AI Model Card

AI EXPLAINABILITY TEMPLATE

Please complete this form for any AI models developed and attach it to the AI Registry entry in Archer

Section 1 – Executive Summary & Governance

AI System Name:		**Risk Tier (1, 2, 3):**	

Description:

AI Model Owner:	**Email:**
AI Data Steward:	**Email**

Intended Use:

Out of Scope Use:

Who is Affected?

Regulatory Alignment:

Human Review Requirements:

Section 2 – The Model Card - Technical Documentation

Data Sources and Quality

Training Data Sources:

How was Data Prepared?:

Privacy Protection:

Data Fairness Check:

Data Refresh Schedule:	

Model Specifications

Model Type & Configuration:

Performance Metrics:			
Accuracy:	**Precision:**	**Recall:**	**F1-Score:**

Fairness Test Results:

Known Limitations and Risks:

Section 3 – Understanding Decisions & Monitoring

Overall Model Logic Behavior (Global Explanation)

Feature Importance Scores:

Individual Decision Explanation (Local Explanation)

Feature Contribution Scores:

Monitoring & Traceability

Performance Monitoring

Fairness Monitoring:

Record Keeping:

Incident Response Procedures:

Version Control & Change Log

Created by:		Date:	
Approved by:		Date:	
Current Version:			
Last Training Date:			
Repository:			

Change Management: All code, data, and model changes tracked through version control with mandatory peer review and approval by AI Data Steward before production deployment.

Document Control: This model card must be reviewed and updated quarterly or upon any material change to the system. Next scheduled review: