☐ Users can understand capabilities and limitations
- ☐ The system can be manually stopped or overridden

3.5 Logging (Art. 12)

- ☐ The system automatically records operational logs
- ☐ Logs are retained for the appropriate period
- ☐ Logs are accessible for auditing

3.6 Conformity assessment (Art. 43)

- ☐ You have completed the applicable conformity assessment
- ☐ You have drawn up the EU declaration of conformity (Annex V)
- ☐ You have affixed the CE marking to the system (Art. 48)

3.7 EU database registration (Art. 71)

- ☐ You have registered the system in the EU database before market placement

3.8 Serious incident notification (Art. 62)

- ☐ You have a procedure for notifying serious incidents to authorities
- ☐ The procedure includes required deadlines and formats

4. If your system is LIMITED TRANSPARENCY

- ☐ You inform users they are interacting with an AI system (Art. 50(1))
- ☐ Generated deep fakes carry an identification mark as AI-generated content (Art. 50(2))
- ☐ AI-generated images carry a machine-readable mark (Art. 50(3))

5. If you develop a GPAI model

- ☐ You have documented the model pursuant to Art. 53
- ☐ You have made the required information available to the Commission
- ☐ If systemic risk ($>10^{25}$ FLOPS): you have complied with additional Art. 55 obligations
- ☐ You have notified serious incidents pursuant to Art. 62

6. Key AI Act deadlines

Date	Obligation
2 February 2025	Prohibited practices (Art. 5)
2 August 2025	GPAI model obligations (Art. 51-56)
2 August 2025	Penalties and competent authorities
2 August 2026	High-risk systems (Annex III)

7. Dual AI Act + GDPR compliance

- ☐ If your system processes personal data: you have conducted a DPIA pursuant to Art. 35 GDPR
 - ☐ You have a lawful basis for personal data processing (Art. 6 GDPR)
 - ☐ You have appointed a DPO if necessary (Art. 37 GDPR)
 - ☐ If not in the EU: you have appointed a GDPR representative (Art. 27) and AI Act representative (Art. 25)
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8. Documentation checklist

- ☐ Complete technical documentation (Annex IV)
 - ☐ EU declaration of conformity (Annex V)
 - ☐ Documented quality management system
 - ☐ Instructions for use for deployers (Art. 13)
 - ☐ Operational logging system
 - ☐ Serious incident notification procedure
 - ☐ Authorised representative mandate (if applicable)
 - ☐ DPIA (if applicable under GDPR)
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Need help with AI Act compliance?

A2 Legal Studio helps you classify your AI system, prepare technical documentation and comply with all obligations under the European Regulation.

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Document prepared by A2 Legal Studio. Last updated: May 2026. This checklist is an orientation guide and does not constitute legal advice. Consult a professional for your specific case.