

Documenting AI literacy measures

Article 4 prescribes no form; the European Commission recommends internal records of training and other measures. One row per measure. The first row is an example.

Company:

Responsible:

Period:

DATE	MEASURE	ROLE / GROUP	PARTICIPANTS	TOOL	TAUGHT OR ASSESSED	RESULT / GAPS	FOLLOW-UP	REPEAT ON
2026-09-03	Assessment with a case task	Sales, quotations	6 people	Copilot (company account)	Preparing a quotation with AI, checking commitments	Prices checked, delivery times often adopted unchecked	Coaching on checking commitments	2027-03-03