

BLUE HARBOR EDITIONS

EU AI ACT READY

2026 Operational Guide for
Freelancers and Micro-Enterprises

12 TEMPLATES | 16 CHECKLIST | 30-DAY PLAN

READINESS FILE

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BLUE HARBOR
STUDIO

EU AI Act Ready

2026 Operational Guide for Freelancers and Micro-

Enterprises Blue Harbor Editions - BH-006 - Italian

Edition 2026

VERSION AND DATE OF CONTROL

Version 1.0. Sources and regulatory calendar checked on 19 July 2026. AI rules are evolving: check for official updates before making operational or contractual decisions.

Important Warning

This guide is an educational and organizational tool. It does not constitute legal, tax, technical, security, or data protection advice. It does not certify an organization's compliance and is not a substitute for the analysis of a qualified professional. The examples are simplified and need to be adapted to the specific case, industry, country, contracts and other applicable rules.

The guide uses Regulation (EU) 2024/1689, the pages of the European Commission and the AI Act Service Desk available on the date of the audit as a reference. On 7 May 2026, the European Parliament and the Council reached a political agreement on the simplification and timetable of high-risk rules. Before relying on a date, check that the final acts and national indications have been published.

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Official Source: [Official text of Regulation \(EU\) 2024/1689](#)

How to use this guide

Don't read it as a university textbook. Use it as a sequence of decisions. The end result should be a lightweight but verifiable file: list of tools, role of the organization, initial assessment, internal rules, training tests, supplier audits, and update log.

- If you're working alone: Complete the 60-minute fast track first and then the 30-day plan.
- If you have collaborators: appoint a person responsible for the file, even without creating a new formal role.
- Whether you're using AI in recruitment, credit, education, biometrics, healthcare, essential services, or decisions that impact people: stop the streamlined path and request qualified analytics.
- If you develop, deeply modify or market a system under your name: don't assume that you are a simple user.
- Keep the date, version, decision and responsible. A documented decision is more useful than an elegant policy that is never enforced.

THE PROMISED RESULT

In the end, you will have an AI Readiness File consisting of inventory, classification, policies, controls, training log, transparency models, and review plan.

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PART I

Understanding what matters

The essential rules, the timetable, and the decisions that determine your role.



1. The AI Act in fifteen minutes

The AI Act does not treat all artificial intelligence equally. It applies different obligations based on the role of the operator, the type of system, the risk, and the way the output is used.

Logic in five questions

[] Does the tool fall within the definition of an AI system or an AI model covered by the Regulation?

[] Is my business a supplier, deployer/professional user, importer, distributor or manufacturer of a product?

[] Is the use case prohibited, high-risk, subject to transparency, or limited/minimal risk? []

What persons, data, decisions or rights can be influenced?

[] What evidence can I keep to prove training, control and audit?

OPERATING RULE

Do not classify the brand of the instrument. Categorize the use case. The same generative assistant can be used to summarize low-risk notes or to evaluate candidates in a potentially high-risk setting.

Updated essential calendar

Date	What happens	What To Do
August 1, 2024	Entry into force of the regulation.	Initiate inventory and accountability.
February 2, 2025	Application of prohibited practices and the obligation of AI literacy.	Train those who use or manage AI systems.
August 2, 2025	Governance and obligations for GPAI model providers.	Check the role if you develop or modify models.
August 2, 2026	Application of many provisions, including the transparency rules of Article 50.	Labels, disclosures and ready processes.
August 3, 2026	According to the Commission's FAQs, supervision and enforcement of Article 4 begins.	Maintain the register of AI literacy initiatives.
December 2, 2027	Timetable indicated by the 2026 political agreement for certain high-risk Annex III cases.	Monitor final text, guidelines and national standards.
August 2, 2028	Timetable indicated for high-risk systems integrated into regulated products.	Verify product standards and conformity.

Official Source: [European Commission - AI Act, timetable and political agreement](#)

2026 Official Source: [European Commission - AI literacy, Q&A](#)