

AI Testing Governance Checklist

A practical checklist for teams introducing AI into QA workflows while managing privacy, review, traceability, bias, and tool risk.

Purpose

Use this checklist to define responsible AI-assisted testing practices before AI output influences coverage, automation, reporting, or release decisions.

1. Policy and Ownership

- Approved AI tools, allowed use cases, restricted use cases, and escalation paths are documented.
- A named owner is accountable for AI testing governance, periodic review, and exception handling.
- Teams know which testing artifacts may be AI-assisted and which require manual creation or approval.
- Governance expectations are visible in onboarding, QA standards, and delivery team working agreements.

2. Data Protection

- Prompts do not include secrets, credentials, tokens, personal data, customer data, or regulated content.
- Sensitive examples are anonymized or replaced with synthetic data before being used with AI tools.
- Tool data-retention settings, model training settings, and vendor terms are reviewed by the right stakeholders.
- Teams have a process for reporting accidental disclosure or unsafe prompt usage.

3. Human Review

- AI-generated test cases, charters, scripts, and reports are reviewed by a qualified tester before use.
- Reviewers check for hallucinated features, missing risks, weak expected results, and duplicated coverage.
- Release recommendations are never made by AI output alone.
- High-risk domains receive additional review from security, accessibility, legal, product, or architecture as needed.

4. Traceability and Auditability

- AI-assisted artifacts are tagged with source, reviewer, date, and related requirement or defect.
- Prompt versions are saved when they materially influence reusable assets or automated checks.
- Teams can explain why AI-generated coverage was accepted, changed, or rejected.
- Metrics distinguish between AI-suggested work and tester-approved work.

5. Quality and Risk Monitoring

- Teams periodically sample AI-assisted artifacts for accuracy, bias, missing coverage, and maintenance cost.
- Defects escaping AI-reviewed areas are reviewed for governance or review-process gaps.
- Automation created with AI assistance is monitored for flakiness, brittle assertions, and poor diagnostics.
- Governance rules are updated as tools, regulations, customer expectations, and product risks change.