

Article 4 EU AI Act

The 7-step checklist for mid-sized companies

Article 4 has applied since February 2025 and requires measures for AI literacy in the team, since the Digital Omnibus without a guaranteed level for individual people. This list leads in seven steps to an ongoing, documented process.

- ☐ **1 Create an AI inventory**
What you then have: A list of the tools actually in use, including unapproved ones
- ☐ **2 Cluster roles and contexts of use**
What you then have: Three to five clusters, each with one sentence on what competent use means there
- ☐ **3 Measure the current state**
What you then have: A picture of where the team stands in realistic workplace tasks and where the gaps are
- ☐ **4 Close gaps in a targeted way**
What you then have: A fitting measure per gap instead of one training for everyone
- ☐ **5 Document**
What you then have: A dated record: who, what, when, with which result
- ☐ **6 Update policy and approvals**
What you then have: Rules that describe the actual state
- ☐ **7 Repeat**
What you then have: A rhythm that keeps the evidence current and shows effect