

Construction London Ltd

Project Quality And Safety Start Up File

Project:

Commencement date:

Duration:

Responsible parties:

Contents:

- 1. Overview of project**
- 2. Site documentation**
- 3. Scope of works & contract documentation**
- 4. Programs**
- 5. Finance**
- 6. Health & Safety**
- 7. Quality**
- 8. AOB**

1. Overview of project

- 1 Contractor
- 2 Value
- 3 Brief scope of works
- 4 Roles and responsibilities

2. Site documentation

Templates to be supplied in a site file include:

- 5 Request for information schedule
- 6 Instruction schedule
- 7 Confirmation of verbal instruction schedule
- 8 Drawing / document register
- 9 Site correspondence
- 10 Site meetings
- 11 Contact list
- 12 Construction London sub contractor assessment form
- 13 Site attendance and record of events and conditions (diary)
- 14 Materials in / out register (incorporating record of conditions)
- 15 Site correspondence issued and received
- 16 Sub contractor pre start meetings
- 17 Sub contractor CIS details

3. Scope of works & contract documentation

- 18 Specification
- 19 Drawing register
- 20 Tender documents
- 21 Works arising (possible)
- 22 Construction versus tender program assessment
- 23 Pre start meeting

4. Program

- 24 Construction program
- 25 Labour forecast
- 26 Materials forecast
- 27 Noisy works implication
- 28 Discussion of lead in periods
- 29 Discussion of design periods

30 Discussion of handover and snagging periods

5. Finance

31 Cost forecast
32 Valuation schedule
33 Variation schedule
34 Variation assessments
35 Allocation sheets
36 Contract
37 Letter of intent
38 LADs
39 Contra charges

6. Health & Safety

40 Construction London Induction schedule
41 Construction London induction form
42 Nominated health & safety person (certification and training)
43 Method statement schedule
44 Method statements (incorporating risk and COSHH assessments)
45 Toolbox talk attendance sign off sheets
46 Toolbox talk topics
47 PPE issue register
48 Safety consultant attendance and inspection sheets
49 Site emergency procedures
50 Safety training certification
51 Accident reporting
52 Lifting and sling inspection and certification register
53 Signage
54 Project health & safety special conditions (confined spaces or asbestos etc)
55 Fire plan
56 Environmental plan
57 Health and safety plan
58 Insurances

7. Quality

59 Work place record of conditions (dilapidations)
60 Work place photographs at works commencement
61 Acceptance of workplace sign off sheet
62 Works check list
63 Works snag list
64 Works handover form

65 Works handover photograph schedule

66 Third party damages sheet.

8. Operations and Safety Manual

67 Inclusions to be kept on record

9. Any other business

Any business which may arise relevant to the project delivery.