

CDM 2015 COMPLIANCE CHECKLIST

22 duties in plain English, each with the regulation behind it or the good practice it rests on. Tick what you can evidence and note where the evidence sits.

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PROJECT / SITE

PREPARED BY

DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg

statutory duty under CDM 2015

Good practice

asked for, but not statute

SECTION 1 OF 3

Pre-construction

5 of 22

Before anyone sets foot on site

01 ☐ Pre-Construction Information (PCI)

Reg 4(4)

The client must provide relevant information about the site, existing structures and any known hazards.

Evidence, owner, date

02 ☐ Appointment of duty holders

Reg 5

Client must appoint Principal Designer and Principal Contractor (where there is more than one contractor) with sufficient time and resources.

Evidence, owner, date

03 ☐ Design risk management

Reg 9

Designers must eliminate, reduce or control foreseeable risks during design, construction, maintenance and use.

Evidence, owner, date

04 ☐ H&S file preparation started

Reg 12

Principal Designer prepares the file appropriate to project characteristics and updates it through design.

Evidence, owner, date

05 ☐ F10 notification to HSE

Reg 6

Client must notify HSE if construction lasts longer than 30 working days with more than 20 workers simultaneously, or exceeds 500 person-days.

Evidence, owner, date

NOTES AND ACTIONS

SECTION 2 OF 3

Construction phase

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While the job is running

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|----|--------------------------|--|---------------|
| 06 | ☐ | Construction Phase Plan (CPP)
Principal Contractor prepares written CPP before construction begins, setting out H&S arrangements and site rules.

Evidence, owner, date | Reg 12 |
| 07 | ☐ | Site inductions
All workers receive site-specific induction covering site rules, emergency procedures and hazards.

Evidence, owner, date | Reg 13(4)(a) |
| 08 | ☐ | Competency checks
Principal Contractor confirms workers have appropriate skills, knowledge, experience and training.

Evidence, owner, date | Reg 8 |
| 09 | ☐ | RAMS for every activity
Risk assessments and method statements prepared for every activity and signed by the operatives doing it. CDM makes each contractor plan, manage and monitor its own work; the duty to assess the risk itself sits in MHSWR 1999 reg 3.

Evidence, owner, date | Reg 15(2) |
| 10 | ☐ | Worker consultation
Principal Contractor consults and engages workers on H&S and welfare matters.

Evidence, owner, date | Reg 14 |
| 11 | ☐ | Site security & access control
Principal Contractor takes steps to prevent unauthorised access to the site.

Evidence, owner, date | Reg 13(4)(b) |
| 12 | ☐ | Welfare facilities
Adequate toilets, washing, drinking water, rest areas, drying and changing.

Evidence, owner, date | Reg 13(4)(c) |
| 13 | ☐ | Emergency procedures
Procedures established, communicated and tested: fire, first aid, evacuation.

Evidence, owner, date | Regs 30 to 32 |
| 14 | ☐ | Site inspections
Regular site inspections to identify hazards and ensure compliance with site rules.

Evidence, owner, date | Good practice |

NOTES AND ACTIONS

SECTION 3 OF 3

Paperwork and people

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The records an audit asks for

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|----|---|---------------|
| 15 | ☐ Competency verification
All duty holders have appropriate skills, knowledge, experience and organisational capability.
Evidence, owner, date | Reg 8 |
| 16 | ☐ Training records
CSCS, CITB and trade-specific certificates tracked per worker, with expiry dates and renewal alerts.
Evidence, owner, date | Good practice |
| 17 | ☐ RIDDOR reporting
Deaths, specified injuries, dangerous occurrences and over-7-day absences reported to HSE.
Evidence, owner, date | RIDDOR 2013 |
| 18 | ☐ Communication between duty holders
Effective communication maintained between client, designers and contractors throughout.
Evidence, owner, date | Good practice |
| 19 | ☐ H&S file updates & handover
File updated through construction, signed off and handed to the client at completion.
Evidence, owner, date | Reg 12 |
| 20 | ☐ Document version control
Drawings, RAMS, CPP and training records all version-controlled with an audit trail.
Evidence, owner, date | Good practice |
| 21 | ☐ Audit trail
Complete, signed, append-only audit trail covering every approval, sign-off and change.
Evidence, owner, date | Good practice |
| 22 | ☐ Action tracking & close-out
Every issue, near-miss, snag and corrective action tracked to close, with owner and due date.
Evidence, owner, date | Good practice |

SIGN-OFF

CHECKED BY 	SIGNATURE 	DATE
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NOTES AND ACTIONS