

# Template: Technical Documentation (EU AI Act · Annex IV)

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## Legal notice

This template does not replace legal review. It helps structure technical documentation; the binding framework is the EU AI Act and any harmonized standards.

**Keywords:** technical documentation AI, Annex IV EU AI Act, Art. 11, high-risk AI, conformity, AI documentation

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## Core problem and the SimpleAct framework

Core problem

**Technical documentation** under the EU AI Act stays **abstract** without a shared **skeleton**:

- **Annex IV** and **Art. 11** are hard to fill without a **unified** outline.
- Teams **duplicate** sections each release **without** clear versioning and change logic.
- **Gaps** across engineering, legal, and operations stay **open**.
- **Export-ready** packages for reviewers are **slow** to assemble manually.

The SimpleAct framework

**SimpleAct** is the **AI Act compliance platform** built around a **shared five-phase reference model** across all materials:

Phase	Organizational focus	What SimpleAct brings together
<b>1. Inventory</b>	Transparency for systems, vendors, and data flows	A <b>central register</b> with consistent required fields
<b>2. Risk &amp; roles</b>	Risk classes, deployer / provider, supply chain	<b>Guided classification</b> with documented decisions
<b>3. Documentation</b>	Annex IV, Art. 11, and related obligations	<b>Structured templates</b> instead of ad hoc files

<b>4. Evidence &amp; export</b>	Defensible history; reports for legal, leadership, partners	<b>Unified exports</b> and traceable change records
<b>5. Audit readiness</b>	Updates when models, data, or products change	An <b>end-to-end chain</b> instead of folder and ticket silos

**Note:** This framework is the **same shared reference** in every SimpleAct document - guides, checklists, inventory, and documentation templates align to it.

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## 1. Purpose

This template helps structure **technical documentation** content. The **binding** framework is the EU AI Act and any harmonized standards - fill fields only when applicable.

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## 2. System identity

Field	Content / example
Name / version	
Manufacturer / provider	
Deployer (if different)	
Intended purpose	
Deployment scope (regions, environments)	
Interfaces (API, UI, batch)	

**Terms:** placing on the market, putting into service, substantial modification.

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## 3. Annex IV structure (fields)

### 3.1 General description

- Short description
- Intended purpose and **intended users**
- **Limitations** and known failure modes
- Interactions with other systems

### 3.2 Development and design

- Methods (e.g., supervised learning, RAG, rules)

- Architecture reference
- Configuration summary

### 3.3 Data for training, validation, testing

- Data provenance
- Preprocessing
- Bias mitigation (where relevant)
- Data quality controls

### 3.4 Performance and testing

- Metrics (domain-appropriate)
- Test datasets and edge cases
- Known weaknesses

### 3.5 Cybersecurity

- Threat model (short)
- Access control, encryption
- Logging approach

### 3.6 Lifecycle

- Versioning
  - Update process
  - **Post-market monitoring**
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## 4. Deployer-specific add-ons

If you are a **deployer**, document operational context, logging, internal controls, and incident escalation.

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## 5. Pre-submission checklist

- Purpose and limits are explicit
  - Risk class referenced
  - Data sources traceable
  - Tests and metrics described
  - Security addressed
  - Change history maintained
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## 6. Common gaps

- Marketing text instead of **technical** depth
  - No **test** strategy
  - Vendor PDFs not contextualized for **your** deployment
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## 7. Glossary

Term	Short
<b>Annex IV</b>	Documentation content structure
<b>Validation</b>	Model/system validation
<b>Human oversight</b>	Human control mechanisms

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## 8. Deep dive: data categories

Category	Questions
Training data	Provenance, rights, quality
Operational data	Personal data, purpose limitation
Test data	Representativeness, leakage avoidance

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## 9. Deep dive: risk and errors

- False positives/negatives per use case
  - Drift and monitoring
  - Fallbacks and human escalation
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## 10. SEO keyword clusters

EU AI Act documentation, Annex IV template, technical documentation AI system, high-risk AI documentation, conformity documentation, AI Act Art. 11.

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## 11. How SimpleAct helps

SimpleAct guides you through **structured templates**, **risk prompts**, and **exports** as an **AI Act Compliance Platform** - instead of loose files per release.

**Pricing:** From €199/month.

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## Appendix A: Boilerplate snippets (edit for your system)

**Purpose (example):** "The system assists [role] in [task] by processing [inputs] and producing [outputs]. It is not intended for [unsupported use]."

**Limitations (example):** "Known limits include [language], [domain], [data volume]. Users must apply [human review] for [decision]."

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## Appendix B: Legal/compliance review prompts

1. Is **purpose** consistent with marketing and contracts?
  2. Are **personal data** flows described correctly?
  3. Is **risk class** aligned with Annex III review?
  4. Are **subprocessors** and **third-country transfers** covered?
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## Appendix C: Metrics table template

Metric	Target	Method	Last run
Precision		Hold-out	
Recall			
Latency p95		Load test	

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## Appendix D: Cybersecurity deep dive

- Short STRIDE-style threat sketch
  - Least privilege for API keys
  - No secrets in repositories
  - Incident response playbooks with AI-specific escalation
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## Appendix E: Extended keywords

high-risk AI technical documentation, Annex IV checklist, AI system description, AI validation protocol, cybersecurity AI system, human oversight documentation.

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