

# AI Governance – a good practice checklist

## A RICS AI Standard readiness checklist for surveying firms

This checklist maps to the RICS Professional Standard ‘*Responsible use of artificial intelligence in surveying practice*’ (the “RICS AI Standard”), effective 9 March 2026. It sets out what good looks like across every clause in the standard when your firm uses Artificial Intelligence (AI) in its work.

Read our [companion Explainer](#) for a plain-English summary of the Standard and its implications.

Then work down each item below - the empty boxes become your action plan.

### Governance and strategy

In place?	What good looks like	Clause
<input type="checkbox"/>	<b>AI Strategy</b> - where AI fits, what you will adopt, your boundaries	s.3.2
<input type="checkbox"/>	<b>Responsible AI Use Policy</b> - scope, roles, liabilities, human oversight, training	s.3.2
<input type="checkbox"/>	<b>AI Risk Appetite Statement</b> - how much AI risk you accept, and where	s.3.2 / 3.3
<input type="checkbox"/>	<b>Roles and Accountabilities (RACI)</b> - who owns each AI decision and sign-off	s.3.2 / 4.2
<input type="checkbox"/>	<b>Governance cadence</b> - an at-least-quarterly review rhythm	s.3.3
<input type="checkbox"/>	Appropriateness assessment (or a standing written policy)	s.3.2

### Registers and records (the living evidence)

In place?	What good looks like	Clause
<input type="checkbox"/>	<b>AI Systems Register</b> - every material AI system, with materiality reasoning	s.3.2 / 1.2
<input type="checkbox"/>	<b>AI Risk Register</b> - the four categories, with RAG, reviewed quarterly	s.3.3
<input type="checkbox"/>	<b>Reliability and Accountability Log</b> - a signed decision per material output	s.4.2
<input type="checkbox"/>	<b>Supplier due-diligence records</b> - the seven areas, gaps logged as risks	s.4.1
<input type="checkbox"/>	<b>Client disclosure records</b> - AI disclosed in writing, before use	s.4.3
<input type="checkbox"/>	<b>Data and consent records</b> - what data may go into which tools	s.3.1

## Processes and templates

In place?	What good looks like	Clause
<input type="checkbox"/>	<b>Engagement-terms clauses</b> - the six disclosure points	s.4.3
<input type="checkbox"/>	<b>Explainability response template</b> - the five-point written explanation	s.4.4
<input type="checkbox"/>	Data-handling and approved-tool policy	s.3.1
<input type="checkbox"/>	Output-override and incident process	s.4.2
<input type="checkbox"/>	Legislation-conflict and RICS-reporting process	s.1.2

## People and competency

In place?	What good looks like	Clause
<input type="checkbox"/>	<b>Baseline AI competency framework</b> - what every AI user must understand	s.2
<input type="checkbox"/>	Baseline and annual privacy training, with records	s.2 / 3.1
<input type="checkbox"/>	Board or leadership AI briefing	Governance

## Evidence and readiness

In place?	What good looks like	Clause
<input type="checkbox"/>	<b>Compliance evidence pack</b> - producible on demand	s.4.4 (covering 3&4)
<input type="checkbox"/>	<b>Audit trail</b> - a versioned history of decisions and reviews	Derived
<input type="checkbox"/>	<b>Periodic readiness review</b> - before PI renewal or audit	Derived

*If your firm builds its own AI, section 5 Standard adds development records on data, permissions, sustainability and testing.*

## Above all, you need one living record

Most of the boxes above are records, and the Standard expects them to be live and producible on demand. The simplest way to hold them is one register that contains, in one place:

- AI systems and materiality calls
- AI risks
- reliability decisions and named sign-offs
- supplier due-diligence
- training and competency
- client disclosures

Keep that current and you can evidence your position to an insurer, a client or RICS at any time.

## WHERE WE CAN HELP - AI GOVERNANCE REGISTER

### AI GOVERNANCE REGISTER - £149

Built for the RICS AI Standard, it is a ready-to-use working record with every group above covered, the checklist built in, a readiness dashboard and worked examples.

It is an Excel template structured across the key sections, for less than it would cost to build it yourself. A simple way to turn this checklist into a living, evidenced position.

Find it at [axiomaiinsights.co.uk](https://axiomaiinsights.co.uk)

### A NOTE ON WHAT THIS DOES AND DOES NOT DO

This guide is educational. It helps a RICS-regulated firm understand the Standard and organise its response. It is not legal advice and does not certify, guarantee or confirm compliance, and it is not RICS-approved. Responsibility for compliance rests with the firm and its named accountable surveyors. Firms should take their own professional and legal advice.

Axiom AI Insights is not affiliated with, endorsed by or connected to RICS (the Royal Institution of Chartered Surveyors). References to the RICS AI Standard are made to describe the standard this guide helps you address.