



Suhas Bhairav

AI Company Adoption Policy Governance Plan

**Practical, non-technical guardrails for safe AI use
and governance at scale.**

Define, implement, and measure safe AI usage with
clear policies and ownership.

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Policy Foundations for Safe AI Use

Establish policy scope, roles, and approval workflows. Align with legal, IT, and risk management.

Key move Create your AI Usage Register this week; ownership determines success.

PRACTICAL CHECKLIST

- 01** List sanctioned AI tools and environments; ban unapproved platforms.
- 02** Explicit data classification, minimum-PII handling, and encryption requirements.
- 03** Establish human-in-the-loop for high-risk outputs and critical decisions.
- 04** Create an AI Usage Register: tools, purposes, data flows, owners.
- 05** Ensure governance with weekly reviews, risk approvals, and incident drills.
- 06** Example: AI summarizes quarterly strategy reports; reviewer validates recommendations.
- 07** Set access controls and audit trails for AI actions.

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Data Hygiene and Tooling

Define data handling standards, security controls, and procurement criteria for AI tools. Emphasize risk containment without slowing progress.

Key move Protect customer data: encrypt, limit access, audit every step.

PRACTICAL CHECKLIST

- 01** Define data classification levels and required protection for AI inputs and outputs.
- 02** Automate low-risk data handling and routine checks; escalate high-risk items for human review.
- 03** Mandate data minimization and de-identification for model training and prompts.
- 04** List approved data sources and enforce data flow documentation.
- 05** Select sanctioned toolchains and provide versioned, auditable configurations.
- 06** Require vendor risk assessments for external models and APIs.
- 07** Establish data retention limits and secure deletion procedures.

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Adoption Plan with Weekly Increments

Outline a pragmatic, weekly rollout with staged pilots and governance milestones. Start small, learn, and scale responsibly.

Key move Ensure ownership is assigned before expanding.

PRACTICAL CHECKLIST

- 01** Week 1: inventory tools, identify decision processes, assign owners and required approvals.
- 02** Week 2: finalize policy vault, access controls, and sanctioned tool list.
- 03** Week 3: pilot one department with approved AI tool and monitoring.
- 04** Week 4: collect feedback, adjust guardrails, and document lessons learned.
- 05** Week 5: expand pilot to additional processes with data controls.
- 06** Week 6: formalize approvals, reporting cadence, and incident response drills.
- 07** Week 7+: scale with governance metrics and ownership mappings.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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