

# AI use self-assessment summary

Initial document used to organise how a small company is already using AI before moving into training, policy and verifiable evidence.

## Case snapshot

<b>Company</b>	Loma Norte Studio SL
<b>Scope</b>	Commercial drafting, internal marketing and administrative support
<b>Participants</b>	6 people
<b>Date</b>	6 May 2026
<b>Result</b>	Eligible for HREVN Start - medium initial exposure

### Declared use

## Real uses already in place

The team already uses generative tools to draft proposals, summarise meetings, prepare content and speed up internal tasks.

- Frequent use of ChatGPT and Copilot for text drafts.
- There is no formal inventory of approved tools yet.
- The team sometimes mixes internal work with client material inside prompts.

### Visible gaps

## What is not ordered well enough yet

- There is no clear internal policy on which data must stay out of prompts.
- Current training is informal and leaves no minimum comprehension evidence.
- There is no consistent rule for human review before certain outputs are used.

### Next step

## What HREVN Start activates from here

- Basic AI literacy training for the people involved.
- A minimum comprehension assessment and completion certificate.
- An initial internal AI policy drafted from the declared case.
- A verifiable record showing that the initial measure took place.

*This is a sample output. In a real case, the final content depends on what the company declared and on the final fit assessment.*

*HREVN Start does not promise full compliance. It provides a first structured, reasonable and demonstrable documentary base.*