

STFC CDM Project Management Arrangements

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?			