

FOR QS FIRMS IN CONSTRUCTION FINANCE

RICS AI Compliance Checklist

9 sections · 21 checkpoints · Designed for a principals' meeting

Based on the RICS Professional Standard on Responsible Use of AI in Surveying Practice (1st edition, September 2025, ISBN 978 1 78321 555 3). Tick what you have. Flag what is missing. Assign an owner to each gap.

1 Material Impact & Appropriateness

- Written record confirming your firm has assessed whether AI use has material impact on service delivery.
- Reasoning behind that determination is documented.
- Written assessment confirming AI is the most appropriate tool for the specific task, recorded before use.
- Assessment considers: nature of task, available alternatives, environmental impact, data risks, risk of erroneous output or bias.

2 AI Usage Register

- Every AI system with material impact is logged: system name, purpose, date first used, date of next review.
- Includes informal and unapproved tools (ChatGPT, Copilot, AI-assisted software).

3 Risk Register

- Covers: bias, erroneous outputs, training data quality limitations, data retention risks.
- Each risk: description, likelihood, impact, mitigation plan, risk appetite, RAG rating or similar method.
- Reviewed and updated at least quarterly by staff responsible for AI decisions.

4 Client Disclosure

- Written disclosure in terms of engagement or other contractual documentation, provided in advance.
- Details: when AI is involved; which parts of the process; PI cover if available; how to contest; how to seek redress; how to opt out, if at all.

5 Reliability Assessments

- Written decision per material AI output: (1) assumptions; (2) key concerns incl. datasets; (3) reason for each concern; (4) whether anything could lessen each concern; (5) impact of concerns on overall reliability, including a concluding statement on fitness for intended purpose.
- Prepared by or under supervision of an appropriately qualified and named surveyor who accepts responsibility.
- Where output is not fit for purpose, this must be communicated in writing to the client.

6 Dip-Sampling

- Randomised dip samples of AI outputs at regular intervals for high-volume or automated use.
- Firm remains accountable for each output whether individually reviewed or not.

7 Data Governance

- Private or confidential data stored securely; access restricted to staff that strictly need it; staff trained at least annually.
- No data uploaded to AI systems without: (a) express written consent in advance, and (b) reasonable steps to confirm upload does not pose unacceptable risk.

8 Procurement Due Diligence

- Written requests to each AI vendor covering: environmental impact, development stakeholders, data law compliance, permissions for personal data, training data accuracy / bias / gaps, vendor liability.
- Information recorded and assessed; gaps logged in risk register.

9 Explainability Readiness

- Able to provide on request: type of AI used; basic workings and limitations; due diligence conducted; how risks are managed; reliability decisions made.

WHAT TO DO NEXT

Read the full guide: bankbuild.com/rics-ai-compliance/guide

Get in touch: hello@bankbuild.com