CDM 2007 – Flowchart

	Appraisal/ Strategic Briefing	Outline Proposals	Detail/ Final Design	Production information	Tender documentation	Tender action	Mobilisation	Construction to Practical Comp.	*Construction Phase end*
Client *Project Sponsor <> Project Manager*	PROJECT INITIATION DOCUMENTATION — INTERNAL PROJECT MGR. ? / EXTERNAL PROJECT MGR. ?	PROJECT CDM-TO-APPLY CHECKSHEET; **APPOINT CDM-C IF NOTIFIABLE**; OBTAIN H&S ASSISTANCE IF < 30 DAYS; F10 SIGNED BY PROJECT SPONSOR; *ENSURE ROLES AND REMITS ARE SET AND AGREED*	EXISTING H & S FILE TO CDM-C; AGREE FORMAT OF H & S FILE WITH CDM-C; PROVIDE ADDITIONAL PRE-CONSTRUCTION INFORMATION			SIGN PROJECT REPORT TO APPROVE EXPENDITURE; SIGN ACCEPTANCE LETTER TO **APPOINT PRINCIPAL CONTRACTOR**	CONSTRUCTION PHASE 'PLAN-IN-PLACE' SIGNED	CONSIDER REPORTS ON CDM COMPLIANCE *e.g. H&S FILE STATUS*	H&S FILE TO BE UPDATED & KEPT AVAILABLE; H & S 'FILE-IN-PLACE' SIGNED; H&S FILE Handover meeting with RPO, MO, CA, CDM-C
CDM-C / H&S Assistance	SOURCE EXISTING PRE-CONSTRUCTION INFORMATION – ISSUE **CD/DVD** TO CA	F10 ISSUED TO HSE AFTER CDM-C ENGAGED; PREPARE/ MAINTAIN REGISTER OF CLIENTS; ASSESS H & S COMPETENCE & RESOURCES OF DESIGNER(S); PREPARE/ MAINTAIN REGISTER OF DESIGNERS	REQUEST FURTHER PRE-CONSTRUCTION INFORMATION; *CONSIDER ANY GAPS IN PRE-CONSTRUCTION INFORMATION*	COLLATE RELEVANT PRE-CONSTRUCTION INFORMATION AND CHECK ARRANGEMENTS FOR PROJECT; PREPARE AND ISSUE DRAFT H&S FILE; PROVIDE PRE-CONSTRUCTION INFORMATION TO ALL DESIGNERS AND CONTRACTORS	ASSESS H&S COMPETENCE OF TENDERERS; *ENSURE H&S INFORMATION IS CO-ORDINATED*	F10 ISSUED TO HSE AFTER PC ENGAGED; PROVIDE STATEMENT FOR PROJECT REPORT (CDM OK); EVALUATE H&S RESPONSES TO **PRE-CONSTRUCTION INFORMATION**	ADVISE ON ADEQUACY OF WELFARE AND **CONSTRUCTION PHASE PLAN**	ADVISE CLIENT ON CDM COMPLIANCE; PREPARE/ MAINTAIN REGISTER OF CONTRACTORS; MONITOR DESIGN CHANGES FOR HAZARDS	H & S FILE Completed by CDM-C
(CA) Lead / Designer(s)		**INTERNAL CA / LEAD DESIGNER ASSIGNED**; RECEIVE PRE-CONSTRUCTION INFORMATION	CO-ORDINATE / CO-OPERATE WITH OTHER DESIGNERS; PREPARE DESIGNERS DUTIES PROJECT BOOK INCLUDING HAZARD REGISTER & DESIGN CHANGE CONTROL SYSTEM	PREPARE NBS PRELIMS INCORPORATING PCI; AVOID / DESIGN OUT FORESEEABLE HAZARDS	*TAKE ACCOUNT OF OTHER RELEVANT H&S REGULATIONS e.g. WORKPLACE (HEALTH, SAFETY AND WELFARE)*	PREPARE REPORT ON TENDERS RECEIVED		ASSESS DESIGN CHANGES FOR HAZARDS; MONITOR H&S FILE STATUS	*CA TO ENSURE BUILDING MANUAL IS COMPLETED*; ENSURE WORKPLACE H&S REGS ARE MET – SAFE TO USE
Principal Contractor				PROVIDE H&S COMPETENCE INFORMATION	RECEIVE PRE-CONSTRUCTION INFORMATION FROM CDM-C *(VIA PRELIMS)*; CONSIDER PRE-CONSTRUCTION INFORMATION IN TENDER	CONSTRUCTION PHASE PLAN PREPARED	PERMISSION RECEIVED TO START ON SITE; CONSTRUCTION PHASE H&S MONITORED / PLAN UPDATED		BUILDING MANUAL Completed by PC; COMPILE INFO for Building Manual / H&S FILE PER BUILDING
Contractor(s)				PROVIDE H&S COMPETENCE INFORMATION	RECEIVE PRE-CONSTRUCTION INFORMATION FROM CDM-C *(VIA PRELIMS)*; CONSIDER PRE-CONSTRUCTION INFORMATION IN TENDER				