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|  | **SR105: CDM Client Management Arrangements Checklist**  |  |

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| Project: | Property No: (UPRN) | Compiled by:  |
| Project No: | Date: |

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|  | Items to Check | Duty Holder Responsible | Who carried out by | Action taken by/ date | Comments |
| 1 | Are you clear about your responsibilities? | Client  |  |  |  |
| 2 | Have you made your formal appointments? | Client  |  |  |  |
| 3 | Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?  | Client  |  |  |  |
| 4 | Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties? | Client  |  |  |  |
| 5 | Have you checked that the project team is adequately resourced? | Client  |  |  |  |
| 6 | Has a project or client brief been issued to the project team? | Client |  |  |  |
| 7 | Has the project team been provided with information about the existing site or structure (pre-construction information)? | Client |  |  |  |
| 8 | Has project-specific health and safety advice been sought? | Client  |  |  |  |
| 9 | Are suitable arrangements in place to manage health and safety throughout the project? | Client  |  |  |  |
| 10 | Has a schedule of the key activities for the project been produced? | Client  |  |  |  |
| 11 | Has sufficient time been allowed to complete the key activities? | Client  |  |  |  |
| 12 | Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work? | Client  |  |  |  |
| 13 | Have you checked that a construction phase plan has been adequately developed before work starts on site? | Client |  |  |  |
| 14 | Are you satisfied that suitable welfare facilities have been provided before work starts on site? | Client  |  |  |  |
| 15 | Have you agreed the format and content of the health and safety file? | Client  |  |  |  |

**Notes: Person allocated to carry out / confirm action taken to complete action taken by column.**

Comments

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