



The Construction (Design and Management) Regulations 2015

Pre-construction information

What the client knows, or can reasonably find out, about this project and its hazards, for every designer and contractor before they are appointed.

PROJECT

SITE ADDRESS			
CLIENT		PRINCIPAL DESIGNER	
PREPARED BY		ISSUED TO	
REVISION	DATE OF ISSUE		STATUS

Revision record

Pre-construction information is added to as the design develops. What is gathered at the start is unlikely to be enough on its own (L153, Appendix 2, para 4).

REV	DATE	WHAT CHANGED	BY

THE PROJECT

The brief, the dates and the team

Specific to this project, detailed enough to be useful and in proportion to the risks.

Client brief

What the client wants built or changed, and why.

L153, APPENDIX 2, PARA 5(A)

Description of the work

The structure, the scope and the site. Say whether the building stays in use during the works.

Key dates of the construction phase

Include any date that cannot move, and any period when work cannot happen.

PLANNED START

PLANNED COMPLETION

FIXED DATES AND RESTRICTIONS

The project team

ROLE	NAME AND COMPANY	TELEPHONE	EMAIL
Client			
Client's representative			
Principal designer			
Designers			
Principal contractor			

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PLANNING AND MANAGEMENT

Time, resources and how the work is coordinated

The client must allow enough time and resources for each stage, and make arrangements for dutyholders to cooperate.

Time allowed for each stage Including the time between appointing a contractor and the start on site, which is when the plan gets written. REGULATION 4(1), L153, APPENDIX 2, PARA 5(B)	STAGE	TIME ALLOWED	NOTES
	Design		
	Mobilisation Appointment to start on site		
	Construction		
	Handover		

Cooperation and coordination Project meetings, design reviews, and how information and changes are passed between dutyholders. L153, APPENDIX 2, PARA 5(B)	
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The client's requirements on site The arrangements the building and its occupiers impose on the work.	REQUIREMENT	DETAILS
	Access and working hours	
	Areas that stay occupied or in use	
	Security and the client's own permits	
	Deliveries, parking and storage	
	The building's fire and emergency procedures	
	Other restrictions	

SITE HAZARDS

What is already there

The existing hazards of the site and the building, where the evidence is held, and what is still missing.

HAZARD	WHAT IS KNOWN, AND THE REFERENCE	GAPS AND ACTION
Asbestos Survey type, date and reference		
Live services Above and below ground, and where they isolate		
Ground conditions and contamination		
Existing structures Stability, fragile roofs and materials		
Previous alterations or damage		
Hazardous materials stored on site		
Neighbours, the public and traffic routes		
The client's own activities Work that carries on during the project		
Other		

L153, APPENDIX 2, PARA 5(C)

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DESIGN AND CONSTRUCTION

Hazards the design has not removed

Significant risks the designers could not eliminate, and how they have been reduced or controlled.
Designers provide this with the design.

HAZARD OR DESIGN FEATURE	HOW IT IS REDUCED OR CONTROLLED	FOR THE CONTRACTOR	DESIGNER

REGULATION 2(1), L153, APPENDIX 2, PARA 5(C) AND APPENDIX 3, PARA 9

Existing health and safety file

The file from earlier work on this structure, if there is one. It is often the most useful document the client holds.

L153, APPENDIX 2, PARA 5(D)

WHERE IT IS HELD

☐ Yes ☐ No

WHAT IN IT IS RELEVANT TO THIS PROJECT

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GAPS AND DISTRIBUTION

Filling the gaps, and who has it

Assess what the client holds, find the gaps and take reasonable steps to fill them, for example by commissioning surveys. Then issue it.

Information still needed

L153, APPENDIX 2, PARA 8

MISSING INFORMATION	ACTION	BY WHOM	BY WHEN

Distribution record

Every designer and contractor appointed, or being considered for appointment, as soon as practicable.

REGULATION 4(4)

ISSUED TO	ROLE	REVISION	DATE

Sign-off

PREPARED BY, FOR THE CLIENT	POSITION	SIGNATURE	DATE
PRINCIPAL DESIGNER	COMPANY	SIGNATURE	DATE

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