

Use this checklist to confirm your firm meets the mandatory requirements of the RICS standard. Tick each item when completed. Any gaps indicate areas requiring immediate attention.

1 Material Impact Determination

- Assessed whether AI use has a material impact on service delivery
Consider: Does the AI output influence the delivery of the surveying service?
- Written record of determination and reasoning documented
Record must be sufficient to demonstrate compliance if reviewed

2 System Governance & Risk Management

- System governance assessment completed before using AI
Pre-use checks recorded in writing for each AI system
- Firm-level AI risk register created and maintained
- Responsible AI use policy developed, documented, and communicated to all staff

3 Procurement & Due Diligence

- Relevant information sought from AI providers before procurement or use
Note: Providers may be unable to supply all information — document what was requested and received
- Data handling and storage arrangements reviewed and deemed appropriate

4 Output Assurance & Professional Judgement

- AI outputs assessed for reliability using professional skill and judgement
- Professional remains accountable for all work, including AI-assisted outputs
- Outputs reviewed for accuracy, completeness, and appropriateness before use

5 Client Communication & Transparency

- Clients informed when AI has had a material impact on service delivery
- Disclosure approach documented (e.g. engagement letter, project communication)

6 Ongoing Compliance

- Record-keeping process established for all material AI use
- Regular review cycle in place for AI policy, risk register, and governance procedures