

The AI Audit Checklist

Thirty questions to find where your business is losing hours — before anyone tries to sell you software.

Work through it honestly. Anything you tick is a candidate for automation. Anything you can't answer is worth finding out, because you can't automate a process nobody has written down.

01 Where the hours go

- ☐ Someone rebuilds the same report every week from the same sources.
- ☐ A task exists mainly because 'that's how we've always done it'.
- ☐ Work stops while one specific person is unavailable.
- ☐ Someone re-types data that already exists somewhere else.
- ☐ You could not say, to the hour, how long your top 3 admin tasks take.

02 Enquiries and response

- ☐ Enquiries arrive outside working hours and wait until morning.
- ☐ You don't know how many enquiries you missed last month.
- ☐ First response time depends on who happens to be free.
- ☐ The same 10 questions get answered by hand, over and over.
- ☐ Leads sit in an inbox rather than in a system.

03 Reporting and numbers

- ☐ Your key numbers live in a spreadsheet one person maintains.
- ☐ Reports are assembled manually rather than generated.
- ☐ By the time a report is read, the data in it is already old.
- ☐ Two people can produce two different answers to the same question.
- ☐ Nobody sees the numbers between scheduled reports.

04 Records and quality

- ☐ Records are kept on paper, or photographed and filed by hand.
- ☐ Finding a specific historical record takes more than five minutes.
- ☐ Sign-off happens by email rather than in a tracked system.
- ☐ An audit would mean a scramble to assemble evidence.
- ☐ Corrections and rework are not measured, only remembered.

05 Data readiness

- ☐ Your data is spread across systems that don't talk to each other.
- ☐ Key information exists only in someone's head or personal files.
- ☐ Naming and formats vary between people doing the same job.
- ☐ You have no single place that is agreed to be the source of truth.
- ☐ You could not export a year of one process on request.

06 Before you buy anything

- ☐ You can name the specific hours a tool would remove.
- ☐ You know who owns the process after it is automated.
- ☐ You would own the code and the data, not rent access to them.
- ☐ There is a way to measure whether it actually worked.
- ☐ You have a plan for the weeks when it doesn't.

What to do next

Count your ticks. Six or more in any one section is where to start — not the section with the most ticks overall, but the one where the hours are most repetitive, because repetition is what automates well.

If you want a second opinion on what you found, send it to me. I'll tell you honestly which items are worth building for and which are cheaper to fix by changing the process instead.

Lindani Nzama · hello@slamai.ie · slamai.ie