Appendix I [**Project Completion Check List**](#CDMProjectCompletionChecklist)

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| **Project reference:** |  | | |
|  | | | |
| **Project Description** |  | | |
|  | | | |
| **Contract Administrator** |  | **Date first issue:** |  |

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| --- | --- | --- | --- |
| **Parameter** | **Y** | **N** | **Comment** |
| Were appointments made in good time? |  |  |  |
| Was Project Notification submitted in good time? |  |  | *(where applicable)* |
| Were adequate checks made to ensure competency, resources & management arrangements of all appointees? |  |  |  |
| Were risks associated with environmental restrictions, existing on site and adjacent risks and client overlap issues adequately identified and communicated? |  |  |  |
| Was the above information presented in good time and in comprehensible form? |  |  |  |
| Were Client (& in-house client) Project/Site specific rules and goals identified and communicated? |  |  |  |
| Was the existing Health & Safety File(s) for the structure(s) made available to all parties in good time? |  |  |  |
| Is there a record confirming suitability and acceptance of the initial Construction Phase Plan? |  |  |  |
| Were adequate time and resources available to all those with CDM duty holder roles? |  |  |  |
| Has the Health & Safety File been completed? |  |  |  |

**In-house Client (where applicable)** (Asset Management, Regeneration, etc.)

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| Was there adequate and continuing dialogue with the in-house client and all **other duty holders** throughout the Project cycle? |  |  |  |
| Was the Project handover adequate? |  |  |  |
| Are there any continuing issues with snagging or commissioning? |  |  |  |

**Designers**

|  |  |  |  |
| --- | --- | --- | --- |
| Was adequate regard given to the hierarchy of risk controls? |  |  |  |
| Was adequate information about residual risk included in the design? |  |  |  |
| Was there adequate and continuing co-operation with the Principal Designer and other Designers? |  |  |  |
| Was Health & Safety File information prepared and delivered in good time and to an adequate standard? |  |  |  |

**The Principal Designer (PD): (as applicable)**

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| --- | --- | --- | --- |
| **Parameter** | **Y** | **N** | **Comment** |
| Did the PD operate effectively as a member of the Project Team throughout the Project cycle? |  |  |  |
| Was co-operation between Designers both encouraged and effective? |  |  |  |
| Was there adequate involvement in initial & any evolving design issues? |  |  |  |
| Was the pre-construction Information prepared and delivered in good time and was it to an adequate standard? |  |  |  |
| Was Health & Safety File information prepared and delivered in good time and to an adequate standard? |  |  |  |

**The Contractor or Principal Contractor (PC)**

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| --- | --- | --- | --- |
| Any problems identified with sub-contractor appointments? |  |  |  |
| Were adequate welfare facilities provided and maintained throughout the Project? |  |  |  |
| Was liaison (inc. evolving design issues) with the Project Team effective during the Construction Phase? |  |  |  |
| Construction Phase Plan developed to adequate standard? |  |  |  |
| Were construction zones adequately segregated to prevent unauthorised access? |  |  |  |
| Was the site and designated storage areas maintained in a safe and tidy state? |  |  |  |
| Was co-operation between contractors and other building users adequately maintained? |  |  |  |
| Were Client stipulated & other site rules (e.g. traffic management, storage, segregation and timing of activities, etc.) complied with? |  |  |  |
| Was there effective participation in Project 3600 evaluation process? |  |  |  |
| Were there any significant accidents/incidents during the Project? |  |  |  |
| What can we learn from this Project and apply to others? | | | |