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| ***Pre-Construction Information Pack*** |
| Form |

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| PROJECT REFERENCE (WORKS ORDER) |
|  |
| PROJECT AND LOCATION |
|  |
| COMMISSIONING CLIENT |
|  |

 PROJECT NOTIFICATION STATUS

Choose an item.

## **DOCUMENT CONTROL**

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| --- | --- | --- |
| DATE | REV | DESCRIPTION |
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Contents

[**DOCUMENT CONTROL** 1](#_Toc441501111)

[**1.0 PROJECT DETAILS** 3](#_Toc441501112)

[**1.1 Client Brief 3**](#_Toc441501113)

[**1.2 CDM compliance requirements 3**](#_Toc441501114)

[**1.3 Key dates 3**](#_Toc441501115)

[**Project Contacts 4**](#_Toc441501116)

[**2. PROJECT PLANNING AND MANAGEMENT** 5](#_Toc441501117)

[**2.1 The design program and arrangements for coordination and cooperation for any on-going design work** 5](#_Toc441501118)

[**2.2 Arrangements for coordination and cooperation during the construction phase** 5](#_Toc441501119)

[**2.3 Preconstruction Site Set-up Drawings** 5](#_Toc441501120)

[**2.4 Client’s Site Specific Rules** 5](#_Toc441501121)

[**3.0 Preconstruction Information: Project Risks to be addressed** 5](#_Toc441501122)

[**3.1 Project Specific Risks** 5](#_Toc441501123)

[**3.2 Requirements for the Health and Safety File** 5](#_Toc441501124)

[**4.0 EXISTING INFORMATION (reference and location)** 5](#_Toc441501125)

[**Existing Health and Safety File** 5](#_Toc441501126)

[**Existing Drawings** 5](#_Toc441501127)

[**Asbestos Survey information** 5](#_Toc441501128)

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# **1.0 PROJECT DETAILS**

## **1.1 Project Brief**

Add an outline description of the proposed works

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| Click or tap here to enter text. |

## **1.2 CDM compliance requirements**

The Project will be delivered with adequate and proper regard to health, safety and welfare by applying appropriate and proportionate cooperation and consideration of all significant or unusual Project-specific risks arising from the design, existing environment and construction phases.

The general principles of prevention will be applied to mitigation of risk.

Adequate welfare provision will be provided on Site from day one of construction and any enabling works and maintained for the duration of the construction phase.

The Site work force will be fully informed and engaged via appropriate induction and ongoing consultation and other briefings.

The Site will be maintained in good order with adequate regard to public safety, traffic management and site security.

The Client’s representative will be promptly informed of any significant on-site incident or intervention by the enforcing authorities.

Fife Council’s relevant Contractor Rules will be applied. See: <https://www.fife.gov.uk/contractorruleset>

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| **1.3 Key dates:**  *Including (e.g.) time allowed for mobilisation and preparation of the Construction Phase Plan, enabling works and the construction phase.* |
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**Project Contacts:**

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| --- | --- | --- |
| **CDM Client** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Contract Administrator** | Name |  |
| Address |  |
| telephone |  |
| e-mail |  |
| **Principal Designer** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Quantity Surveyor** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Commissioning Service contact**  | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Structural Engineer** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Mechanical Engineer** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Electrical Engineer** | name |  |
| address |  |
| telephone |  |
| e-mail |  |
| **Other** | name |  |
| address |  |
| telephone |  |
| e-mail |  |

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# **2. PROJECT PLANNING AND MANAGEMENT**

## **2.1 The design program and arrangements for coordination and cooperation for any on-going design work**

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## **2.2 Arrangements for coordination and cooperation during the construction phase**

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## **2.3 Preconstruction Site Set-up Drawings**

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## **2.4 Client’s Site Specific Rules**

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# **3.0 Preconstruction Information: Project Risks to be addressed**

## **3.1 Project Specific Risks**

Please refer to attached Checklist Information (OHS-C-16.F2 Checklist).The Principal/Contractor shall respond (to the CDM Client/Contract Administrator) to all hazard issues identified overleaf via his initial Construction Phase Plan before commencing construction work.

## **3.2 Requirements for the Health and Safety File**

Please refer to Part D of attached Checklist.

# **4.0 EXISTING INFORMATION (reference and location)**

|  |  |
| --- | --- |
| **Existing Health and Safety File**  |  |
| **Existing Drawings** |  |
| **Asbestos Survey information** |  |