**Guidance**

Anyone appointed as the Principal Designer for a project under the CDM regulations has duties and responsibilities that must be adhered to. This template provides you with guidance to confirm you are compliant and is available on the SpheraCloud (Safeguard) system as a checklist to record your findings and raise any actions that are required to implement the Principal Designer duties under the regs. This checklist is to be used prior to a pre-construction review and any on site mobilisation (Stage 4 of Stage Gate Process).

This is a LIVE document and must be subject to regular review throughout the lifecycle of the project records of which should be retained and readily retrievable.

Note: the information provided will be relevant to the scale and complexity of the project:

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| **Project Title:** |  | **Project Manager:** |  |
| **Project Reference:** |  | **Principal Designer:** |  |
| **Date:**  |  | **Principal Contractor:** |  |
| **Completed by:** |  | **Next planned review:** |  |

|  |  |  |  |  |
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|  | **Section** | **Guidelines for assessment** | **Assessment** | **Comments/Actions required by whom by when.** |
| **Yes** | **No** | **N/A** |
| **1.** | **CDM general requirements** |  |  |  |  |   |
| ***a*** | Has Principal Designer (PD) been formally appointed (by a letter HSI 16) and has the PD accepted the appointment |  |  |  |  |  |
| ***b*** | Has Principal Contractor been formally appointed (by a letter HSI 17) and has the PC accepted the appointment |  |  |  |  |  |
| ***c*** | The Principal Designer project plan demonstrating how they will, Plan, Manage, Monitor and coordinate the pre-construction activities: Has the pre-construction plan been complied with and each Designer has considered the designs by other Designers? |  |  |  |  |  |
| ***d*** | Can PD demonstrate that all designers are complying with their CDM duties – (L153 guidance & CITB guidance) |  |  |  |  |  |
| ***e*** | Is there a process in place between the Principal Designer and the Principal Contractor regarding reviewing, assessing and coordinating the designs during construction? |  |  |  |  |  |
|  | **CDM general requirements (continued)** |  |  |  |  |  |
| ***f*** | Is there a process regarding design change during construction? |  |  |  |  |  |
| ***g*** | Are arrangements in place for H&S site inspections by the TW representatives and the Designers?  |  |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| **2** | **Pre-construction information** |  |  |  |  |   |
| **a** | Has the PD confirmed that the PCI (HSI 18) has been updated following completion of surveys, investigations and designs and is adequate for start of construction on site?  |  |  |  |  |  |
| **b** | Has a Construction Phase Plan (CPP) been prepared and reviewed by the Principal Designer and the Client’s representative. |  |  |  |  |  |
| **c** | Have Utility records been obtained and up to date (reviewed every 3 months required)? |  |  |  |  |  |
| **d** | Have critical surveys been completed before site mobilisation and start of construction on site? |  |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| **3** | **Design hazards** |  |  |  |  |   |
| **a** | Have all significant hazards been documented – (HSI18) |  |  |  |  |  |
| **b** | Have Designers undertaken reasonable practical steps to eliminate, reduce, isolate, and control these hazards? (HSI12 – Design risk register to be accommodated within HSI18)? |  |  |  |  |  |
| **c** | Have Designers communicated the residual H&S risks in HSI18 and the relevant drawings? |  |  |  |  |  |
| **d** | Have designers considered the TW lifesaving commitments as part of design |  |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| **4** | **Operational requirements** |  |  |  |  |   |
| **a** | Has appropriate HAZOP or ALM studies been undertaken? |  |  |  |  |  |
| **b** | Is this a COMAH Site? (HSI28, HSI35, HSI42) |  |  |  |  |  |
| **c** | Has a DSEAR assessment been undertaken? (HSI32) |  |  |  |  |  |
| **d** | Have H&S impact of any outage, isolation, testing and commissioning been considered? |  |  |  |  |  |
| **e** | Has the Principal Contractor made arrangements in his programme for TW Permits to be obtained in good time if not already obtained? E.g. TWOSA, TOCOP, IAB approval and Permit to Work for working on or near live water mains. |  |  |  |  |  |
| **f** | Has there been adequate involvement of TW Operational staff relating to flow isolations, outage plans, working on electrical panels and other assets before site mobilisation? |  |  |  |  |  |

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|  | **Section** | **Guidelines for assessment** | **Assessment** | **Comments/Actions required by whom by when.** |
| **Yes** | **No** | **N/A** |
| **5** | **Buildability requirements** |  |  |  |  |   |
| **a** | Is sufficient working space available to maintain segregation of people and plant |  |  |  |  |  |
| **b** | Is site access sufficient and suitable for the size of plant being used (cranes/ long vehicles or prefabricated assets) and can access for emergency vehicles be achieved (consider bridges, narrow roads, overhead cables and weight restrictions) |  |  |  |  |  |
| **c** | Is there specific temporary works required that will impact the permanent works design, bespoke design required? |  |  |  |  |  |
| **d** | Have the temporary works designer and temporary works coordinator reviewed and signed off as to how the design is being coordinated and planned? |  |  |  |  |  |

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