metricfixer

AI AND COPYRIGHT / PRACTICAL RESOURCE

Procurement checklist

Buying an AI-assisted product

These are editorial acceptance recommendations, not jurisdiction-specific legal tests. Record the evidence or unresolved issue for each item; a checked box alone is not proof of clearance.

Project: [Complete]

Supplier: [Complete]

Reviewer and date: [Complete]

Proposed use and markets: [Complete]

Mark a box after recording the evidence or unresolved issue. Add detail in the editable copy as needed.

☐ 01 Define the purchase.

Specify the final uses, markets, editable deliverables, maintenance needs and level of exclusivity before production starts.

Evidence / unresolved issue: [Complete]

☐ 02 Approve the AI scope.

Identify which parts may use AI, which tools or features are permitted, and what requires written approval before a change.

Evidence / unresolved issue: [Complete]

☐ 03 Verify input permissions.

Obtain the source and rights basis for client files and third-party materials before upload, including confidentiality and personal-data checks where relevant.

Evidence / unresolved issue: [Complete]

☐ 04 Check the actual commercial entitlement.

Confirm the account, plan, applicable terms, feature restrictions and generation or download conditions for the assets delivered.

Evidence / unresolved issue: [Complete]

☐ 05 Identify the human contribution.

Request a precise description and authentic supporting versions, not an unsupported claim that the product is a particular percentage human-made.

Evidence / unresolved issue: [Complete]

Procurement checklist: continued

Project / supplier: [Complete]

☐ 06 Receive the component inventory.

Separate new work, generated material, stock assets, templates, fonts, libraries, samples and other dependencies.

Evidence / unresolved issue: [Complete]

☐ 07 Complete the chain of rights.

Verify contributor and subcontractor permissions, assignments or licences, permitted client modifications and any downstream obligations.

Evidence / unresolved issue: [Complete]

☐ 08 Review the finished output.

Resolve distinctive similarities, rights notices, recognisable people or brands, and use-specific risks before release.

Evidence / unresolved issue: [Complete]

☐ 09 Check remedies and practical continuity.

Understand indemnity conditions, replacement duties, response contacts, source-file delivery and the ability to maintain the product without the original supplier.

Evidence / unresolved issue: [Complete]

☐ 10 Approve a defined use and preserve evidence.

Sign off the correct version, record limitations, retain the rights card and decide which future changes require a fresh review.

Evidence / unresolved issue: [Complete]

Acceptance decision

Decision: ☐ Approved for stated scope ☐ Conditional ☐ Hold

Evidence location: [Complete]

Exceptions and restrictions: [Complete]

Person responsible for outstanding work: [Complete]

Required recheck triggers: [Complete]

Companion article: AI and Copyright: What Businesses Can Use, Own and Protect

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