

PRE-PROJECT CHECKLIST

PROJECT DETAILS

Date:	Proposed Commencement Date:	Duration:
Project Description:		Project Ref:
Client:		
Site Address:		
Tel No:		
Project Manager/Coordinator:		

PRE-COMMENCEMENT CHECKS

Where applicable, attach/insert details. If not applicable - mark n/a. If details not available - request from Client/CDM Coordinator/PC and ensure received before commencement of works.

	Insert Yes/No
Does project fall within CDM Regs?	
Copy of F10 provided (if CDM project)	
Information received from Client/CDM Coordinator/PC/Designer (ie Spec, Construction Phase Plan/drawings, Site Rules etc) List –	
Communication arrangements:	
Monitoring arrangements (if applicable):	
Possible impact of/to adjacent sites/work etc incl interface with Client, existing occupant, members of public (if applicable – eg noise, vibration, dust):	
Access/egress/restriction/security/segregation issues (if any):	
Site waste management arrangements (if any):	
Material storage/delivery arrangements (if applicable):	
On-Site welfare facilities (If not, detail facilities to be used):	
Site fire/emergency/first aid/accident arrangements:	
Work requiring Permit:	
Details of materials which could present a risk:	
Notification of risks our work may pose to others undertaking work during our operations – provided to Client/PC/CDM Coordinator/others (if applicable)	
Method Statement & Risk Assessments provided to Client/PC/CDM Coordinator	

All above Pre-commencement Checks have been completed, relevant information is available and work can commence -

Name:	Signature:	Date:
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