**STFC CDM Project Management Arrangements**

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| **Project Name:** |  |
| **Project Number:** |  |
| **Date Prepared:** |  | **By Whom:** |  |
| **Item No.** | **Project Specific Management Arrangements** | **Confirmed** | **Date confirmed** |
| **Yes** | **No** |  |  |
| 1 | Has a Client been appointed for this project by the Department Director? |  |  |  |
| 2 | Is the person acting as Appointed Client is aware of their CDM duties and what is expected of them? |  |  |  |
| 3 | Has a clear brief been prepared by the Appointed Client including; project objectives, timescales, finance arrangement, health, safety and environmental performance etc.? |  |  |  |
| 4 | Has the relevant information been obtained and issued to provide pre-construction information as per SHE Code 13 Appendix 4? |  |  |  |
| 5 | Are all members of the project team aware and clear about their roles and responsibilities? |  |  |  |
| 6 | Have all required appointments been made for designers, principal designer, contractor and principal contractor? |  |  |  |
| 7 | Can the Appointed Client demonstrate that appropriate time is available for all phases of the project (e.g. through milestones plans); feasibility, design, construction commissioning, handover etc.? |  |  |  |
| 8 | Does the Appointed Client have processes in place to confirm the Principal Designer and Principal Contractor comply with their duties? |  |  |  |
| 9 | Has the format of the health and safety file been agreed with the STFC Appointed Client? |  |  |  |
| 10 | Do all duty holders have an effective process in place for consultation during the project? |  |  |  |
| 11 | Has the Principal Designer confirmed and evidenced that co-ordination and design reviews will be built into the design programme? |  |  |  |
| 12 | Does the Principal Designer have arrangements in place for signing off variations / instructions? |  |  |  |
| 13 | Do the Principal Designer / Contractors with design responsibilities have arrangements in place to co-operate with STFC’s design team? |  |  |  |
| 14 | Does the Principal Designer have arrangements are in place for collecting the health and safety file information? |  |  |  |
| 15 | Are processes in place to confirm that all designers will work together without causing danger to either construction workers, maintenance staff or users of the facility? |  |  |  |
| 16 | Are arrangements in place to alert the Appointed Client to significant / late design variations? |  |  |  |
| 17 | Are the arrangements and format of the health and safety file determined, including whether it is to be hard copy or electronic? |  |  |  |
| 18 | Is sufficient time allowed for the Principal Contractor to plan and mobilise the construction work?(Note – to be confirmed by PC) |  |  |  |
| 19 | Has the Principal Contractor arrangements in place for providing welfare facilities on site?  |  |  |  |
| 20 | Are the welfare arrangement in place from the start of construction? |  |  |  |
| 21 | Has the Principal Contractor prepared a Construction Phase Plan (CPP) that addresses the main risks during all stages of construction?(Note – this document will require regular review and assurance to confirm it remains up to date and applicable to the works carried out). |  |  |  |
| 22 | Does the Principal Contractor have suitable arrangements in place for site induction, including any STFC specific requirements? |  |  |  |
| 23 | Has a project directory been completed? |  |  |  |