AI Readiness Checklist

25 questions to see how ready your construction firm is for AI.

How to use this: tick every statement that is true for your firm today. Be honest: a low score just shows where to start. Count your ticks at the end.

Data and records

- [ ] Past quotes and tender documents are saved in one place we can find them
- [ ] Job costs are recorded against each project (labour, plant, materials)
- [ ] Site diaries or daily reports are written down, not just remembered
- [ ] Drawings and specifications have a clear version control habit
- [ ] Photos from site are named or stored by project and date

Quoting and pricing

- [ ] We know our usual rates for labour, plant and materials
- [ ] We review every quote against what the job actually cost
- [ ] Quotes follow a consistent layout and wording
- [ ] We can find lost or won tender reasons from the last year

Safety and compliance

- [ ] Incidents and near misses are logged every time
- [ ] Toolbox talks are recorded with signatures
- [ ] Permits, inspections and certificates have a tracked renewal date
- [ ] RAMS are reviewed and updated for each job

Reporting

- [ ] Progress reports go to clients on a regular schedule
- [ ] Someone owns the weekly report each week
- [ ] Variations are recorded in writing before work starts
- [ ] We can see project profit before the job finishes

People and tools

- [ ] Someone in the business is named as the AI lead
- [ ] Office staff have tried an AI assistant for writing or summaries
- [ ] Site teams are told what AI is and is not used for
- [ ] We have a rule that a person checks AI output before it goes out

Risk and privacy

- [ ] We know what data must never go into public AI tools

- ☐ Client names and prices are protected in line with contracts
- ☐ Any site cameras or drones have a privacy and operating policy
- ☐ Staff know how to report an AI mistake

Your score (out of 25)

Ticks	Where you are	Next step
0 to 8	Getting started	Fix records first. Pick one small AI task, such as summarising site notes.
9 to 17	Building	Choose one use case from the Use-Case Guide and run the 30-day plan.
18 to 25	Ready to scale	Connect quoting, reporting and compliance, and measure results monthly.

These templates are practical aids, not legal or health and safety advice. Check current legal duties, site rules and insurer requirements with your own competent adviser before relying on them. A named person should always review AI output before it is sent, signed or acted on.