

For each criterion, read the evaluation prompt, investigate the tool, then score 0 (Inadequate), 1 (Partial), or 2 (Adequate). Record evidence in the notes field. Any Red Flag should trigger escalation to your firm's risk or compliance lead.

Tool: _____ Assessor: _____ Date: _____

1. Data Security & Privacy

Examine where your data goes once entered. Check whether the provider stores, logs, or uses inputs to train models. Review the data processing agreement and identify whether data leaves the UK or EEA.

0 Inadequate

No DPA available. Data used for model training. Storage location unclear or outside UK adequacy arrangements.

1 Partial

DPA exists but gaps remain (e.g. sub-processors not listed, retention periods vague). Opt-out from training available but not default.

2 Adequate

Clear DPA with named sub-processors. No training on inputs. Data stored in UK/EEA with defined retention and deletion.

RED FLAG Provider cannot confirm where data is stored, or terms allow unrestricted use of inputs.

Score: _____ Notes: _____

2. Client Confidentiality

Test whether client-identifiable information could be exposed through the tool — in prompts, outputs, logs, or shared workspaces. Consider your firm's confidentiality obligations under RICS Rules of Conduct.

0 Inadequate

Inputs visible to other users or used in shared model context. No workspace isolation.

1 Partial

Workspace isolated but audit trail limited. Shared team accounts with no individual access control.

2 Adequate

Full tenant isolation. Individual user accounts. Audit logs available. Prompt history can be cleared or is not retained.

RED FLAG Tool shares prompts or outputs across users/organisations, or client data may appear in outputs served to others.

Score: _____ Notes: _____

3. Output Accuracy & Reliability

Run the tool on 3-5 real tasks from your practice and critically assess output quality. Note where the tool fabricates facts, misapplies standards, or produces inconsistent results on the same input.

0 Inadequate

Frequent factual errors or fabrications. Outputs require near-total rewriting. Inconsistent across runs.

1 Partial

Broadly useful but requires significant professional review. Occasional errors in technical detail.

2 Adequate

Consistently accurate for tested use cases. Errors minor and easily caught during normal review.

RED FLAG Tool fabricates standards references, case law, or technical data that could mislead a client if not caught.

Score: _____ Notes: _____

4. Transparency & Explainability

Assess whether you can explain to a client, colleague, or regulator exactly how AI was used and what it contributed. Consider whether the tool provides source references, version history, or an audit trail.

0 Inadequate

No audit trail. Cannot distinguish AI-generated content from human work. No source attribution.

1 Partial

Some record of AI use but incomplete. Source references provided but not always verifiable.

2 Adequate

Clear record of AI-generated vs human-authored content. Verifiable source references. Easy to document AI's role.

Score: _____ Notes: _____

Score each criterion: 0 (Inadequate) | 1 (Partial) | 2 (Adequate)

5. Human Review & Override

Map where in your workflow the tool's output feeds into decisions or client deliverables. Confirm there is always a qualified professional review step before AI-assisted output reaches a client.

0 Inadequate

Tool outputs go directly to clients or into reports without a structured review step.

1 Partial

Review step exists but is informal or inconsistent. No documented sign-off process.

2 Adequate

Defined review workflow with sign-off. Professional takes explicit responsibility for every AI-assisted output.

RED FLAG No mechanism to prevent unreviewed AI output reaching a client or being used in a decision.

Score: _____ Notes: _____

6. Regulatory & Professional Alignment

Check the tool against your obligations under the RICS AI Standard (mandatory from March 2026), your firm's PI insurance terms, and any sector-specific regulation (e.g. Building Safety Act, CDM).

0 Inadequate

Use would likely breach RICS AI Standard requirements or PI insurance terms. No compliance assessment done.

1 Partial

Partial alignment. Some RICS requirements met but gaps in governance, record-keeping, or risk assessment.

2 Adequate

Fully compatible with RICS AI Standard. PI insurer aware, no exclusions triggered. Sector regulations considered.

RED FLAG PI insurer has AI exclusion clauses this tool would trigger, or use conflicts with RICS mandatory requirements.

Score: _____ Notes: _____

7. Supplier Credibility & Continuity

Research the provider's track record, financial stability, security certifications (ISO 27001, SOC 2), incident response process, and what happens to your data if the service is discontinued.

0 Inadequate

No security certifications. No incident response process. Start-up with unclear funding, no data portability.

1 Partial

Some certifications but incomplete. Incident process exists but untested. Limited track record.

2 Adequate

ISO 27001 or SOC 2 certified. Published incident response with SLAs. Data export available. Established provider.

Score: _____ Notes: _____

8. Cost, Licensing & Lock-in

Model total cost over 12 months including per-seat fees, usage charges, and premium features. Check contract terms for auto-renewal, price escalation, and data portability on exit.

0 Inadequate

Unpredictable costs (usage-based, no cap). Lock-in via proprietary formats. No data export on termination.

1 Partial

Costs broadly predictable but usage spikes possible. Standard data export but some friction. 12-month lock-in.

2 Adequate

Fixed, predictable pricing. Full data portability. Flexible contract terms. No proprietary lock-in.

Score: _____ Notes: _____

Summary

Total (out of 16): _____ Red Flags: _____

GREEN 13-16, no flags

AMBER 9-12, or flags to manage

RED 0-8, or unresolved flag

Recommendation: Approve for use Approve with conditions Do not proceed

Conditions / next steps: _____