

ISO 42001 Lead Auditor

ChatGPT CheatSheet



ChatGPT Cheat Sheet for ISO 42001 Lead Auditors

Smart Prompting for Efficient, Insightful, and Standards-Aligned AI
Audits

Introduction: Why Use ChatGPT as a Lead Auditor?

ISO 42001 is the global standard for managing Artificial Intelligence (AI) systems responsibly, emphasizing ethics, transparency, risk management, data governance, and continual improvement.

As a Lead Auditor, you are responsible not only for evaluating compliance but also for interpreting complex governance structures, questioning stakeholders, identifying control gaps, and drafting actionable audit reports.

ChatGPT can act as your digital assistant, helping you:

- Frame interview questions
- Generate checklists or audit plans
- Review or improve audit findings
- Interpret clauses in simpler terms
- Suggest corrective actions
- Draft summaries and non-conformance reports

This cheat sheet offers a ready-to-use set of **contextual prompts and use cases** for every stage of the audit lifecycle.

Section 1: Preparing for the Audit

Use Case: Clause Interpretation & Scope Planning

Prompt Example:

"Summarize ISO 42001 Clause 6.1 in simple terms and explain what kind of evidence a lead auditor should look for."

Use Case: Audit Program Design

Prompt Example:

"Create an audit plan template for an internal ISO 42001 audit for an AI product company, including timeframes and responsibilities."

Use Case: Checklist Development

Prompt Example:

"Generate a checklist of questions aligned to ISO 42001 clauses 4 to 8 for reviewing the organization's AI policy and leadership commitment."

Section 2: Conducting the Audit

Use Case: Interview Question Generation

Prompt Example:

"Draft 10 audit interview questions to assess the effectiveness of AI risk management practices under Clause 6.1."

Use Case: Evidence Evaluation Support

Prompt Example:

"Given this policy document, what gaps might exist if evaluated against Clause 8.9 on data governance in ISO 42001?"

Use Case: Observations Framing

Prompt Example:

"Help me describe a minor nonconformity related to lack of documentation in AI model testing under Clause 8.3."

Section 3: Writing the Audit Report

Use Case: Non-Conformance Report Writing

Prompt Example:

"Write a formal nonconformance statement for a situation where the organization does not evaluate supplier AI components for compliance."

Use Case: Executive Summary Drafting

Prompt Example:

"Generate a concise executive summary of ISO 42001 audit findings for the leadership team, highlighting strengths and improvement areas."

Use Case: Corrective Action Suggestions

Prompt Example:

"Suggest corrective actions for a nonconformity where user consent processes for AI decisions are missing."

Section 4: Post-Audit Activities

Use Case: Follow-up Email Drafting

Prompt Example:

"Write a follow-up email to the auditee requesting evidence of completed corrective actions within 15 days."

Use Case: Audit Review Agenda Planning

Prompt Example:

"Create an agenda for a post-audit review meeting with the audit team to evaluate the effectiveness of the ISO 42001 audit process."

Use Case: Continual Improvement Input

Prompt Example:

"List key questions an organization should ask to ensure continual improvement of their AI management system under ISO 42001."

Section 5: Special Situations & Support Prompts

Clause-by-Clause Assistance

Prompt Example:

"Explain ISO 42001 Clause 10.5 in context of change management and what kind of audit trails should be expected."

Domain-Specific AI Governance Audits

Prompt Example:

"What special audit considerations apply when evaluating AI systems in healthcare under ISO 42001?"

Cultural & Ethical Audit Sensitivity

Prompt Example:

"How can an auditor assess fairness and bias mitigation strategies under ISO 42001 Clause 8.9 while being culturally sensitive?"

Pro Tips for ISO 42001 Lead Auditors Using ChatGPT

- **Always provide context** (company type, clause, audit phase) for best results.
- **Use follow-up prompts** to iterate and refine outputs.
- **Don't rely solely on ChatGPT** for compliance judgment, use it to enhance clarity and structure.
- **Validate outputs** against the latest ISO 42001 documentation and your audit plan.
- **Train your team** on using prompts ethically, especially when using real organizational data.

Smart Auditing, Enhanced by AI

As an ISO 42001 Lead Auditor, leveraging ChatGPT can drastically reduce time spent on repetitive tasks, improve the quality of audit documentation, and empower more strategic, systems-level thinking.

When used responsibly, ChatGPT is not just a productivity tool, it becomes an auditor's knowledge companion for ensuring governance, transparency, and responsible AI development.

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