Annex A Printable step-by-step setup checklists

One checklist per technology. Tick each step. The numbers match the steps in chapters 3 to 5.

A.1 AI scouting tool

#	Once, before the first season	Done
1	Supplier's validation answers on file (how, how many players, which data)	☐
2	Checked for biometric or emotion-recognition functions; DPO consulted	☐
3	30-minute AI-literacy briefing held for users	☐
4	Player records: code, date of birth, maturity estimate where possible	☐
5	One-line definition written for every data field	☐
6	Tool version and date recorded in the log	☐
#	**Every scouting cycle**	**Done**
7	New assessments entered the same way, soon after observation	☐
8	Data completeness checked before reading scores	☐
9	Shortlist sent to the named scout; a decision recorded for every flagged player	☐
10	Once a season: shortlist compared by birth quarter and maturity status	☐

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