

AI audit of policies and procedures

An AI-assisted check of your policies and procedures. You respond to each finding and sign it off.

Extra tool for financial advice firms

● What it is for

The AI reads a document you have uploaded against a fixed question bank and produces findings. You review them, respond and sign off. That sign-off is the human check. Extra tool for financial advice firms.

● How to use it

- 1 Run the audit**
In the policy library, open an uploaded document and select **Run compliance audit (AI)**.
- 2 Read the results**
Open the audit. The **Overview** summarises it, and **Document control** and **Obligation coverage** open on each audit.
- 3 Respond to every finding**
Choose your response and an action status, name an owner, set a due date and add a comment. Select **Save response**. You must answer and save every finding before you can sign off.
- 4 Invite the policy owner**
Select **Invite policy owner** so they can respond too.
- 5 Draft an updated policy**
Once you agree with a finding, select **Draft updated policy**. You can download the redlined Word file and check every change.
- 6 Sign off**
Enter your name and role and select **Sign off this audit**. You can withdraw it later. **Request independent review** is optional and does not hold up sign-off.

● Before you start

- Add the document to your policies and procedures library first.
- Know who owns the document, so you can invite them to respond.

● Good habits

- AI output is always labelled. It can be wrong, so read each finding critically.
- Reword a finding in your own words before you act on it.
- It is advisory only: not a compliance verdict and not legal advice.

● How you sign in

Opens with your private link. No password to manage.

Verfapp supports your compliance. It does not certify it, and it is not legal advice. Screens shown use sample data.

Need a hand?

We are happy to walk you through it.

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