

A document is not the same as evidence.

Security report scope

EVIDENCE SEEN

Core platform

**Seen is not the same as
adequate for your use.**

OUTSIDE THE REPORT

The AI service

A draft-only assistant, under review.

Harborview, a fictional support team, reviews ReplyAssist from Sample Vendor A. It drafts replies; an employee verifies and sends each one.



Supplier: Sample Vendor A (fictional)

OUT OF SCOPE

✗ Automatic sending

✗ Refunds

✗ Access changes

✗ Account deletion

INITIAL BOUNDARY

Synthetic data only. No real customer information.

Review the exact use: what the AI does, what data it sees and what it can trigger.

Five records arrive.

The fictional vendor supplies five records. Each one is a document the reviewer has seen.

No-training claim

V-E01 · SALES FAQ

EVIDENCE SEEN

30-day retention

V-E02 · RETENTION PAGE

EVIDENCE SEEN

Security report

V-E03 · SCOPE STATEMENT

EVIDENCE SEEN

Test summary

V-E04 · EVALUATION SUMMARY

EVIDENCE SEEN

Auto-send off

V-E05 · TRIAL TENANT RECORD

EVIDENCE SEEN

Checklist view: 5 of 5 answered

A checklist can show every item answered. That only says the documents arrived.

Seen is not the same as **adequate**.

ADEQUATE FOR THIS USE?		
No-training claim V-E01	PARTIAL	Support access and logs not addressed
30-day retention V-E02	PARTIAL	Backups and deletion unclear
Security report V-E03	INADEQUATE	Excludes the AI service
Test summary V-E04	INADEQUATE	100 simple messages, one language
Auto-send off V-E05	OBSERVED	Supports one restriction

4 material gaps · 1 restriction observed

Fictional review counts, not checker output

Four material gaps remain. A useful feature elsewhere does not average a gap away.

Real data waits. Synthetic testing only.

DECISION BRIEF · FICTIONAL REVIEW**4 OPEN · 1 OBSERVED****OPEN MATERIAL FINDINGS**

■ Data reuse	Owner: Procurement + privacy
■ Data lifecycle	Owner: Privacy + records
■ AI-service security	Owner: Security
■ Evaluation coverage	Owner: Business + technical

Decision: defer real-data use**Allowed: separately approved synthetic evaluation only**

Owner + closure test per gap. Named decision-maker before expansion.

An expired target date never turns a deferral into production approval.

Decide from evidence that covers your use.

The AI Vendor Review Toolkit turns supplier documents into findings, conditions and a recorded decision.

EXECUTIVE GUIDE + SIX WORKING TEMPLATES

- 01** Vendor scope and evidence index
- 02** Evidence adequacy worksheet
- 03** Contract issue brief
- 04** Decision and conditions record
- 05** Renewal and exit review
- 06** Evidence request message

Download the guide + six working templates

anvaylo.com/resources/ai-vendor-review-toolkit

The supplier, records and findings are fictional, not a real vendor or contract.