

## AI Evidence Audit — Intake Form

Scope one AI workflow for a fixed-scope evidence audit.

Use this form to scope a Company AI Evidence Audit or a Starter Workflow Audit. Tell us about one AI workflow (Copilot, ChatGPT Enterprise, Gemini, an internal assistant, or a RAG system) and the sources it should use.

**Send scope, not secrets.**

Do not write passwords, credentials, recovery codes, payment data, or regulated records on this form. Describe systems and sources in general terms only. This form is for scoping, not for transmitting secrets.

Your name

Work or personal email

Organization (or 'individual')

Phone (optional)

Which AI platform is approved or in use? (e.g. Microsoft 365 Copilot, ChatGPT Enterprise, Gemini, internal RAG)

What is the first workflow the AI should support? (e.g. support answers, proposal drafting, SOP assistant)

Which source systems would it draw from, in general terms? (e.g. SharePoint, Drive, ticketing, file shares)

What must stay out? (e.g. secrets, regulated data, privileged material, HR records)

What would be hard to verify or explain later if something went wrong?

I confirm I have not included passwords, credentials, or regulated records on this form.

I confirm I own or am authorized to request evidence work on the systems described.

**When complete: save this PDF and email it to [contact@audittracelabs.com](mailto:contact@audittracelabs.com)**

We reply within one business day with next steps and a fixed-scope quote. No obligation. AuditTrace does not surveil, score behavior, or access third-p